



SUPPLEMENTAL / BID BULLETIN NO. 1

This Supplemental/Bid Bulletin is issued to shortlisted bidders to clarify, modify and/or amend items in the Bidding Documents as discussed and agreed during the Pre-bid Conference held on 20 November 2019 for the **Procurement of the Services of a Creative Agency for the Content Production for Opportunity and Emerging Markets (2nd Bidding) (REI No. 2019-019)**.

I. The following portions of the Bidding Documents are hereby amended as follows:

- **On the Terms of Reference**

OLD PROVISION	NEW PROVISION
V. Project Duration and Budget Allocation	V. Project Duration and Budget Allocation
1. The break date of the TVCs will be on November 2019 with the remaining materials due until December 31, 2019	1. <u>The duration of the project is four (4) months, effective from the receipt of the Notice to Proceed (NTP).</u>
VIII. Criteria for Rating	VIII. Criteria for Rating
Stage 1 – Submission of eligibility documents Stage 2 – For shortlisted bidders, submit brief credentials and the proposed media plan 1. Shortlisted bidders who will be declared compliant with the technical requirements on the opening of bids may be required to present their proposed campaign to the members of the Bids and Awards Committee (BAC), and the Technical Working Group (TWG), DOT officials and other tourism stakeholders that the DOT will invite during the pitch presentation if necessary. 2. Should a presentation be required, a maximum of thirty minutes (30) will be given for each agency for its presentation excluding the question and answer portion with BAC and TWG members and such other individuals to be invited by the DOT. 3. Should a presentation be required, it will be rated by BAC and TWG members individually, and ratings will be averaged to arrive at a final score per agency. Rating will be done based on the scores.	Stage 1 – Submission of eligibility documents Stage 2 – <u>Shortlisted bidders will be rated based on the technical documents submitted and the proposed creative content plan</u> 1. Shortlisted bidders who will be declared compliant with the technical requirements on the opening of bids on December 3, 2019 at 10:00 a.m., <u>will</u> be required to present their proposed campaign <u>on the same day from 1:30 p.m. onwards at the 3rd Floor Conference Room, DOT Bldg.</u> to the members of the Bids and Awards Committee (BAC), and the Technical Working Group (TWG), DOT officials and other tourism stakeholders that the DOT will invite during the pitch presentation. <u>Drawing of lots shall be used to determine the sequence of presentation.</u> 2. <u>A maximum of thirty (30) minutes is allotted for each lot for the presentation and another thirty (30) minutes for the question and answer portion</u> with BAC and TWG members and such other individuals to be invited by the DOT. 3. <u>The bidder's presentation</u> will be rated by BAC and TWG members individually, and ratings will be averaged to arrive at a final score per agency. Rating will be done based on the scores.

- **On Checklist to Bidders (Documents Comprising the Bid: Technical and Financial Proposal)**

OLD PROVISION	NEW PROVISION
Note: All documents shall be current and updated and any missing document in the above mentioned checklist is a ground for outright rejection of the bid. Bidders are required to submit one (1) original and six (6) photocopies of their bids.	Note: All documents shall be current and updated and any missing document in the above mentioned checklist is a ground for outright rejection of the bid. Bidders are required to submit one (1) original and six (6) photocopies of their bids for each lot.

- **On Section III. Bid Data Sheet**

OLD PROVISION		NEW PROVISION	
ITB Clause		ITB Clause	
17.3	Each bidder shall submit one (1) original and six (6) photocopies of the first and second components of its bid.	17.3	Each bidder shall submit one (1) original and six (6) photocopies of the first and second components of its bid for each lot.

II. The following clarifications are provided for the guidance and reference of the shortlisted bidders:

- Workload for the manpower for each lot is expected to be at their minimum to yield better and efficient results to campaign. There is no prohibition on having the same personnel for all the lots. However, we encourage to have separate teams per lot.
- Bidders are required to submit their presentation deck and flash drive together with their technical and financial documents.
- Bidders were advised to take into consideration the Muslim population when developing the deliverables.
- All clips and footages are to be provided by the bidders.
- All materials should have vertical version/formats.

The provisions of this Supplemental/Bid Bulletin shall form an integral part of the Bidding Documents.

For the guidance and information of all concerned.


 ASENCIO ROBERTO P. ALABADO III
 Chairperson, Bids and Awards Committee

26 November 2019