



MINUTES OF MEETING

Monday, July 29, 2019	9:00 AM	CONFERENCE ROOM A
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MEETING CALLED BY	SPECIAL BIDS AND AWARDS COMMITTEE														
TYPE OF MEETING	Prebid Conference														
PROJECT	<i>Procurement of an Integrator for Venues, Creative and Aesthetic Development, Special Events Management Services of the 30th Southeast Asia (SEA) Games</i>														
REFERENCE NO.	PB 19-236-1														
ATTENDEES	<p>SPECIAL BIDS AND AWARDS COMMITTEE</p> <table border="0"> <tr> <td>Engr. Rosana D. Yambao</td> <td>Chairperson</td> </tr> <tr> <td>Mr. Omar Bernal</td> <td>Vice-Chairperson</td> </tr> <tr> <td>Atty. Mary Geanellie Cabrera</td> <td>Regular Member</td> </tr> <tr> <td>Engr. Jeff Anthony R. Llegue</td> <td>Provisional Member</td> </tr> <tr> <td>Ms. Maybelline N. Galang</td> <td>BAC-Secretariat</td> </tr> </table> <p>PROCUREMENT DIVISION 1</p> <p>Ms. Gerelyn F. Vergara</p> <p>TWG Representatives – Procurement Service</p> <p>Ms. Ma. Jennifer R. Jimenez Mr. Rodelio D. Mendez Jr.</p> <p>Philippine Southeast Asian Games Organizing Committee (PHISGOC)</p> <p>Ms. Teena Barreto Ms. Jam Alcid Ms. Pauline Ick Mr. Raoul Floresca Mr. David Carter Mr J’ven Makilon Mr. Jojit Alcazar Ms. Monica Mitra</p> <p>Other Attendees</p> <table border="0"> <tr> <td>Mr. Philip Beley</td> <td>PS – Consultant</td> </tr> <tr> <td>MR. John Kenneth Crisologo</td> <td>COA - PS</td> </tr> </table> <p>Bidder(s):</p>	Engr. Rosana D. Yambao	Chairperson	Mr. Omar Bernal	Vice-Chairperson	Atty. Mary Geanellie Cabrera	Regular Member	Engr. Jeff Anthony R. Llegue	Provisional Member	Ms. Maybelline N. Galang	BAC-Secretariat	Mr. Philip Beley	PS – Consultant	MR. John Kenneth Crisologo	COA - PS
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	<p><u>least fifty percent (50%) of the ABC.</u></p> <p>Representative from ACMI asked if SLCCs can be aggregated. The BAC took note of the concern and subjected it for further discussion.</p> <p>XXX</p> <p>BDS Clause 21</p> <p>The address for submission of bids is:</p> <p>Bids and Awards Committee 1 <u>Special Bids and Awards Committee</u></p> <p>XXX</p>
GENERAL CONDITIONS OF THE CONTRACT	NO DISCUSSION
SPECIAL CONDITIONS OF THE CONTRACT	NO DISCUSSION
SCHEDULE OF REQUIREMENTS	<p>SECTION VI Schedule of Requirements Page 70</p> <p>XXX</p> <p>Representative from Stage Craft inquired on the tentative date for the signing of Notice to Proceed and the start of ingress; he also asked about the furniture not included in this project in the venue overlay, and the provision of water and electricity. Mr. Jojit Alcazar of PHISGOC stated that the ingress will start one to two weeks earlier before the event. Additionally, furniture has separate terms of reference and the provision of water and electricity are not included.</p>
TECHNICAL SPECIFICATIONS	<p>Section VII Technical Requirements</p> <p>XXX</p> <p>Item 1 – Development, Design, Supply, Delivery, Installation, Maintenance, Supervision and Removal Services</p> <p>Item 2 – Creative, Technical and Events Management</p> <ul style="list-style-type: none">• Clear copy for the Technical Requirements was requested by the bidders. PDF File will be provided by the PHISGOC. <p>XXX</p>
TERMS OF REFERENCE	XXX



Item 1-a) all venue physical overlays, including temporary structures, and signage, in all Competition and Non Competition venues for the SEA games.

Item 1-b) all branding and sponsorship look and feel elements and materials in all Competition and Non Competition venues for the SEA Games.

- Token Specification/Design, quantities and sizes if applicable will be sent by PHISGOC
- Provision of costume by the integrator i.e. sets of performer.

XXX

Item 1-a) all venue physical overlays, including temporary structures, and signage, in all Competition and Non Competition venues for the SEA games.

Item 1-b) all branding and sponsorship look and feel elements and materials in all Competition and Non Competition venues for the SEA Games.

Item 1-c) All furniture for the Athletes Village, Aquatics Center and Athletic Stadium.

- Use of warehouse from the start of creating the props until January 2020.

XXX

Item 1-b) all branding and sponsorship look and feel elements and materials in all Competition and Non Competition venues for the SEA Games.

Item 1-c) All furniture for the Athletes Village, Aquatics Center and Athletic Stadium.

- To identify which venues will be included in the costing

XXX

Item 2-c) Official functions, conferences, and meetings of the SEA Games.

- Maximum tolerance of the furniture measurement will be provided upon approval of the Architect.

XXX

Item 1-d) All physical construction and provision of technical equipment of the SEA Games Press and Media Centres.

- Stages of 3 venues will be carpeted as per Annex F

XXX

Item 1-e) All SEA Games retail stores.

- Superstore – ~~100sqm~~ 150sqm Maximum
- Caravan Roadshow - ~~18sqm~~ - 20sqm. Maximum

XXX

Item 1-b) all branding and sponsorship look and feel elements and materials in all



	<p>Competition and Non Competition venues for the SEA Games.</p> <ul style="list-style-type: none"> Change of the location of the venues for the Look and Feel. <p>XXX <i>The Head of PS-TWG reiterated that bidder's actual offer should be provided by pieces of evidence as proof of compliance, if applicable.</i></p>
BIDDING FORMS	<p>Bid Form Annex A Page 93</p> <p>XXX</p> <p>Having examined the Bidding Documents including Bid Bulletin Numbers [____], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to <u>SUPPLY AND DELIVER PROCUREMENT OF AN INTEGRATOR FOR VENUES, CREATIVE AND AESTHETIC DEVELOPMENT, SPECIAL EVENTS MANAGEMENT SERVICES OF THE 30TH SOUTHEAST ASIAN (SEA) GAMES</u> in conformity with the said Bidding Documents.</p> <p>XXX</p>
II. OTHER DISCUSSIONS	
OTHER MATTERS	Advanced payment upon approval of HoPE.
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 12: 05 PM
CERTIFICATION	We certify that the foregoing is true account of Prebid Conference conducted on Monday, July 29, 2019.
PREPARED BY	<p>Special Bids and Awards Committee:</p> <p style="text-align: center;">SGD. MS. MAYBELLINE N. GALANG Secretariat</p>
CERTIFIED CORRECT	<p style="text-align: center;">SGD. ENGR. JEFF ANTHONY R. LLEGUE Provisional Member</p> <p style="text-align: center;">SGD. ATTY. MARY GEANELLIE CABRERA Regular Member</p>



SGD.
MR. OMAR O. BERNAL
Vice-Chairperson

SGD.
ENGR. ROSANA D. YAMBAO
Chairperson