

ANNEX A: BIDDER QUERIES AND CLARIFICATIONS/ANSWERS

QUERIES & ANSWERS: BIDDING DOCUMENTS	QUERIES & ANSWERS: CONTENT PRODUCER FOR MANILA FAME DIGITAL TRADE COMMUNITY PLATFORM	QUERIES & ANSWERS: PROCUREMENT OF A COMPANY THAT PROVIDES A PREMIUM CLOUD-BASED RELATIONS MANAGEMENT SYSTEM (CRM)
<p>Question: Do we need to process the Surety bond now or after the vendor receives the Notice of Award?</p>	<p>Question: What is the specific target audience for all the content that needs to be produced for the Manila Fame Digital Trade Community Platform?</p>	<p>Question: Where is your current customer data residing? can we easily integrate to them?</p>
<p>Answer:</p> <p>If a bidder opted for Surety Bond as Bid Security, it should be submitted together with the eligibility documents on or before the deadline of submission of bids.</p> <p>If a bidder opted for Surety Bond as Performance Security, it should be submitted after the issuance of the Notice of Award.</p> <p><i>Please refer to the following Sections:</i></p> <ul style="list-style-type: none"> • Section II – Instructions to Bidders, Clause 18& 33 • Section III – Bid Data Sheet, Row 18.1 	<p>Answer:</p> <p>Please refer to Section VII Technical Specifications, number 2 of the Objectives clause stating that the content to be produced will be used to generate online engagement and attract buyers and visitors in the Manila FAME digital trade community platform.</p>	<p>Answer:</p> <p>It resides on third party using MySQL. Our MIS can make a determination on the integration requirement.</p>
<p>Question:For the Statement of Ongoing projects, can we include the list of completed projects?</p>	<p>Question From: Summit Media – Lai Legaspi</p> <p>What percentage is originally produced content vs content that utilizes stock image c/o CITEM?</p>	<p>Question: Are the bidders required to present to the users before the deadline? Who is attending on the meeting from CITEM?</p>
<p>Answer:</p> <p>The list of completed projects are included in the Statement of Single Largest Completed (SLCC).<i>Please refer to Section II – Instructions to</i></p>	<p>Answer:</p> <p>Please refer to item number 3 in the Content Provider responsibilities and Deliverables of Section VII Technical Specifications that states that</p>	<p>Answer:</p> <p>The presentation will be done after the opening of the bids on the 16th September. The designated Technical Working Group Members</p>

<p>Bidders, Clause 12, Eligibility Documents.</p>	<p>supplier must produce, develop and edit a minimum of 168 content materials. To achieve this, they can make use of the available photos and database to be provided by CITEM as additional materials as stated in item number 2 of CITEM responsibilities in Section VII Technical Specifications.</p>	<p>and/or some Members of the BAC shall be present.</p>
<p>Question: Do you have accredited insurance company, or can we secure this from our insurance partner?</p>	<p>Question From: Summit Media – Lai Legaspi Can you give an example of "local and international subsidiaries/partners?"</p>	<p>Question: When do you plan to Go-Live the project? Do you already have resources for the project? When do you plan to issue the NTP to the vendor?</p>
<p>Answer:</p> <p>CITEM does not have Accredited Insurance Company. Should the opted to submit Surety Bond for their Bid Security and/or Performance Bond, Bidders may secure their Surety Bond in their respective partner insurance company.</p>	<p>Answer:</p> <p>12.1 (b) Bid Data Sheet – List of Local and international subsidiaries and partners pertains to associate organizations or companies that the content supplier can tap or work with within their enterprise.</p>	<p>Answer:</p> <p>The Go-Live for the marketing automation is projected to be after three months when the contract is awarded. For the Social Media Marketing Tool, Web Marketing Division hopes this is shorter than three months as it would require deployment of an integration system only and would entail less man hours than the Marketing Automation System.</p> <p>Web Marketing Division has a budget source for this project and the staff is on standby to work with the winning bidder.</p> <p>The Notice to Proceed will be issued when the Winning Bidder complies with all the requirements set by the BAC.</p>
<p>Question:Do we need to have all the documents notarized?</p>	<p>Question From: Summit Media – Lai Legaspi Is a breakdown of the kinds of content needed available? E.g.: 100 articles, 50 newsletters, 18 infographics</p>	<p>Question: What will be the main function of the platform? Will it be for lead generation/presales or more of after sales services and marketing?</p>

<p>Answer:</p> <p>Unnotarized Bid Securing Declaration Form and Omnibus Sworn Statement subject to compliance therewith after award of contract before payment shall be accepted as alternate documentary requirement during community quarantine or similar restrictions declared, in accordance with GPPB Resolution 09-2020.</p> <p><i>Please refer to Section III – Bid Data Sheet, Row12 & 18.1.</i></p>	<p>Answer:</p> <p>Please refer to items number 2 and 3 in the Content Provider responsibilities and Deliverables of Section VII Technical Specifications that states that supplier must produce, develop and edit a weekly churn of 3 or a minimum of 168 content materials that can be determined in the content plan with formats that includes but not limited to articles, newsletter, trends, graphics, videos, and event coverages</p>	<p>Answer:</p> <p>It will be a combination of many intentions: promotional, marketing, lead generation, and sustained engagement with internal and external stakeholders.</p>
<p>Question From: Co Studio</p> <p>Can we submit bidding documents online? Or it has to be sent to your office?</p>	<p>Question From: Angela Dayot</p> <p>Regarding the content portfolio, would it be possible to submit presentation files or video files?</p>	<p>Question: What should be the format for the sample projects/works?</p>
<p>Answer:</p> <p>Documents must be submitted physically at Golden Shell Pavilion, Roxas Blvd, Cor. Sen. Gil Puyat, Pasay City.</p> <p><i>Please refer to the following Sections:</i></p> <ul style="list-style-type: none"> • Section I – Invitation to Bid, No.7 • Section III – Bid Data Sheet, Row 21 	<p>Answer:</p> <p>Item number 1 in Section VII Qualitative Documentary requirements is a compilation of past works that can be listed down with corresponding links and presentation attachments.</p>	<p>Answer:</p> <p>Please provide project duration, description, timeline, services rendered, and status.</p>
<p>Question From: Co Studio</p> <p>For submission of documents, it says there must be a stamp for CERTIFIED TRUE COPY. This stamp you mean is just an internal stamp used by our office? Or dry seal is ok?</p>	<p>Question: What should be the format for the sample projects/works?</p>	
<p>Answer:</p> <p>The stamp refers to the internal stamp of the respective bidder's office.</p>	<p>Answer:</p> <p>Please refer to items number 2 and 3 in the Content Provider Responsibilities and Deliverables of Section VII Technical Specifications that states that supplier must</p>	

	<p>produce, develop and edit a weekly churn of 3 or a minimum of 168 content materials that can be determined in the content plan with formats that includes but not limited to articles, newsletter, trends, graphics, videos, and event coverages.</p>	
<p>Question:May we ask for a copy of the bid securing declaration?</p>	<p>Question: How different is this requirement from the hiring of Content Producer for Manila FAME Digital Catalog? Are there overlapping functions?</p>	
<p>Answer:</p> <p>Format for Bidding Documents such as Bid Securing Declaration, Omnibus Sworn Statement, and Performance Securing Declaration can be found in Section VIII – Bidding Documents of the Philippine Bidding Document (PDB).</p> <p>Interested bidders may download the PBD in CITEM website, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.</p> <p><i>Please refer to the following Sections:</i></p> <ul style="list-style-type: none"> • Section I – Invitation to Bid, No.5 • Section VIII – Bidding Documents 	<p>Answer:</p> <p>There are no overlapping functions as Content Producers for FAME+ and Digital Catalog Content Supplier have separate and specified responsibilities in each of their TORs.</p>	

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