MINUTES OF THE PRE-BID CONFERENCE

Request for Quotation (RFQ–055–PHL–2022): Procurement of Event Venue, Banquet Services, and Hotel Accommodation in Davao City (7 lots)

Location: Zoom Virtual Meeting
Date and Time: 7 July 2022, 10:00am, Manila Time
Moderator: Kristel Aberilla, Procurement Associate, UNDP
Kenneth Isaac Dela Cruz, Procurement Associate, UNDP

Participants from UNDP:
Kristel Aberilla, Procurement Associate, UNDP
Kenneth Isaac Dela Cruz, Procurement Associate, UNDP

Participant Bidders:
MICROTEL BY WYNDHAM – Era Krista Mae S. Reyes

The Pre-bid conference commenced at 10:00 AM with UNDP welcoming the participants, UNDP gave an overview of the Atlas etendering process and a brief walk-through of bidder registration in the system; particular attention was drawn to the Request for Quotation (RFQ), eligibility and requirements for 7 events (Attached is the Etendering guide for reference).

Procurement also stressed that the technical and financial proposal must be submitted in the e-tendering system.

The floor was then opened for questions from interested bidders.

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<tr>
<th>No</th>
<th>Questions raised by bidders</th>
<th>Clarifications from UNDP</th>
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<tbody>
<tr>
<td>1</td>
<td>Can hotels with a rating of less than 4 stars be eligible to bid?</td>
<td>Bidder hotels must have a 2-star rating or higher. However, the offer must comply with the specifications and requirements in the solicitation document. Note that bidders may bid for any number of events (lots), it is not mandatory to bid for all events.</td>
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UNDP reminded the participants that further clarifications may be sent to procurement.ph@undp.org. Bidders were reminded to register on the eTendering site and accept the invite to the eTender event to be able to access all solicitation documents and get notifications on any and all Minutes of the Conference, bid bulletins and amendments to the solicitation document, and responses to bidders’ clarifications.

UNDP would also like to inform that the deadline is extended to 12 July 2022, 5:00PM Manila time.

Without any further inquiries from bidders, the meeting adjourned.