

PROJECT: CONCEPT, DESIGN & PRINTING OF 2022 ANNUAL REPORT (3RD ADVERTISEMENT)

QUERIES/CLARIFICATIONS RAISED DURING THE PRE-BID CONFERENCE:

	Query/Clarifications	TWG/BAC Reply
1	<p>Regarding the flip book, our practice with other agencies before is that we have an uploadable/downloadable file from their website where it was hosted. Is it okay with your MIS to do the same?</p> <p>Does it mean we can only get the file through “re-direct” only? And the PDF, would they upload it on the web site?</p>	<p>No. We are not allowed to host the flip-book in our web site.</p> <p>Yes. We will upload the PDF version through our website since that is part of the Transparency Page. The flip book will also be uploaded on the website for anybody who wants to read, but not hosted on the website.</p>
2	For the metallic stamp, do all our studies really need a provision for metallic stamping of SSS logo?	Yes. And it should be in the front and back cover, and it is only a 1 x 1 inch square for the logo.
3	We have fourteen days for the press, we can save time for the digital cycle (from PDF to the things that we need in the flipbook), is it okay if we can finish it earlier? For us to buy time for the printer because it may need us around three weeks to finish.	We can have the cover approved first so you can start printing that because the cover also takes longer time for the lamination as well as for the metallic stamping.
4	This one is not hardbound cover, right?	No. This is just a perfect binding with only 120 pages.
5	Can we also suggest a design for an appropriate technology that we can use for the cover and metallic logo?	Yes, just ensure that the logo will stand out.
6	For the location of the shooting, aside from the branch, will it be in the SSS Main Office, or do we need to provide a studio for the executives?	We will do it in the SSS main office. When you meet with the AR committee, we can also look for good locations in the SSS Main Office and do it here. The committee will also decide which branch to select for the transactional shots.
7	The usual practice that we have with the other agencies we worked with is that we stop the time when the ball is in their court. Is it also possible to stop the time when we do not have control over the turn-around-time?	We usually allot three days for the turnaround time for each mockup but if the clearance really takes a while, we will request for a “stop time”.