



**BIDS AND AWARDS COMMITTEE**

**BID BULLETIN NO. 1**

This Bid Bulletin is issued to amend/clarify items in the Bidding Documents for **PRODUCTION OF VIDEOS AND RADIO COMMERCIALS, Public Bidding No. 2022-36.**

REFERENCE	CLARIFICATIONS/AMENDMENT		
<p>Section I. Invitation to Bid Page 10</p> <p>xxx</p> <p>9. To minimize face to face transaction with the public only one (1) representative for each bidder will be allowed during the opening of bids.</p> <p>xxx</p>	<p><b>Query:</b> For the bid opening on Oct 17, 2022, will there be virtual/online platform for those who cannot attend in person?</p> <p><b>Response:</b> Yes. For the link, you may send an email to <a href="mailto:bacsecretariat@sec.gov.ph">bacsecretariat@sec.gov.ph</a>.</p>		
<p>Section V. Special Conditions of Contract Page 24</p> <p>GCC Clause 1</p> <p>xxx</p> <p>For purposes of this Clause the Procuring Entity's Representative at the Project Site is Atty. Edhona C. Tantuan.</p>	<p><b>Query:</b> Do you have specific point person from SEC during contract implementation for this bidding? Or it is up to us to provide key personnel if it is in the event production house.</p> <p><b>Response:</b> Yes. SEC has nominated a point person for purposes of contract implementation. Please see reference.</p>		
<p>Section VI. Schedule of Requirements Page 25</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td align="center"><b>Delivered, Weeks/Months/Days</b></td> </tr> <tr> <td align="center">Within Ninety (90) days upon receipt of the Notice to Proceed</td> </tr> </table> <p>xxx</p>	<b>Delivered, Weeks/Months/Days</b>	Within Ninety (90) days upon receipt of the Notice to Proceed	<p><b>Query:</b> During contract implementation, will there be a chance to extend the delivery period?</p> <p><b>Response:</b> The delivery period is retained. However, extension of delivery period during contract implementation may be allowed depending on the justification presented and subject to the approval by the Head of the Procuring Entity or his authorized representative.</p>
<b>Delivered, Weeks/Months/Days</b>			
Within Ninety (90) days upon receipt of the Notice to Proceed			
<p>Section VII. Technical Specifications Page 28</p> <p><b>A. Video Campaign Development</b></p> <p>1. Environmental Scanning and Assessment</p> <p>xxx</p> <p>4. Content Calendar – The Service Provider shall develop the concept, content and schedule of videos for production.</p>	<p>1. <b>Query:</b> Is SEC requiring a formal survey for the environmental scanning?</p> <p><b>Response:</b> No.</p> <p>2. <b>Query:</b> Is desk review of available related literature suffice?</p> <p><b>Response:</b> Yes.</p> <p>3. <b>Query:</b> Does the bidder need to create a timeline?</p>		

<p>xxx</p>	<p><b>Response:</b> No. It will be provided by the End-User.</p> <p>4. <b>Query:</b> In content calendar, are you requiring us to create a timeline for each deliverable?</p> <p><b>Response:</b> Yes. But this will be in collaboration with the Communications Team. Schedule should be in line with the IPW calendar.</p>
<p>Section VII. Technical Specifications Page 28</p> <p><b>B. Video Production</b></p> <p>1. Talent Management- This includes casting, and negotiation and payment of talent fees</p> <p>xxx</p> <p>2. <b>Ten (10) Audio-Visual Presentations (AVPs)</b> – Each shall have a unique concept, content and format. For video advertisements, the Service Provider shall produce each concept in long and short forms, but shall be counted only as one AVP. The master copies shall be provided in appropriate formats and stored in external hard drives;</p> <p>xxx</p>	<p><b>Query:</b> Will the list of talents be provided before the submissions of bids?</p> <p><b>Response:</b> Yes. Interested bidders may send email to <a href="mailto:bacsecretariat@sec.gov.ph">bacsecretariat@sec.gov.ph</a> for the list, subject to condition that whatever information is obtained in joining this bidding will be used only for purposes of bidding and subject to privacy rules.</p> <p><b>Query.</b> What do we mean by long and short forms of the video?</p> <p><b>Response:</b> We only require a maximum of 3 minutes for the short videos and 5 minutes minimum for the long video. But not all the videos are requiring short versions.</p>
<p><b>C. Checklist of Technical and Financial Document</b> Page 32</p> <p>Technical Documents</p> <p>c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided in Section 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184</p> <p>xxx</p>	<p><b>Query:</b> For the supporting document needed for a Single Largest Completed Contract, do we need to attach the approved contract and the certificate of completion?</p> <p><b>Response:</b> Yes. Bidder shall attach the following:</p> <ol style="list-style-type: none"> <li>1. Photocopy of approved Contract or Purchase Order/Work Order; or</li> <li>2. End-user's Certificate of Completion or Acceptance from bidder's client or Official Receipt issued for the contract covering the full amount of the contract.</li> </ol>

Provisions in the bidding documents that are in conflict with this Bulletin are deemed revised/amended. For guidance and information of all concerned.

**October 10, 2022**

For the Bids and Awards Committee:



ARMANDO A. PAN, JR.  
Chairman