



**SUPPLEMENTAL / BID BULLETIN No. CITEM-2020-0176-01**

*(1<sup>st</sup> Supplemental / Bid Bulletin)*

**HIRING OF CONTENT DEVELOPER AND PUBLISHER FOR  
CITEM'S 2018 AND 2019 ANNUAL REPORTS**

**To all Prospective Bidders:**

This Supplemental / Bid Bulletin is issued to clarify, modify or amend items in the bid documents of the above requirements.

This shall form an integral part of the bid documents:

**CLARIFICATION:**

<b>PARTICULAR</b>	<b>CLARIFICATION</b>
<b>1. Do we need to submit a printed output? If yes, how many?</b>	There are no printed deliverables in this engagement. What we only need is a print-ready file of the Annual Reports, which could be in either .epub or .pdf format, as well as an infographic that will highlight the key accomplishments under each Annual Reports.
<b>2. For the annual report, how many pages are we needed to produce per year?</b>	There is no prescribed number of pages since it will be up to the service provider to do the pagination based on the prescribed topic outline under the Terms of Reference.  Based on previous CITEM Annual Reports, which has the similar outline, the page range is around 50 to 70 pages, depending on the number of CITEM projects and other accomplishments in that given year.
<b>3. For the annual reports, is it going to be 2 separate reports or combined?</b>	It will be two separate reports.
<b>4. Are we also the one printing the books?</b>	No.
<b>5. Is there a specific format to label the 3 envelopes?</b>	Bidders shall state in each envelope if it is for eligibility, financial, and qualitative document.  The 3 envelopes shall be submitted in an enclosed 1 envelope, sealed, and properly labeled stating the name of the CITEM requirement you are bidding for and your Company Name.
<b>6. If online submission, is there a format for each folder or for the file names?</b>	For the compressed folder name, please indicate the name of the CITEM requirement you are bidding for.  For the file name, please indicate the document name.

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 **10<sup>th</sup> day of December 2020.**

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