PHILIPPINE COMPETITION COMMISSION
Ensuring businesses compete and consumers benefit

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PCC BIDS AND AWARDS COMMITTEE (PBAC)

Minutes of Pre-Bidding Conference

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

Invitation to Bid (IB) No. 2025-05-0068

Date: 14 May 2025; 1:30 PM
PBAC Room, 9/F Tower 1, Vertis North Corporate Center, North Avenue, Quezon City

Present:

PBAC Members

1.	Chairperson	Atty. Joseph Melvin B. Basas
2.	Vice Chairperson	Atty. Christian Loren B. De Los Santos
3.	Regular Member	Acting Dir. Kirsten J. Dela Cruz
4.	Regular Member	Acting Dir. Ferdinand L. Paguia
5.	Regular Member	Atty. Michael Kris Ben T. Herrera
6.	Provisional Member	Atty. Margarita T. Sison

PBAC Secretariat

1.	Head	Rommel R. Oira
2.	Asst. Head	Ma. Celeste S. Dizon
3.	Member	Isabelo Miguel V. Abano
4.	Member	Jonalyn F. Funa
5.	Member	Diana Lee B. Gavino
6.	Member	Jessa S. Arevalo
7.	Member	Mark Jayson R. Fajutnao
8.	Member	Meonel B. Nunez
9.	Member	Marlon H. Javier
10.	Member	Alleah Jeane R. Rebanal
11.	Member	Zico Simeone D. Morales

End-user

1.	End-user Representatives (MAO)	Kyla Marie G. Dunton Jodine Alyssa R. Rillo

Bidders

1.	Carbon Digital Inc.	Lawrence Domingo Sheryl Barrera
2.	La Oyay Studio	Sherwin Cañamero
3.	Bums Inc.	Hannah Silo
4.	MAV Film Productions	Malcolm Velazco

5.	Filmstock Media Inc.	Paula Rachielle
6.	Times Studio Media Marketing Corp.	Loralee Mercado
7.	Imagic Productions	Rosario Diño

I. Call to Order

The PBAC Chairperson called the meeting to order at 1:30 PM for the **Procurement of Professional Services for the Development of Online Video Training Modules**

II. Agenda

Discussion	Recommendation/ Agreements
A. Presentation (Purpose, Documentation, Timelines, Common Mistakes, etc.) • The PBAC through its Secretariat presented the following: ➢ Technical Proposal Forms ➢ Financial Proposal Forms ➢ Sealing and Marking of Bidding Documents ➢ Electronic Bid Submission ➢ Important Schedules ➢ General Rules • While the End-user presented the Detailed Technical Specifications for the procurement. **B. Project Description and Technical Requirements** • The primary objective of the project is to engage the services of a reputable Photographer/Videographer to produce online video training modules and publicity materials intended for the PCC's advocacy and capacity building project. **C. Approved Budget for the Contract (ABC)** • The Approved budget for the Contract (ABC) is One Million Four Hundred Sixty Thousand Pesos (PhP1,460,000.00), inclusive of all applicable taxes and service charges subject to the usual budgeting, accounting, and auditing rules and regulations.	

D. Date/ Time of Submission and Opening of Bids • Submission of Bids: May 28, 2025, 12:00NN • Opening of Bids: May 28, 2025, 01:30PM	
E. Question and Answer • The PBAC Chairperson opened the table for questions, clarifications, and concerns regarding the procurement project	All queries were clarified. Thus, no supplemental bid bulletin shall be issued.
Mr. Domingo of Carbon Digital Inc. queried the following: 1. If the cover letter requirement listed in Annex A has a specific format. Mr. Fajutnao responded that the cover letter has no specific format. 2. If the submission of Certificate of Satisfactory Services Rendered or its equivalent, for at least three (3) completed government and private contracts can be a combination of private and government or three government or three private contracts. Ms. Dunton responded that it could be a combination of private and government contracts. 3. If the primary audience of the project will be the employees of the PCC. Ms. Dunton responded that the audience will be the public and it will be posted in social media accounts of the PCC and on its website. Mr. Cañamero of La Oyay Studio queried the following: 1. If they can pay for the bidding documents online. Mr. Fajutnao responded that PCC accepts cash payment only at the Cash Unit 2. If the submission of financial and technical documents and the payment of bidding documents can be done simultaneously. Mr. Fajutnao responded in affirmative and should be done on/before the deadline of submission. 3. If the submission of the documents listed in Annex A should be submitted together with the technical and financial proposals. Mr. Fajutnao responded that the documents listed in Annex A should be submitted together with the Technical Proposals in one envelope/folder. 4. If the technical component is incomplete, the financial component will still be open. Mr. Fajutnao responded that the financial component will not be opened if the	

submitted technical component is incomplete/disqualified. Ms. Silo of BUMS Inc. queried the following: 1. If the submission of Certificate of Satisfactory Services Rendered (CSSR) of a project is limited to a certain number of years. Ms. Dunton responded that the CSSR of a related project should have been completed within a minimum of 2 years, or beyond 2 years of completion. 2. If the winning bidder is the lowest responsive bidder. Mr. Fajutnao responded that the winning bidder should be the Lowest Calculated and Responsive Bidder. 3. If what is the maximum shooting day per module since there is an indicated minimum of 1 shooting day per module. Ms. Dunton responded that the maximum days will depend on the progress of shooting, but the estimated period is up to four (4) days for both modules. 4. If the maximum four (4) days of shooting already reached, what will be the course of action by the End user. Ms. Rillo responded that prior to the commencement of the project, a meeting with the service provider will be conducted to identify the exact number of shooting days based on the script provided per module and to avoid unreasonable delays. Mr. Velazco of MAV Film Productions queried the following: 1. If the payment of bidding documents for technical and financial proposals. Mr. Fajutnao responded that PCC acepts one payment of bidding documents fee for each project. 2. If the SLCC requirement and certificates of completion are different requirements. Mr. Fajutnao responded in affirmative. 3. If the three (3) certificates of satisfactory completions have no limits of period from the time of completion. Mr. Fajutnao responded that this document has a minimum of 2 years but no limits to how long the project has been completed. 4. If who will arrange the approvals of necessary permits. Mr. Fajutnao responded that the End-user will process the approval of the necessary permits. Ms. Rachielle of Filmstock Media Inc. queried the following:	

1. If the talents will be from PCC. Ms. Dunton responded that the talents will be from PCC Persoonel. Ms. Mercado of Times Studio Media Marketing Corp. queried the following: 1. If the End user has a specific location required for the video shoot. Ms. Dunton responded that the location of the video shoot will be in the PCC Office only. 2. If how many shoot days will it take per module. Ms. Dunton responded that the shoot days are minimum of 2 days since the requirement is 1 shoot day per module. Ms. Diño of Imagic Productions queried the following: 1. If PCC will provide the concept of videos to be developed. Ms. Dunton responded that the content of the videos is about the external services of the Mergers and Acquisitions Office. She added that the scripts for the modules will also be provided by the End-user. 2. If there is an audition for the talents of video shoot. Ms. Dunton responded that some talents are volunteers from PCC personnel, and some are from the End-user's office. 3. If the bidders are able to see the script before the finalization of their bid proposals. Ms. Rillo responded that the End-user cannot provide the scripts yet. However, they may provide YouTube links for the videos of the previous similar project for them to have an idea of the videos to be developed.	

III. Adjournment:

There being no other matters to discuss, the pre-bid conference was adjourned at 02:15 PM.

Prepared by:

[confidential]

MARK JAYSON R. FAJUTNAO
PBAC Secretariat Member

Approved by:

[confidential]

ATT N B. BASAS
PBAC Chairperson