

## PCC BIDS AND AWARDS COMMITTEE (PBAC)

### Minutes of Pre-Bid Conference

### “Engagement of an Event Management Consulting Firm for the East Asia Top-Level Officials Meeting and East Asia Conference”

REI 2022-07-0123

11 August 2022, 1:30 PM

PCC Meeting Room 1 and/or via Teleconference thru MS Teams

Present:

#### BAC Members

- |                       |   |  |
|-----------------------|---|--|
| 1. Vice Chairperson   | : | Dir. Jeson Q. de la Torre              |
| 2. Regular Member     | : | Allan Roy D. Mordeno                   |
| 3. Regular Member     | : | Emmanuel M. Garcia                     |
| 4. Regular Member     | : | Atty. Christian Loren B. De Los Santos |
| 5. Provisional Member | : | Inah Geneve T. Mangilin                |

#### BAC Secretariat

- |                   |   |                             |
|-------------------|---|-----------------------------|
| 1. Head           | : | Rommel R. Oira              |
| 2. Assistant Head | : | Ma. Celeste S. Dizon        |
| 3. Member         | : | Mark Jayson R. Fajutnao     |
| 4. Member         | : | Nicky Jonna P. Pitallano    |
| 5. Member         | : | Anna Dominique M. Francisco |
| 6. Member         | : | Bill A. Geslani             |
| 7. Member         | : | Meonel B. Nunez             |
| 8. Member         | : | Jonalyn F. Funa             |
| 9. Member         | : | Floricar G. Gonzalodo       |
| 10. Member        | : | Chrislyn Joy P. Sioson      |
| 11. Member        | : | Ralph Riel N. Garcia        |
| 12. Member        | : | Raven Rein R. Villanueva    |

#### End-User

- |       |   |                          |
|-------|---|--------------------------|
| 1. EO | : | Charmaine Joy V. Escueta |
|-------|---|--------------------------|

#### Bidders

- |   |   |                     |
|---|---|---------------------|
| 1. Total Exhibit and Expo Solutions, Inc. | : | Japoy Alarilla      |
| 2. Imaginimage Corporation                | : | Alma Orso           |
| 3. Imaginimage Corporation                | : | Mae Mojica          |
| 4. ADROW Creatives, Inc.                  | : | Patrick Greg Tenoza |
| 5. ADROW Creatives, Inc.                  | : | Zalia Padilla       |

## I. Call to Order

The PBAC Vice-Chairperson called the meeting to order at 1:30 PM for the **Engagement of an Event Management Consulting Firm for the East Asia Top-Level Officials Meeting and East Asia Conference** with Request for Expression of Interest (REI) No. 2022-07-0123 via teleconference thru MS Teams.

Discussion	Recommendations/ Agreements
<p><b>A. Presentation (Purpose, Documentation, Timelines, Common Mistakes, etc.)</b></p> <ul style="list-style-type: none"><li>• The PBAC, through its Secretariat, presented the Part I of the Pre-Bidding Conference, as follows:<ul style="list-style-type: none"><li>a. Technical Components,</li><li>b. Financial Components,</li><li>c. Sealing and Marking of Bids,</li><li>d. Electronic Bid Submission,</li><li>e. Important Schedules, and</li><li>f. General Rules</li></ul></li><li>• Part II of the Pre-Bidding conference – Terms of Reference was presented and discussed by the End-user.</li></ul>	
<p><b>B. Project Description and Technical Requirements</b></p> <ul style="list-style-type: none"><li>• The Philippine Competition Commission (PCC) will co-organize the 17<sup>th</sup> East Asia Top Level Officials’ Meeting on Competition Policy (EATOP) and 14<sup>th</sup> East Asia Conference on Competition Law and Policy (EAC) in Manila, Philippines on 28-29 September 2022. The twin events aim to advance efforts to enhance awareness and knowledge on competition policy and strengthen linkages with key stakeholders, and international development partners.</li></ul> <p>The PCC will engage the services of an event management consulting firm to accomplish following tasks:</p> <ul style="list-style-type: none"><li>a. Event planning and coordination</li><li>b. Guest and event management</li><li>c. Facilitate fellowship night</li><li>d. Event coverage and documentation</li><li>e. Production of AVPs; and the</li><li>f. Provision of management and production team</li></ul>	
<p><b>C. Approved Budget for the Contract (ABC)</b></p> <ul style="list-style-type: none"><li>• The ABC for this project is One Million Seven Hundred Sixty-Five Thousand Pesos (PhP1,765,000.00)</li></ul>	

<p><b>D. Date/ Time of Posting, Submission and Opening</b></p> <ul style="list-style-type: none"> <li>• Posting: 04 August 2022</li> <li>• Deadline for Submission: 23 August 2022, 12:00 NN</li> <li>• Opening of Bids: 23 August, 1:30 PM</li> </ul>	
<p><b>E. Question and Answer</b></p> <ul style="list-style-type: none"> <li>• <i>Mr. Japoy Alarilla (Total Exhibit and Expo Solutions):</i> Where is the tentative venue for the activity?  <i>Answer:</i> The Japan Fair Trade Commission (JFTC), the co-organizer of the event, has chosen to enter into contract with New World Makati Hotel as the official and exclusive venue for the EATOP and EAC.</li> <li>• <i>Ms. Alma Orso (Imaginimage Corp):</i> For the production of AVPs, what do you expect for the one (1) two-to-three-minute mood setter/opening video?  <i>Answer:</i> The mood setter/opening video is what we usually play as the participants gather in the venue. It includes event title, picture and videos of former EATOP and EAC which the end user will provide. In case no pictures or videos are provided, an abstract visualizer to set the tone of the event will suffice. The End-user confirmed that mood setter/opening video is like a teaser. The details may be discussed during contract implementation.</li> <li>• <i>Ms. Orso:</i> Are the bidders required to submit the Curriculum Vitae (CV) of all the members of the management and production team enumerated in the Terms of Reference?  <i>Answer:</i> We will require the full CV of the main actors such as the event coordinator, event director and project manager. For the other roles, the bidder may submit only the list of names and the corresponding roles.</li> <li>• <i>Zalia Padilla (ADROW Creatives):</i> For the fellowship night, do you have a preference with regard to the performer or the number of performers?  <i>Answer:</i> The details with regard to the performers will be discussed during the contract implementation.</li> <li>• <i>Ms. Padilla:</i> How many vehicles should be provided for the city tour?  <i>Answer:</i> The vehicle must be able to accommodate the thirty (30) VIP guests comfortably. Further details will be provided and discussed during contract implementation.</li> </ul>	<p>All questions were answered adequately, thus, no bid bulletin will be issued.</p>

**II. Adjournment:**

There being no other matters to discuss, the meeting for the pre-bid conference was adjourned at 2:30 PM.

Prepared by:



**NICKY JONNA P. PITALLANO**  
Member, PBAC Secretariat

Reviewed by:



**ROMMEL R. OIRA**  
Head, PBAC Secretariat



Approved by:



**JESON Q. DE LA TORRE**  
Vice Chairperson, PBAC

**Signature:** 

**Email:** [msdizon@phcc.gov.ph](mailto:msdizon@phcc.gov.ph)












# Prebid Highlights\_EATOP Event Management

Final Audit Report


2022-08-12

Created:	2022-08-12
By:	Procurement PCC (procurement@phcc.gov.ph)
Status:	Signed
Transaction ID:	CBJCHBCAABAAADpPoui2tz1EGHcrOSsKmmS6iHMDdjku


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-  Document emailed to nppitallano@phcc.gov.ph for signature  
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