

PROJECT: CONSULTING SERVICES FOR THE CONCEPT, DESIGN & PRINTING OF 2022 ANNUAL REPORT (NEGOTIATED PROCUREMENT AFTER TWO FAILED BIDDINGS)

QUERIES/CLARIFICATIONS RAISED DURING THE PRE-BID CONFERENCE:

	Query/Clarifications	TWG/BAC Reply
1	<p>The number of pages is 120. Is it final? Or will it depend on the information as well as the graphics, and photos that will be included in the annual report?</p> <p>Are the articles ready for layout? Or do you still need help with editorial assistance/writing?</p> <p>Before, our project cost was only around 950, 000 and the number of pages was only 38. I think the 120 pages would really carry some cost, but we will try to work on the budget.</p> <p>Do we have a lot of photos to be included in the annual report?</p>	<p>Yes. It is 120 pages, including the cover.</p> <p>Yes, articles are ready for layout. Editorial assistance needed would be for proofreading and slight editing for brevity and to fit text to page.</p> <p>This AR is for the SSS 65th Anniversary, which is why it became 120 pages. On non-milestone years, it is just 100 pages.</p> <p>It is more text-heavy, especially in the pages for Corporate Governance, Financial Statements (F/S), and the Notes to the F/S. The number of photos for the feature articles and messages would not be over 50, excluding the portrait photos of the executives.</p>
2	<p>Our concern is on photoshoot and make-up sessions with executives, will there be a schedule? We didn't have an issue before, but this is something new for us.</p>	<p>In the last annual report (2021), stock photos of executives were used. However, this is the 65th SSS Anniversary issue and there were also some changes with the executives, thus, the project now includes a photoshoot.</p> <p>There are two days allotted for the photoshoots of the executives and one day for a branch shoot within Metro Manila for the transactional photos.</p>

	<p>The schedule is on a weekday, right?</p> <p>Another concern is the number of copies (1000 pcs.). Before, doing the cover was quite a challenge, is it okay that we have the approval of the cover first?</p> <p>On the negotiated procurement, is the submission of bids the same as public bidding?</p> <p>When is the submission of bids?</p>	<p>Yes.</p> <p>Yes. Once the cover has been OK'd by the AR Committee, you can already proceed to its printing/laminating/ logo metallic stamping.</p> <p>Yes. But all the documents must be placed in one envelope.</p> <p>On 31 October 2023, 10:00 a.m. at the 2nd Floor Bidding Room, SSS Main Building, East Avenue, Diliman, Quezon City</p>
3	<p>Most of the terms are standard, we can have this expedited. We have several government agencies as clients every year. What we usually give other agencies aside from the Flip Book, is the Virtual 360. We even include the highlights of the annual report. After creating the infographics for their key milestones or performance highlights for the year, we would usually convert it to 3D gallery. Everything should not be a problem since we usually finish projects like this under three months.</p> <p>The variable that we always see is on the client's side. If the client has a fast approval or feedback process, we can have this done in one and a half weeks. The printing usually takes two to three weeks. And, since this is soft bound, we do not see the same issues with the other agency since their project is hard bound. That will surely eat up our time. But if it a soft cover, printing, lamination and metallic stamping can be done in 3-4 days for 1000 copies. And any</p>	<p>We only require a simple Flip Book presentation, with click-to-flip pages function. If you can include a Virtual 360 of the AR highlights or key milestones, that would be a much - appreciated bonus. However, this should not delay the project completion.</p> <p>The AR Committee is hard-pressed to finish this project as soon as possible, so approvals and feedback will be expedited on our end.</p> <p>We only require a soft cover for the AR. Once the cover design is approved, you can already advance print the cover, so that lamination can start, as well as the metallic stamping.</p> <p>Almost 90% of the text contents are completed, while messages from the PCEO, Chairman, and the Philippine</p>

	<p>softbound under 200 pages, may take 2 weeks production timeline.</p> <p>After the schedule of the shoot, if the initial manuscript is given to us, we can now proceed. Copy, editing and conversion to infographics can be done. After that, it will just be a cycle of revisions for typo or any updates from the report that you may want to add.</p> <p>We are used to doing photoshoots and our make-up artists are familiar with the sensitivities of executives, especially the Board of Directors. Our main challenge is their schedule.</p> <p>What we have in the bid documents are 3 days but we can buffer 7 days for the photoshoot. To make it convenient for them, we go directly to their office and allot 40mins for the preparation. But the ideal is if we can gather them all in one place.</p>	<p>President are ready, stock photos will be used for them.</p> <p>The AR Committee will also be closely involved in the proofing and editing, so that there will be layers to catch any mistakes. Laid-out pages can be transferred via PDF files for fast and easy revisions.</p> <p>We will try to schedule when the executives/Commission are all in the Main Office so we can do the photoshoots here. When you meet with the AR Committee, you can go around the Main Office to look for the best locations.</p> <p>Yes, we have allotted 3 days for the photoshoot, extending it to 7 days may be too much. But if they are really not available, especially our Chairman, who is the Finance Secretary, then we will have to go to his office. We will coordinate schedules closely with the Commission Secretariat.</p>
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