

PCC BIDS AND AWARDS COMMITTEE (PBAC)

MINUTES OF PRE-BIDDING CONFERENCE

for the

“Procurement of Professional Services for the Development of Online Video Training Modules”

IB No. 2022-03-0047

Date: 18 March 2022

Venue: GSD Meeting Room and Microsoft Teams Teleconference

Present:

BAC Members

- | | | |
|---------------------|---|---------------------------------------|
| 1. Chairperson | : | Atty. Joseph Melvin B. Basas |
| 2. Vice Chairperson | : | Jeson Q. de la Torre |
| 3. Regular Member | : | Allan Roy D. Mordeno |
| 4. Regular Member | : | Atty. Christian Loren B. Delos Santos |
| 5. Regular Member | : | Emmanuel M. Garcia |

BAC Secretariat

- | | | |
|-------------------|---|-----------------------------|
| 1. Head | : | Rommel R. Oira |
| 2. Assistant Head | : | Ma. Celeste S. Dizon |
| 3. Member | : | Mark Jayson R. Fajutnao |
| 4. Member | : | Nicky Jonna Pitallano |
| 5. Member | : | Teejay Yoshiumi J. Sakuma |
| 6. Member | : | Isabelo Miguel V. Abaño |
| 7. Member | : | Meonel B. Nuñez |
| 8. Member | : | Anna Dominique M. Francisco |
| 9. Member | : | Floricar Gonzalodo |
| 10. Member | : | Bill A. Geslani |
| 11. Member | : | Raven Rein R. Villanueva |
| 12. Member | : | Ralph Riel N. Garcia |
| 13. Member | : | Chrislyn Joy P. Sioson |
| 14. Member | : | Jonalyn F. Funa |
| 15. Member | : | Jean Cheska R. Cabriga |

End-User:

- | | | |
|--------|---|--------------------------------|
| 1. MAO | : | Atty. Juan Antonio E. Arcilla |
| 2. MAO | : | Atty. Jireh Joshua M. Salteras |
| 3. MAO | : | Christopher Jay F. Garbo |
| 4. MAO | : | Julia Ysabel D. Yuzon |

Bidders:

- | | | |
|--------------------------|---|----------------------|
| 1. HR Architect | : | Michael R, Padilla |
| 2. HR Architect | : | Lani P. Pajarillo |
| 3. Talisman Incorporated | : | Robert Daclis |
| 4. Talisman Incorporated | : | Mimi Cabacungan |
| 5. MAV Film Productions | : | Maria Camille Manalo |

I. Call to Order:

The PBAC Chairperson called the meeting to order at 01:30 PM.

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 presented the Part I of the Pre-Bidding conference, as follows: <ul style="list-style-type: none"> ➤ Technical Components ➤ Financial Components ➤ Sealing and Marking of Bidding Documents ➤ Important Schedules ➤ E-bid submission ➤ General Rules • Part II of the said conference was the discussion of the Terms of Reference. <p>B. Project Description and Technical Requirements</p> <ul style="list-style-type: none"> • The primary objective of the procurement is to contract the services of a reputable photographer-videographer (hereinafter referred to as the “Service Provider”) to produce online video training modules and publicity material intended for MAO’s online advocacy and capacity-building project. <p>C. Approved Budget for the Contract (ABC)</p> <ul style="list-style-type: none"> • The ABC for the project is One Million Two Hundred Ninety-Five Thousand Pesos (PhP1,295,000.00), inclusive of all applicable government taxes and services. 	

D. Date/ Time of Submission and Opening of Bids

- Submission of Bids: 01 April 2022, 12:00NN
- Opening of Bids: 01 April 2022, 01:30PM

E. Questions and Answers

- The PBAC Chairperson opened the table for questions, clarifications, and concerns regarding the procurement project:

1. Ms. Mimi Cabacungan of Talisman asked what specific covering/shooting requirement of PCC related to the project.

- Mr. Salteras of the End-user responded that they are looking for a video services that would help the stakeholders to go through the processes of Mergers Acquisition Office (MAO). This is an on-demand video or step-by-step module on the processes so that queries will be immediately responded.
- Ms. Cabacungan clarified if there will be graphics and papers involved aside from people talking.
- Mr. Salteras confirmed that there are graphics and animations involved to further explain the information needed. He also added that the preference for this is a live host.

2. Mr. Michael Padilla of HR Architect, queried about the number of videos in terms of length (how long the video is?) and where the video will be uploaded.

- Mr. Salteras of the End-user provided the specific section of the Terms of Reference (TOR), that *“Indoor video shoot, re-shoot, and editing of 10-20-minute online video training module messages, lectures, or testimonials. Indoor video shoot, re-shoot, and editing of a 30-second- 1-minute introduction video as a publicity/information drive material.”*.

All queries and clarifications were clarified. Thus, no Bid Bulletin shall be issued.

- Video links will be uploaded at the PCC Website and will be directed to Youtube.
- Mr. Padilla asked if there is a separate discussion on the right candidate/ winning bidder for this project.
 - Mr. Salteras responded that there will be meetings with the winning bidder to discuss the story boards of the four (4) video training modules and one (1) introductory video, and its submission.
3. Ms. Cabacungan added that based on the TOR, there are several timelines of shooting and if it is possible to shoot the four (4) modules in one (1) take/shoot.
- Mr. Salteras responded that based on the TOR the PCC require the service provider a minimum of one (1) shooting day per module, to avoid burn out of staff, and due to Covid protocols.
 - Ms. Cabacungan clarified if the shooting can be done in the office.
 - Mr. Salteras confirmed that the video shoot will be done at the PCC office. However, a specific provision is provided in the TOR should shooting outside PCC Office will be needed.
4. Mr. Padilla, clarified if the video is like a structural or a process demo video and if the introduction video is like an AVR, a company profile type video which encapsulated in one (1) minute.
- Mr. Salteras of the End-user confirmed that the videos are like a structural or a process demo video. For introduction video, it is like a trailer to inform the public that PCC have on-demand video that they can refer to or access for their convenience.
5. Ms. Cabacungan, queried if they will prepare the introductory video after the four (4) modules.
- Mr. Salteras added that the introductory video will be prepared last as they will get snippets from the four (4) training modules, but these four (4) videos will be launched simultaneously.

6. Mr. Padilla, asked if there is a video uploaded online for the E-Bid Submission.

- The BAC Secretariat will provide E-Bid Submission manual through email.
- The PBAC Chairperson clarified that bidders may send written clarification until March 21, 2022 or three (3) days after the pre-bidding conference.

III. Adjournment:

Having no other matters to discuss, the pre-bidding conference was adjourned at 02:15PM.

Prepared by:

Approved by:



MARK JAYSON R. FAJUTNAO
PBAC Secretariat



ATTY. JOSEPH MELVIN B. BASAS
Chairperson, PBAC

msd 

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