



Republic of the Philippines  
**DEPARTMENT OF TRANSPORTATION AND COMMUNICATIONS**

**BIDS AND AWARDS COMMITTEE (Primary)**

**General Bid Bulletin No. 005-2014**

**Project: THE CUSTOMIZATION, DEVELOPMENT, INTEGRATION, PROCUREMENT, SUPPLY, DELIVERY, INSTALLATION, IMPLEMENTATION, SERVICE, AND MAINTENANCE OF THE INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) SYSTEM OF THE LAND TRANSPORTATION OFFICE (LTO)**

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TO ALL INTERESTED BIDDERS:

All Bidders who have purchased the bidding documents are invited to a walk-through of the current ICT system of the LTO on **13 March 2014 at 2:00 P.M.** Please find attached the *Guidelines for the Walk-through* for the aforementioned project.

For your guidance and information.

Issued this 11<sup>th</sup> of March 2014.



**RENE K. LIMCAOCO**  
Vice-Chairman, Bids and Awards Committee and  
Undersecretary for Planning



# GUIDELINES FOR THE WALK-THROUGH

## VENUE AND COVERAGE:

The Land Transportation Office (LTO) located in East Avenue, Quezon City, specifically, the front-line offices in charge of Driver's Licensing Motor Vehicle Registration and Law Enforcement and Traffic Adjudication Service.

## OBJECTIVES

1. To give Bidders an overview of and familiarize themselves with the business processes and systems of the LTO;
2. To enable Bidders to familiarize themselves with the current LTO IT system in operation;
3. To supplement the Bidders' understanding of the Bidding Documents, specifically the Technical Specifications.

## PARTICIPANTS

1. Only Bidders who have purchased the bidding documents of The Customization, Development, Integration, Procurement, Supply, Delivery, Installation, Implementation, Service, and Maintenance of the Information and Communications Technology (ICT) System of the Land Transportation Office (LTO) project are allowed to participate in the walk-through.
2. A maximum of two (2) representatives per Bidder will be allowed to join the walk-through.
3. It is highly encouraged that one of the two participants in the walk-through is the duly designated Authorized Representative of the Bidder for this project.
4. Bidders shall fill-out the attached Participant Confirmation Form (FORM A) and submit the accomplished and signed document (through **fax** and **email**) to the Bids and Awards Committee (BAC) Secretariat on or before the stated date and time for the walkthrough.

*The BAC Secretariat  
Department of Transportation and Communications  
Unit 153 The Columbia Tower, Ortigas Avenue  
Brgy. Wack-Wack, Mandaluyong City 1555  
Tel. No.: (+63 2) 726-7128  
Facsimile No.: (+63 2) 654-7725  
E-mail Address: [bacsec@dotc.gov.ph](mailto:bacsec@dotc.gov.ph)*

## ATTIRE

- Participants are encouraged to wear comfortable clothing as they may be asked to move from one place to another in following the various LTO processes.

## CONDUCT

1. Participants are requested to come on time.

2. Duly designated LTO and DOTC personnel will conduct the walk-through. It will be divided into two (2) parts: a) a brief overview given by LTO personnel; and b) walk-through of the current LTO processes.
3. LTO Personnel who are on-site and operating the current System, as well as the Bids and Awards Committee (BAC) and/or the Technical Working Group (TWG), will not answer questions from prospective bidders/participants. Participants are therefore advised to send their queries in writing and address the same to the BAC or to ask the same during the 3rd Pre-Bid Conference.
4. The taking of videos and photographs during the walk-through are strictly prohibited.
5. Participants are advised to observe silence and order to avoid disrupting LTO operations.
6. Smoking is not allowed during the walk-through.
7. In order to facilitate the orderly conduct of the walk-through and for easy mobility, participants are encouraged not to bring heavy or bulky materials or equipment.
8. Participants are not allowed to request for documents, records, manuals and the like during the walk-through.
9. Minutes of the walk-through will not be prepared. Any statement made by any official, employee, personnel and/or contractor of DOTC or LTO shall not affect the conduct of the bidding unless the same is addressed in an amendment to the Bidding Documents through a supplemental/bid bulletin.

**Form A**

**THE CUSTOMIZATION, DEVELOPMENT, INTEGRATION, PROCUREMENT, SUPPLY, DELIVERY, INSTALLATION, IMPLEMENTATION, SERVICE, AND MAINTENANCE OF THE INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) SYSTEM OF THE LAND TRANSPORTATION OFFICE (LTO)**

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**PARTICIPANT CONFIRMATION FORM**

Company Name: \_\_\_\_\_

*The Bidder hereby nominates the following authorized representative/s to participate in the walk-through for the aforementioned project and undertakes to abide by the Guidelines for the Walk-through as provided by the DOTC and LTO.*

	PARTICIPANT NAME	DESIGNATION	EMAIL	CONTACT NO.	SIGNATURE
1					
2					

Alternate Representatives

(in the absence of the abovementioned representatives):

	PARTICIPANT NAME	DESIGNATION	EMAIL	CONTACT NO.	SIGNATURE
1					
2					

\_\_\_\_\_  
Name and Signature of Authorized Representative

\_\_\_\_\_  
Date