



PCC BIDS AND AWARDS COMMITTEE (PBAC)

**Minutes of Pre-Bid Conference
“Engagement of an Event Management Firm for 2020 FCDC”**

Date: 04 December 2019

Meeting Room 3, 25/F Tower 1, Vertis North Corporate Center, North Avenue, Quezon City

Present:

BAC Members

- | | | |
|---------------------|---|------------------------------|
| 1. Chairperson | : | Atty. Joseph Melvin B. Basas |
| 2. Vice-Chairperson | : | Atty. Ferdinand B. Redulla |
| 3. Regular Member | : | Atty. Lianne Ivy P. Medina |
| 4. Regular Member | : | Allan Roy D. Mordeno |
| 5. Regular Member | : | Arnold Roy D. Tenorio |

BAC Secretariat

- | | | |
|-----------|---|---------------------------|
| 1. Head | : | Jeson Q. de la Torre |
| 2. Member | : | July R. Suing |
| 3. Member | : | Merry Lyn V. Bambao |
| 4. Member | : | Teejay Yoshiumi J. Sakuma |
| 5. Member | : | Mark Jayson R. Fajutnao |
| 6. Member | : | Isabelo Miguel V. Abaño |

End-Users:

- | | | |
|-------------|---|-----------------------|
| 1. CKMO-TAD | : | Ramon P. Logoc |
| 2. CKMO-TAD | : | Charmaine Joy Escueta |

Bidders

- | | | |
|-----------------------------------|---|---------------------|
| 1. Total Exhibit & Expo Solutions | : | Prab Reyes |
| 2. Adrow Creatives Inc. | : | Patrik Gregg Teñoza |

Observers

: none

I. Call to Order

The PBAC Chairperson called the meeting to order at 01:10 PM for the **Engagement of an Event Management Firm for 2020 FCDC** under **Request for Expression of Interest (REI) No. 201911-0235**, at PCC Meeting Room 3.





II. Agenda

Discussion	Recommendation/ Agreements
<p>A. Presentation (Purpose, Documentation, Timelines, Common Mistakes, etc.)</p> <ul style="list-style-type: none"> The PBAC through its secretariat discussed the Part I of the Pre-Bidding conference – submission of the Technical component and Financial component. Part II of the Pre-Bidding conference –Terms of Reference (TOR) for the project was presented by the end-user (CKMO). <p>B. Project Description and Technical Requirements</p> <ul style="list-style-type: none"> The PCC will engage the services of an events management firms for the 2020 Forum on Competition in Developing Countries (FCDC) or Manila Forum. The event will be an occasion to look into how legislative actions or regulatory initiatives that aim to address development goals that could have unexpected consequences on the competition landscape. <p>C. Approved Budget for the Contract (ABC)</p> <ul style="list-style-type: none"> The ABC for this project is PhP2,655,000.00 <p>D. Date/ Time of Submission and Opening of Bids</p> <ul style="list-style-type: none"> Submission of Bids: 16 December 2019, 12:00 NN Opening of Bids: 16 December 2019, 01:00 PM <p>E. Question and Answer</p> <ul style="list-style-type: none"> Representative of Adrow Creatives Inc. queried if there’s a need to present a plan during the opening of bids. <ul style="list-style-type: none"> The end-user responded that there’s no need to present a plan during the opening of bids. End-users emphasized the following important points of the requirements: <ul style="list-style-type: none"> Over all Theme: Academic International Conference with Filipino Indigenous Motif for over-all concept of design. 	<p>All queries were clarified. Thus, there is no need to issue a bid bulletin.</p>

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Signature: MERRYLYN V. BAMBAO
Date: DEC 12 2019





- ❖ Proposed Hosts: For the conference the host must have reputable background, knowledge in economics. A subject matter that knows the market competition business and economic development. For the Fellowship night host must have reputable background and less in showbiz style of hosting. In addition, the end-user requested for the voice over to help the flow of the program.
- ❖ Program Concept: The end-user emphasized the concept for mood setters, opening videos, visualizers, digital dues. For fellowship night presentation the PCC will provide the materials for the AVP. The end-user requested for the less disruptive set-up during the conduct of the whole program including sounds, technical, flow.
- ❖ Fellowship Dinner: It includes presentations such as recognitions and launching of related papers.
- ❖ Conference Attendees: Possible attendees for the forum are the higher government officials, and senior members of academe.
- ❖ Foyer Area: It should also have set-up as the reception area.
- ❖ Corkage Fees: The event management firm/manager will shoulder the corkage fees to be incurred during the forum and to be paid to the Manila Forum official venue.

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III. Adjournment:

There being no other matters to discuss, the meeting for the pre-bid conference was adjourned at 01:34 PM.

Reviewed by the PBAC Head Secretariat:

JESON Q. DE LA TORRE
Head, PBAC Secretariat

Approved by:

ATTY. JOSEPH MELVIN B. BASAS
Chairperson, PBAC

