



## SUPPLEMENTAL/BID BULLETIN NO. 1

This Supplemental/Bid Bulletin is issued to all prospective bidders to clarify, modify and/or amend items in the Bidding Documents as discussed and agreed during the Pre-Bid Conference held on 01 July 2024 for the ***Procurement of Consulting Services for the Production, Content-Creation and Printing of the Muslim-Friendly Travelogue of the Philippines.***


### I. Clarifications on the Bidding Documents

Clarifications from the Bidder	Response
1. On TPF 1: Technical Proposal Submission Form, do we have to notarized it?	1. No need for notarization.
2. For the Bid Security, we already paid the PhP75,000.00, do we have to put a photocopy of it?	2. Yes, please attach photocopy of the Official Receipt amounting to PhP30,000.00 (equivalent to 2% of the ABC).
3. On TPF. 2: Consultant's References, it has to be the same as what we had submitted for Part 1 which is basically the list of projects, will it be reflecting of the Part 1 for the consultant's references?  Do we have to sign each paper for the TPF2?	3. More or less, yes.  Yes.
4. On TPF 4: Description of the Methodology and Work Plan for the Performing the Project, we have indicated timeline for the completion would it be enough for this?  Will just put the concept-note and then bridging it with the timeline?  Do you have vision on how many pages for the methodology?	4. No, put the exact methodology. The timeline is part of it.  Yes  No limit on the number of pages. The project officer preferred for a brief and straight to the point.
5. On TPF 5: Team Composition and Task, the task will be related to the actual project and not what they are doing in the company right now?	5. Yes, since they have specified the required personnel in the project.
6. On TPF 6: Format of Curriculum Vitae (CV) for Proposed Professional Staff Time Schedule for Professional Personnel, everything will be notarized, every CV?	6. Yes, every CV should be notarized.
7. On TPF 7: Time Schedule for Professional Personnel, we are expecting the project to be finished by August?  Is it fine to say that we have actually three (3) months?  It is required that we provide monthly report?	7. Implemented by August and then if we are looking at the timeline, it's gonna be around 2-3 months after it has to be printed. We are visioning everything to be printed by November.  Yes, for three (3) months.  Yes

For the location, the company that is bidding is a company from Dubai, do we put location Dubai, UAE or Philippines since we have office in the Philippines and for the purpose of the bidding, do we put here Philippines since the Travelogue is being done here?	It should be Philippines.
There is no need for notarization for TPF7?	No need for notarization for TPF7 just your signature.
8. On TPF 8: Activity (Work) Schedule, in the Field Investigation and Study Items, is there any field investigation work involved?  For the study, do we have to include the study already, the concept and the text?	8. None. Just put whatever activity that will be performed not necessarily field investigation.  No, put the digital mock-up, moodboard and the text in the TPF 4: Description of the Methodology and Work Plan for Performing the Project,
9. Omnibus Sworn Statement for notarization?	9. Yes, it must be notarized.
10. On FPF 3: Breakdown of Price Per Activity, for the reimbursable, since we are not using reimbursable for this project, can we put not applicable?	10. Yes
11. On FPF 4: Breakdown of Remuneration Per Activity, what is the difference between the local staff, regular staff and consultant?  To clarify, we follow the position in the Terms of Reference not the position in the company?	11. It is OK not to mention local staff, regular staff or consultant. Indicate the position stated in the Terms of Reference.  Yes, the position in the Terms of Reference
12. On FPF 6: Miscellaneous Expenses, do we have to put specific details or we just put the quantity unit price?  Drafting and reproduction of reports, will this be the printing cost?	12. It is OK to indicate not applicable since there is no miscellaneous expenses.  No, just put not applicable.
13. For the delivery of reports, one major envelope containing technical and financial. One technical will have one (1) original and four (4) photocopies same way with the financial?.	13. Yes, one major envelope containing technical and financial envelopes. Each of the envelope should have one (1) original and five (5) photocopies.

This shall form an integral part of the Bidding Documents.

For the guidance and information of all concerned.

  
**USEC. FERDINAND C. JUMAPAO**  
 DOT-BAC Chairperson

July 8, 2024

