



SUPPLEMENTAL / BID BULLETIN No. 2019-0335-01

1st Supplemental / Bid Bulletin on the

HIRING OF GRAPHIC DESIGN EXPERT IN DEVELOPING ORIGINAL FONTS FOR THE CITEM CREATIVE AND LIFESTYLE INDUSTRY BRANDS AND SIGNATURE EVENTS FOR 2020

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.

Amendments on the Terms of Reference:

FROM

IV. METHODOLOGY

1. The procurement for the Graphic Design / Communication Design Expert shall undergo qualitative evaluation with a cut-off score of 85%.
2. Bidders who meet the 85% cut-off score from the qualitative assessment shall be qualified to submit their financial bid.
3. Thereafter, the bidder with the Lowest Calculated Bid (LCB) shall be awarded the contract.

V. EVALUATION SYSTEM

1. Qualitative Evaluation (QE) shall be conducted by the designated Technical Working Group (TWG) composed of three (3) representatives from CTIEM to be led by the CCSD.
2. The qualitative evaluation shall be based on the following criteria:

CRITERIA	VALUE POINT
a. Experience with any government agency in communication design projects. <ol style="list-style-type: none"> i. With government experience – 10 points ii. With no government experience – 5 points (Document required: Portfolio indicating relevant work experience/projects)	10
b. Awards and recognitions in the field of graphic and communication design / recognition of body of works by reputable publications and websites. <ol style="list-style-type: none"> i. International awards and recognitions / features – 30 points ii. Local awards, recognitions and features – 25 points (Document required: Curriculum vitae and portfolio indicating relevant work experience and projects)	30
c. Years of experience as a design agency / team <ol style="list-style-type: none"> i. 10 years and above – 30 points ii. 5-9 years – 15 points iii. Below 5 years – 10 points (Document required: Portfolio indicating relevant work experience and projects)	30

d. Reach of bodies of work <ul style="list-style-type: none"> • All (or at least 2 international geographical categories) – 20 points • Europe – 10 points • Americas (North, Central and South America) – 10 points • ASEAN, Asia, Africa and Middle East – 10 points • Domestic or within the Philippines – 5 points <p>(Document required: Portfolio indicating relevant work experience and projects)</p>	20
e. Competency of design team – profile and work experience, training and professional background / collaborations	10
(Reference to the portfolio submitted)	
TOTAL	100

Bidder shall submit documents that will serve as reference for the evaluation, including:

- a. Resume and profile of lead designer/s and team members that will substantiate the rating of the above criteria; and
 - b. High quality printed portfolio with a minimum of 5 samples brand development and related projects. Bidders who failed to submit printed portfolio shall not be included in the qualitative evaluation.
3. Only bidders who will obtain a score of 85% shall be considered qualified to submit their financial bid.

TO

IV. METHODOLOGY

1. The procurement for the Graphic Design / Communication Design Expert shall undergo a qualitative evaluation with a cut-off score of 85%.
2. Thereafter, the bidder with the Lowest Calculated and Responsive Bid (LCRB) shall be awarded the contract.

V. EVALUATION SYSTEM

1. Qualitative Evaluation (QE) shall be conducted by the Bids and Awards Committee (BAC) after opening the financial documents of the bidders
2. The qualitative evaluation shall be based on the following criteria:

CRITERIA	VALUE POINT
a. Experience with any government agency in communication design projects. <ol style="list-style-type: none"> iii. With government experience – 10 points iv. With no government experience – 5 points <p>(Document required: Portfolio indicating relevant work experience/projects)</p>	30
b. Awards and recognitions in the field of graphic and communication design / recognition of body of works by reputable publications and websites. <ol style="list-style-type: none"> iii. International awards and recognitions / features – 30 points iv. Local awards, recognitions and features – 25 points <p>(Document required: Curriculum vitae and portfolio indicating relevant work experience and projects)</p>	30
c. Years of experience as a design agency / team <ol style="list-style-type: none"> iv. 10 years and above – 10 points v. 9 years and below – 5 points <p>(Document required: Portfolio indicating relevant work experience and projects)</p>	10

<p>d. Reach of bodies of work</p> <ul style="list-style-type: none"> • All (or at least 2 international geographical categories) – 20 points • Europe – 10 points • Americas (North, Central and South America) – 10 points • ASEAN, Asia, Africa and Middle East – 10 points • Domestic or within the Philippines – 5 points <p>(Document required: Portfolio indicating relevant work experience and projects)</p>	20
<p>e. Competency of design team – profile and work experience, training and professional background / collaborations</p> <p>(Reference to the portfolio submitted)</p>	10
TOTAL	100

Bidder shall submit documents that will serve as reference for the evaluation, including:

- a. Resume and profile of lead designer/s and team members that will substantiate the rating of the above criteria; and
- b. High quality printed portfolio with a minimum of 5 samples brand development and related projects. Bidders who failed to submit printed portfolio shall not be included in the qualitative evaluation.

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 **23rd day of December 2019**.

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