

PROJECT: PRINTING OF SSS INFORMATION MATERIALS FOR CY 2023

QUERIES/CLARIFICATIONS RAISED DURING THE PRE-BID CONFERENCE:

	Query/Clarifications	TWG/BAC Reply
1	Is the Approved Budget for the Contract (ABC) per lot per item?	This is just one (1) lot with two (2) items, but the cost proposal should not exceed the amount per item as well as the total ABC of Php4,583,885.00.
2	Does our brochure/flyer not have folding?	None. It is technically a flyer.
3	Do we have a target delivery date for the materials?	After the supplier receives the signed final artwork, they should deliver the printed copies within 14 days. The whole project should not exceed 45 calendar days from issuance of Notice to Proceed.
4	When should you expect the artwork? Does it coincide with notice to proceed?	We should have the signed contract first, then the artworks would follow.
5	Is there a specific date as to when the artwork should be sent to the winning bidder?	As of now, more than 70 percent of the artwork is done and ready for printing. Once a Notice to Proceed is issued, we can start forwarding to the supplier the artworks for proofing.
6	From the NTP (Notice to Proceed), we should have all the artwork already, right?	The entire project is 45 days. If you should start with 5 or 10 artworks, you can start with econo-fast proofing then bring it to us, if it is ok with us, you can print the higher quality color proofing, then we will sign it off. It should not take around 3 days if you can also send back your own proofing fast. Then if you can get our final sign off, then you have 14 days to print and deliver the approved info material/s. However, the entire project is 45 days.
7	Is there a way to have an extension?	If the fault is with us, we can request an extension.
8	If we are given 10 artworks, can we proceed with the approval?	Yes, if you have NTP, you can proceed with the first proofing.
9	If 10 artworks are given to us then another batch is sent to us, does it mean we have 14 days to deliver the 2 nd batch?	Yes.
10	As for the additional requirement that we need to provide a company profile and sample profile, do we include this in the bidding documents?	Yes.
11	Regarding SLCC (Single Largest Completed Contract), would you allow any printing services?	Only similar ones.
12	Would you consider modules as information materials for SLCC?	Brochures and Posters only.
13	We have two items on this lot, would we qualify if we bid higher on the first	No. The offer should not exceed the ABC per item.

	item and lower amount on the 2nd, but the total would still be the same to that of our ABC, can this be considered?	
14	Regarding the delivery, do we have a different drop-off?	Just one location for the drop off, at the SSS Office Services Department.
15	How is the packaging done?	There are different packaging instructions per info material depending on the quantity printed, and packaging instructions will be given to the winning bidder.
16	Would you consider printing posters or brochures for SLCC?	Yes, for SLCC, you can use whatever is higher and it is not per item.
17	Should we also include in the bidding documents our sample works?	Yes.
18	What is the size for the poster? Can we have it folded and attached in the bidding documents?	Poster size is 15" x 21". Yes, you can fold it and include/attach in the bid documents.
19	Regarding SLCC, 50 percent of ABC, can we combine two contracts?	Our requirement is Single Largest Contract only.
20	With NFCC (Net Financial Contracting Capacity), are we going to include the SLCC again in the table? Are we going to include all the contract?	Yes. Only the list of on-going contracts and the NFCC has a format.
21	Regarding the technical specifications, do we need to send a certificate of compliance?	The sample brochures, flyers, and posters that you will be sending us, plus your company's brochure including your equipment, will serve as your compliance to the technical specifications.
22	Can we look at the packing even before the bidding?	Yes. This will be included in the bid bulletin. (Annex B)
23	In the sample works that we will submit, will it be a ground for disqualification if we have the different size but the same paper stock and full color lamination?	Yes. But we have revised the Technical Specifications (Annex C) such that you may submit a poster sample that falls within the standard size of 11"x17" or 18"x24". For any other size than those specified, then you must issue a certification that you are capable of printing posters of size 15" x 21" as proof of compliance.