



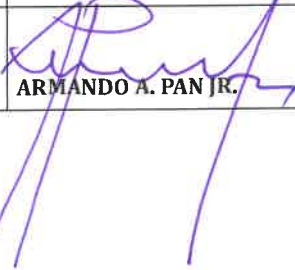
**BIDS AND AWARDS COMMITTEE**

**MINUTES OF THE PRE-BID CONFERENCE**

<p><b>October 20, 2023</b>  <b>9:00 A.M.</b></p>	<p><b>PROCUREMENT OF SERVICE PROVIDER FOR VIDEO PRODUCTION AND EVENT MANAGEMENT ("Project")</b></p>	<p>The SEC Headquarters, Makati Avenue, Makati City or via zoom</p>
<p><b>Project Reference</b></p>	<p>Public Bidding No. 2023-039</p>	
<p><b>Attendees</b></p>	<p><b>BAC</b>          Armando A. Pan Jr. Chairman          Daisy B. Pabuaya Regular Member          Marlon Lester M. Cantor Provisional Member          Lester Paul N. Obon End-User Representative  <b>TWG</b>          Tweety T. Tuazon Member          Rea Rosario G. Malite Member  <b>BAC Secretariat</b>          Vhincen G. Cañares Head          Norlan M. de Las Alas Member          Femmy Jane P. Baluyot Member          Margery V. Abuyog Member          Iglesias A. Torres Jr. Member          Julie Ann M. Roa Member          Ryan Evan T. Estaño Member          Joanes N. Nuada Member          Wilcon Barro Member  <b>Prospective Bidders</b>          Cristel May Ativo Red Root Artists Cooperative          Mark Villarín Red Root Artists Cooperative          Dianne Tulagan Marcus Phoenix Media Production Corp.          Philip Serna Crossfade Video Alternatives          Jun T. Fernandez Kleal Entertainment Production          Alliah Janelle Dingcong Kleal Entertainment Production</p>	
<p><b>Call to Order and Quorum</b></p>	<ol style="list-style-type: none"> <li>1. A quorum was recognized and declared present. The meeting was called to order by the Chairman at 9:00AM.</li> <li>2. The BAC Secretariat acknowledged the presence of the members of BAC, End-User Representative, the members of the TWG, and the members BAC Secretariat, and all others present.</li> </ol>	
<p><b>Preliminaries</b></p>	<p>The Secretariat reiterated the purpose of conducting the pre-bid conference according to Section 22 of the 2016 Revised Implementing Rules and Regulations of RA 9184.</p> <p>The following information about the Project were presented:</p> <ul style="list-style-type: none"> <li>• The complete title is "<b>Procurement of Service Provider for Video Production and Event Management</b>"</li> <li>• It has a project identification number "<b>Public Bidding No. 2023-039</b>"</li> <li>• The Approved Budget for the Contract (ABC) is <b>Php3,000,000.00</b></li> </ul>	

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	<ul style="list-style-type: none"> <li>• The funding source for the Project is <b>"FY 2023 Annual Operating Budget of SEC"</b></li> <li>• The bid docs fee is at <b>Php2,500.00</b></li> </ul> <p>The attendees were also informed that the Invitation to Bid and the Bidding Documents were posted on the PhilGEPS and SEC websites on 13 October 2023; and that the Notices to Observers were sent out to Commission on Audit, Philippine Chamber of Commerce and Industry, and Transparency and Accountability Network on the same date.</p>										
<p><b>Section I. Invitation to Bid</b></p>	<p>The Secretariat presented the following important details of the Project, as well as the contents of the bidding documents. The following important schedules were also reiterated:</p> <table border="1" data-bbox="547 663 1240 763"> <tr> <td>Deadline to Submit Bids</td> <td>November 03, 2023, 10:00AM</td> </tr> <tr> <td>Opening of Bids</td> <td>November 03, 2023, 10:15AM</td> </tr> </table> <p>The Secretariat also gave guidance on how to pay for the bid docs fee through eSPAYSEC and Landbank.</p>	Deadline to Submit Bids	November 03, 2023, 10:00AM	Opening of Bids	November 03, 2023, 10:15AM						
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<p><b>Section III. Bid Data Sheet</b></p>	<p>The following information from the bidding documents were also reiterated:</p> <ul style="list-style-type: none"> <li>• similar contract under Bid Data Sheet Clause 5.3 is defined as any contract similar to provision of services for video production and events management which must be completed within five (5) years prior to the deadline for the submission and receipt of bids,</li> <li>• bid security might be in the form of bid securing declaration, or cash/check/bank guarantee/letter of credit (Php60,000.00), or surety bond (Php150,000.00),</li> <li>• bidder with the lowest/single calculated bid would be required to submit the listed post-qualification requirements on the bidding documents,</li> <li>• payment should be made upon complete delivery of the Goods, and</li> <li>• delivery must be made immediately upon receipt of the Notice to Proceed.</li> </ul> <p>Ms. Rea Malite discussed the technical specifications briefly. The prospective bidders raised the questions hereunder to which Ms. Malite responded accordingly:</p> <table border="1" data-bbox="547 1599 1240 1928"> <thead> <tr> <th>Questions</th> <th>Answers</th> </tr> </thead> <tbody> <tr> <td>How to pay for the bid fee? (Marcus)</td> <td>Bid fee can be paid through Landbank or eSPAYSEC.</td> </tr> <tr> <td>Do you have preferred artists? (Red Root)</td> <td>You can propose artists similar to Nina or Jed Madela.</td> </tr> <tr> <td>How is the additional LED screen going to be used? (Red Root)</td> <td>From time to time, it will show live feeds, but mostly it will just mirror the other screen.</td> </tr> <tr> <td>How far are the two stages apart? (Red Root)</td> <td>Around 10 steps [sic]. They are being separated by a concrete pillar with 1.9m length and 0.9m width.</td> </tr> </tbody> </table>	Questions	Answers	How to pay for the bid fee? (Marcus)	Bid fee can be paid through Landbank or eSPAYSEC.	Do you have preferred artists? (Red Root)	You can propose artists similar to Nina or Jed Madela.	How is the additional LED screen going to be used? (Red Root)	From time to time, it will show live feeds, but mostly it will just mirror the other screen.	How far are the two stages apart? (Red Root)	Around 10 steps [sic]. They are being separated by a concrete pillar with 1.9m length and 0.9m width.
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	<p>Are the curriculum vitae (CVs) of production staff required to be submitted? (Marcus)</p> <p>What is the event's duration and the flow of the program? (Red Root)</p> <p>Do you have a preferred host? (Marcus)</p>	<p>No. This will be discussed upon issuance of the Notice of Award.</p> <p>Event proper will be from 5pm to 10pm but the service provider will be expected to arrive in the morning. The programme basically consists of 1) signing of memorandum of agreement, 2) dinner service, 3) performances, 4) awarding, and 5) showing of videos. Detailed program will be discussed with the winning bidder.</p> <p>One male host, preferably. This is because one female host will be from the SEC.</p>
	<p>Ms. Malite also gave a brief description of the attendees being heads of various government agencies and private corporations. Thus, the event should be formal.</p>	
<b>Section VIII. Checklist of Technical and Financial Documents</b>	<p>The Secretariat presented the checklist of minimum documentary requirements and provided reminders to the bidders in order to avoid minor errors which may result in their ineligibility/disqualification.</p> <p>There were no other questions/concerns raised.</p>	
<b>Adjournment</b>	<p>Having no other matters for discussion, the meeting was adjourned by the Chairman at 10:00 AM.</p>	
<b>Prepared by</b>	 <b>FEMMY JANE P. BALUYOT</b>	
<b>Certified Correct and Accurate</b>	 <b>VHINCENT G. CAÑARES</b>	
<b>Approved</b>	 <b>ARMANDO A. PAN JR.</b>	