

BIDS AND AWARDS MINUTES OF THE MEETING

Updated as of 20 September 2019

DATE/VENUE: 4 December 2020 / Zoom Meeting		TIME STARTED 4:40PM	TIME ENDED 5:40PM
BIDDING ACTIVITY	Mark (X)		
	() Pre - Procurement Conference	() Opening of Bids	
	(X) Pre - Bid Conference	() Special Meeting / Others	
	() Eligibility Checking and Shortlisting		
PROJECT TITLE : Services of a Multimedia Company for the Development and Production of a Web-based 360° Virtual Reality Experiential Regional Tours			APPROVED BUDGET COST PHP9,200,000.00
BAC MEMBERS Chairperson Vice Chairperson Regular Member <i>Alternate Member</i> Provisional Member <i>Alternate PM</i> Provisional End User	Mark (X)		
	(X) Atty. Venancio C. Manuel III		
	(X) Marian Sarah C. Garate		
	(X) Nerissa D. Juan		
	() Hernan Melchor G. Narvadez		
	(X) Ramon Julian S. De Veyra, Jr.		
	() Marivic M. Sevilla		
(X) Teresita DL. Landan			
PROJECT OFFICER/S	Milo Oropeza Emmanuel A. Zarate , MISD		
TECHNICAL WORKING GROUP	Mark (X)		
	GOODS	CONSULTING	INFRASTRUCTURE
	() Carmela Joy A. Febrio	(X) Rose Ann B. Cruz	() Edmon Gerald A. Loza
	() Nelson D. Lopez	(X) Francine M. Roca	() Remigio U. Pagaduan
() Michael M. Malonda	() Mark Nicole Evangelista	() Cesar R. Villanueva	
BAC SECRETARIAT	Eloisa A. Romero, Head BAC Secretariat Janet G. Villafranca, Procurement Officer		
OBSERVER/S	Non in attendance		
BIDDER / REPRESENTATIVE		ELIGIBILITY ()	TECHNICAL ()
Studio H20 - Jan Acosta - Randall Rosales Digiscript Philippines - Ponzi Alampay - Conrad Alampay - MEann Del Rosario - Victoria Ale Alexandra Velez			FINANCIAL BID

The meeting was called to order by the BAC Chairperson.
The BAC Secretariat confirmed the existence of quorum.
The Project Officer made a brief presentation of the Terms of Reference.

Salient Points

1. Comments from the BAC Chairman: clarification on the scope of services, to commence immediately upon the receipt of the notice to proceed, and engagement is 4 months to commence from receipt of NTP (tentative April)
2. The BAC Chairman opened the floor for Q&A:
3. Question from H20: Clarification on the timeframe - the engagement shall commence within 4 months from receipt of the NTP. Does this mean that the timeframe must be strictly followed or can it be negotiated given the amount of landmarks that are included in the Terms of Reference (TOR) also, there are cultural events that will not happen within Jan- March 2021, some areas might not be accessible during these month, how do we proceed?
4. End-User's reply: What is the ideal timeline for a production of a virtual tour from receipt of NTP?
5. H20's reply: That would depend on the number of landmarks that need to be included per region. Per TOR given the target areas/landmarks, it would take 2-3 weeks per region, unless there are some landmarks that are optional.
6. Digiscript's comment: Given the current situation (covid-19), travelling restriction in many sites is one of the concerns; also travelling around within the region may not be as fluid, thus the 4-mo. timeline is a point of concern.
7. BAC Chairman's response: The BAC will discuss regarding the reasonable timeline for this project, and if warranted TPB will issue the necessary bid bulletin, but this should not exceed 6mos; we can implement until 1-15 June 2021 as the budget must be disbursed by June 2021.
8. Question from H20: Having said that, would it be possible for some of the locations be optional instead, for example from Baguio (stated landmarks covered in the TOR) to Mt. Pulag. It would take considerable time to reach the mountain and to spend time there. Not just Baguio, there are landmarks that we can lump together but the time is not enough if we need to cover all. Please clarify if all the landmarks are required or there are some landmarks that need to be prioritized more than the others.
9. BAC Chairman's response: The observation is noted and if warranted, TPB will issue a bid bulletin to update the locations. Also for clarification, is the virtual web application (app) included in the deliverables? Is there any concern /clarification on the delivery of app from the prospective bidders?
10. Digiscript's response - From what I understand from the TOR, output can be accessed on any device but it may not require an App, and if so, that would require more specifics in terms of accessibility that is covered in the TOR. Please clarify if the app is included in the deliverables. Is it stand-alone or part of the existing site of the TPB?

11. MISD Head's response: There is no requirement to deliver an app; the requirement is only the access to the web. There should be a platform available in the web to be accessed. The winning bidder will provide a link to the output of the virtual tour to be accessible thru the website.
12. The BAC Chairman requested the end-user to restate the requirement to be more specific on the deliverables, to correct/clarify the statement in the Pre-Production that says "developing a virtual application..."
13. The MISD Head suggested that the word "application" be changed.
14. The BAC Chairman reminded prospective bidders to submit CV for the key personnel and indicate complete pertinent details using the prescribed format, i.e. for the drone pilot, he must have the CAAP license.
15. The BAC Chairman asked the end-user to clarify in the TOR the specific job assignment of the personnel, such as whether each personnel are allowed to perform more than one functions or not, for example, can a graphic designer serve as videographer as well? BAC noted the importance of having a specific job function for the accuracy of rating/evaluation. The end-user is advised to review such requirement.
16. H20 inquired if the personnel details are part of the eligibility requirements, and asked this differs from the CVs to be submitted in the actual bid.
17. The BAC Chairman clarified it is the qualification of the personnel to be assigned to the project, the bidders are submitting the documents as a commitment in case of award of contract. The TPF6 submission during the eligibility submission was made as a requirement for the uniformity in submission of CVs for rating/evaluation purposes.
18. The H20 representative further clarified that it is very common for a production to have more than one role for one person. For instance, it is common for a videographer to have CAAP license and to fly a drone since that is not a very unique role, also in the interest of safety we want to keep the number of personnel in our team smaller, this will also come into play with the social distancing and safety protocol so it is better if we have less people in the field, so initially we are hoping we can assign people with multiple roles. Additionally, Reality Capture Specialist can be a videographer; it is possible to handle dual-role like the drone pilot can be a photographer for efficiency especially that there is a timeline to follow.
19. The BAC Chairman advised the end-user to revisit the observation of the prospective bidder, and if warranted, TPB will issue a bid bulletin.
20. Digiscript's follow-up questions: We noticed there are also items in the TOR listed as other historical, cultural and special interest activities, can we ensure that we have a complete list as this is a general statement in order for us to properly understand the scope and the specifics for each region. On page 9 (Negros Occidental and Antique), it is indicated there are "other historical, cultural and special interest attractions/activities", so we want to clarify what exactly those refer to. For the TPB member hotels, is it possible to identify the hotels? Same with the community-based tourism projects that are listed on page 9, for Panay Island, are they on-going tourism-based community projects?
21. The BAC Chairman asked the end-user if it is possible to give a preferred landmarks or location.
22. End-User's response: We will give the list of TPB member hotels and landmarks.

23. BAC Chairman advised the end-user to include a remarks that the list is subject to approval of the TPB, the list in the TOR is indicative if the requirements, which will be subject for the approval of the TPB. The changes shall form part of the bid bulletin.
24. Digiscript requested to clarify the overall theme and tone of communication that the TPB would like to communicate.
25. End-User's response: This will be based on our vision of safe, diverse and fun travel.
26. The BAC Chairman advised end-user to discuss the theme of the virtual tour, in coordination with the TPB Marketing Communications Department (MARCOM) for proper messaging.
27. H2O requested specifications for the introduction AVPs per region, such as how long and the treatment, or it is up to the supplier.
28. The End-user replied that the AVPs are more or less a 60-seconders. The MISD Head further clarified that for advance information the AVP should have a minimum length of 60seconds. The BAC Chairman advised to include the length of AVPs in the bid bulletin.
29. The H2O representative asked if TPB has a VO talent in mind or the supplier shall choose.
30. The End-User replied that the supplier can propose a VO talent subject for the approval of the TPB.
31. The MISD head presented the revision in the TOR such as the video teasers to be provided by the bidder, all introductory AVPS has a minimum of 60-seconds, and the proposed VO subject is subject for approval of the TPB. Additionally, for the Technical support, revisions include "but not limited to the ff:" as there are technical support we require from the supplier like update on change in web hosting and minimal changes on user interface, preferred non-subscription of virtual tour license to avoid TPBs annual subscription. All raw photos and videos including the 360 panoramic to be delivered to TPB must become the property of the TPB, raw images and videos shall become the TPB property.
32. The BAC Chairman noted that all the revision presented shall be included in the bid bulletin and other changes as discussed or as maybe warranted.
33. The H2O representative asked what needs to be presented exactly during the 30-min presentation, is it a simulation or demo.
34. The MISD replied it may be a simulation or the project previously developed to incorporate the features, like the user engagement within the virtual tours.
35. The BAC Chair noted normally the presentation includes the deliverables or the scope of services of the project, the prospective bidder will present how it will conduct the pre-production, post-production, etc. Bidder will also present pegs on how to deliver the virtual tours for each of the regions, and incorporate the messages based on the criteria as provided under the technical proposal. Bidders may start with the company profile, the plan approach and how the bidder intends to implement the plan approach. The bidder should also present the team members to be assigned to the project.

36. The MISD Head added to include in the presentation the flexibility and accessibility in terms of accessing the software to be provided to TPB, to provide the information on the application software to be used, as the time will come that the TPB will be the one to access the source code/data for future updating/improvement.
37. The BAC Chairman also concurred that the presentation should provide a walkthrough on how the virtual tours will be accesses and to go around the virtual tours.
38. The H20 representative remarked that since there is still no working application, they will only be simulating and possibly include previous projects developed.
39. The End-User expressed preference to see samples, if they have done similar product/service.
40. The BAC Chairman reminded the body that the procurement is on a very tight timeline, in the interest of time once the NOA has been issued, the performance security should be immediately submitted to prepare the contract and issue the NTP before the end of the year. The bidders were also informed for transparency purposes that cancellation of the procurement activity is a possibility, if we cannot work within the timeline. The opening of bids will be on 16 Dec. 2020. Supplemental Bid Bulletin shall be issued 7CD before the opening of Bids which is on 9 December 2020. Bid Bulletin shall be posted on the TPB website and shall also be sent via email to the prospective bidders.
41. There being no further questions, the BAC Chairman adjourned the meeting at 5:40pm.

Prepared by:


ELOISA A. ROMERO

 Signature Over Printed Name of Head, BAC Sec

Noted by:


ATTY. VENANCIO C. MANUEL III

 Signature Over Printed Name of Presiding Officer