

SUPPLEMENTAL / BID BULLETIN No. 2022-0057-01

1st Supplemental / Bid Bulletin on the

HIRING OF CONTENT PRODUCER FOR THE DEPARTMENT OF TRADE AND INDUSTRY – REGIONAL OPERATIONS GROUP CONTENT CREATION PROJECT

To all Prospective Bidders:

This shall form an integral part of the Bid documents.

Amendment:

The following sections of the Philippine Bidding Document has been revised:

- **Section V – Special Conditions of Contracts**
- **Section VII – Technical Specifications**

Please see attached Revised Philippine Bidding Document.

Statement of the Bidder's SLCC similar to the contract to be bid shall contain the following:

- Name of the completed contract with contract date, period and amount, which should correspond to the required percentage of the ABC to be bid. The value is adjusted to the current prices using the Philippine Statistics Authority consumer price indices, when necessary;
- The relevant period or delivery date when the said SLCC was completed; end user's acceptance or official receipt(s) or sales invoice issued for the contract, and;
- Definition or description of the similar project or major categories of work.

Statement of the Bidder of all its ongoing government and private contracts, including contracts awarded but not yet started shall contain the following:

- Names of outstanding contracts with other contracting party, i.e., Procuring Entity or private company allowed by the rules, contract date, period and amount or value; and
- Kinds of Goods and dates of delivery.

Clarifications:

Please see attached Annex A for queries/clarifications received by the BAC and the BAC Secretariat during the pre-bid conference and through email with its corresponding reference in the Philippine Bidding Document for answers.

Items not mentioned above remain the same.

This Supplemental/Bid Bulletin is being issued to clarify/modify/amend the specifications of the requirement needed, and not for purposes of delaying the proceedings of RA 9184.

Issued this 20th day of June 2022.


ATTY. ANNA GRACE I. MARPURI
Chairman, Bids and Awards Committee

ANNEX A: Queries and Clarifications

Query / Clarification	Answers
For the qualitative evaluation, will bidders receive parameters or guidelines as basis for the copy of samples?	Yes. <i>Please refer to Section VII – Technical Specifications, Qualitative Evaluation, Item no. 2 of the Philippine Bidding Document (PBD).</i>
Can the bidders have a list of the locations of the companies?	Yes. <i>Please refer to the Section VII – Technical Specifications, Matrix of Companies of the PBD.</i>
Regarding copy samples, are these existing materials or bidders are to develop samples?	Existing copies. <i>Please refer to Section VII – Technical Specifications, Qualitative Evaluation, Item no. 2 of the PBD.</i>
For penalties discussed on Section V – Special Conditions of Contract, in no. 5 it states that CITEM rejects output due to standard and quality issues. Is it possible to have a CITEM representative onsite to ensure quality of photos?	Yes. <i>Please refer to Section V – Special Conditions of Contract, Clause 2.2 - Other terms and conditions including penalties, Item #6 (Note), of the PBD.</i>
Are all photos subject for approval of the Executive Director?	Yes. Sample shots per sector or product type (Home décor, furniture, fashion, lamps and lighting, holiday items, beauty and wellness, etc.) will be approved by the CITEM Exec. Director. <i>Please refer to Section VII – Technical Specifications, Production (item #2) of the PBD.</i>
Will the contract amount be reduced if the target companies were not met?	<p>1. Yes. But, DTI-ROG with CITEM, will come up with a backup list of companies to cover for the ones that would potentially withdraw from the project.</p> <p><i>Please refer to Section V – Special Conditions of Contract, Clause 2.2, Other terms and conditions including penalties, Item #3 (Note), of the PBD.</i></p> <p>2. Further, should the number of companies be met, but the number of photos be less than the target of 24,000, the following payment arrangement shall be observed:</p> <p>Dropout photos 100% payment = 22,001 – 24,000 photos completed 75% payment = 16,001 – 22,000 photos completed 50% payment = 10,001 – 16,000 photos completed 25% payment = 4,000 – 10,000 photos completed Pay according to photo unit cost = less than 4,000 photos completed</p> <p>The same shall apply in copywriting with the following payment arrangements:</p> <p>100% payment = 4,001 – 4,800 product descriptions completed 75% payment = 3,001 – 4,000 product descriptions completed 50% payment = 2,001 – 3,000 product descriptions completed 25% payment = 1,001 – 2,000 product descriptions completed Pay according to copies' unit cost = less than 1,000 product descriptions completed</p> <p><i>Please refer to Section V – Special Conditions of Contract, Clause 2.2 - Other terms and conditions including penalties, Item #4 of the PBD.</i></p>
Will it still be deducted to the contract amount if the exhibitor/s did not show up even if they are given a slot for production?	<i>Please refer to Section V – Special Conditions of Contract, Clause 2.2 - Other terms and conditions including penalties, Item #3 of the PBD.</i>

In schedule of requirement, about the days assigned for the Luzon, Visayas, and Mindanao, is it fixed with the indicated no. of days, or can we adjust and have flexibility on the days?	Yes. <i>Please refer to Section VI – Schedule of Requirements, paragraphs 2 and 3 of the PBD.</i>
Is the ABC of Php 9,936,500.00 VAT exclusive? Can the bidders add a 12% on top?	The Approved Budget for the Contract (ABC) that is Php 9,936,500.00 shall include all applicable taxes.
What does “Bidders should have completed, within three (3) years from the date of submission and receipt of bids, a contract similar to the Project” mean?	Bidders shall provide the details of the contract they have completed from the last three (3) years that is similar to the Project as defined in the Clause 5.3 (1 st Row) of Section III – Bid Data Sheet.
Do we have to pay Php 5,000.00 and get the complete set of Bidding Documents or does this only apply to suppliers who are not accredited?	The bidding is open to all prospective bidders. All interested bidders who will join the bidding will have to pay the applicable fee for the Bidding Document in the amount of Php 5,000.00. Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.
Are bidders that has yet to have a project that reached the budget limit eligible to bid?	The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184. The BAC will check the submitted documents of each bidder against a checklist of required documents to ascertain if they are all present, using a non-discretionary “pass/fail” criterion to determine the eligibility of the bidders. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated. <i>Please refer to Clause 5.4 of Section II – Instruction to Bidders.</i>
How can the bidders get an advance payment to cover expenses? Can this be one of the amendments for the payment?	This is not allowable. <i>Please refer to Section V – Special Condition of Contract, Clause 2.2 and Section VII – Technical Specifications, Payment Terms of the PBD.</i>
Do bidders have to shoulder the payment of shipment of exhibitor / company’s product from their office / warehouse to the shooting location? Or bidders are only in charge of returning the said items?	No. Shipment and the corresponding cost to and from the studio will be shouldered by the companies. The winning supplier, on the other hand, will facilitate the unpacking, packing and sending of shipment back to exhibitor. A form to be provided by the supplier shall be the reference on how products will be handled and shipped. <i>Please refer to Section VII – Technical Specifications, Production (row 4) and Post-Production (row 1) of the PBD.</i>
Do the Luzon, Visayas, and Mindanao shoots have to happen simultaneously? Or can they be scheduled one after the other?	They can overlap or be done one after the other as long as everything will be finished within the contract duration. <i>Please refer to Section VI – Schedule of Requirements, Paragraphs 2 and 3 of the PBD.</i>
How extensive is the creative direction required for the project since we are working on dropout images?	Minimal since these are dropout images. <i>Please refer to Section VII – Technical Specifications, Manpower requirements>item 2 (Note) of the PBD.</i>
How long is the duration of the cloud storage for this project? One year upon turnover?	The cloud storage will be owned by CITEM. Cloud must be accessible for at least one (1) year. <i>Please refer to Section V – Special Conditions of the Contract, Clause 1 (c) of the PBD.</i>