

Bids and Awards Committee for Consulting Services (BAC-C)

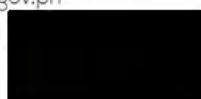
**PROCUREMENT OF CONSULTING SERVICES FOR THE PRODUCTION OF THE
ONE CLARK CAMPAIGN VIDEO**

Bid Bulletin No. 01

This Bid Bulletin clarifies queries/questions raised during the Pre-Eligibility Conference held on 26 October 2023 and written clarifications received through email during the same day, pertaining to the above-cited consulting services.

I. QUERIES/QUESTIONS BY THE BIDDERS

Queries/Questions	Clarifications/Responses
1. Is the Concept Proposal included in the submission of Eligibility Documents?	No. The submission of Concept Proposal is not a requirement during the Eligibility and Shortlisting (Stage 1). Once the prospective bidder is shortlisted, the Concept Proposal shall be a requirement during the submission of Bid (Technical and Financial) Proposal (Stage 2). Please refer to the checklist in Section IV of this Bid Bulletin for required documents during Stage 1.
2. On the Format of Curriculum Vitae of the Proposed Professional Staff (CV of Production Management Team members), is electronic signature acceptable?	Yes, electronic signatures for the Curriculum Vitae of the Production Management Team members (TPF 6A to 6D) are acceptable. However, for the notarized documents (e.g. Secretary's Certificate, Special Power of Attorney, etc.), wet signature is required.
3. Is the Secretary's Certificate part of the Eligibility Documents Submission? Is the Omnibus Sworn Statement part of the Stage 2 of the bidding process and not at the Eligibility Phase?	Yes, the Secretary's Certificate is required to be submitted as part of the Eligibility Requirements and shall be passed during Stage 1 of the bidding process. On the other hand, the Omnibus Sworn Statement is required to be submitted during Stage 2 once bidders have been shortlisted and



	eligible to proceed to the next phase of the bidding process.
4. Whether the payment for the Bidding Documents in the amount of Php10,000.00 should be paid upon the submission of the eligibility documents on 03 November 2023.	No. The payment is not required during the submission of Eligibility Documents. The payment is required for the shortlisted bidders who will be submitting their Technical and Financial Proposals on or before 29 November 2023.

II. PRESENTATION FOR THE PRE-ELIGIBILITY CONFERENCE

The presentation discussed during the Pre-Eligibility Conference held on 26 October 2023 can be accessed using the link below:

<https://bit.ly/OneClarkCampaignVideo-PreeligPres>



This presentation is for discussion purposes only. Should there be any inconsistencies, the bidding documents (i.e. Request for Expression of Interest, Eligibility Documents, Terms of Reference, and Bidding Forms) shall prevail over the presentation.

III. SCHEDULE OF PROCUREMENT ACTIVITIES*

Activities	Time	Date
Pre-Eligibility Conference	1:00 PM	Thursday, October 26, 2023
Deadline for Requests for Clarification	5:00 PM	Thursday, October 26, 2023
Issuance of Bid Bulletin for Additional Clarifications		Friday, October 27, 2023
Deadline for Submission of Eligibility Documents	12:00 NN	Friday, November 3, 2023
Opening of Eligibility Documents and Eligibility Check	1:00 PM	Friday, November 3, 2023

Activities	Time	Date	
Evaluation and Shortlisting		Friday, November 3, 2023	Wednesday, November 8, 2023
Determination of Shortlisted Bidders/Issuance of BAC Resolution recommending shortlisted bidders		Wednesday, November 8, 2023	
Approval of Shortlisted Bidders by HoPE		Friday, November 10, 2023	
Notification on the Results of Eligibility Check and Shortlisting		Friday, November 10, 2023	

**Subject to change*

IV. REMINDERS

a. General Notes / Reminders

1. All data on the forms shall be correct and consistent.
2. All forms shall be duly signed by the Authorized Signatory of the Firm/Entity/Joint Venture or Consortium (in case of JV/Consortium).
3. The CVs of all the nominated key personnel shall be supported with certificates of trainings attended, diplomas, work experiences and other supporting documents relative to the credentials of the proposed Professional staff.
4. Only contracts/projects that are supported with proofs shall be considered for evaluation, as follows:
 - Certificate of Completion or Acceptance or valid proof of final payment issued by the client, in case of completed contracts.
 - Notice of Award, Notice to Proceed or signed contracts issued by the client for ongoing contracts and for contracts awarded but not yet started
5. Only training supported with proofs shall be considered for evaluation.
6. For the Eligibility Forms:

Eligibility Form	Duly signed by the Authorized Representative	Duly Notarized
• EF 1 - Eligibility Submission Form	✓	
• EF 2 - Statement of All On-Going and Completed Government and Private Contracts, Including Contracts Awarded but not Yet Started as Well as Contracts Where Works Have Been Completed but not Yet Accepted for the Past 5 Years	✓	
• EF 3A - Summary of Completed Projects for the Past Five (5) Years (All completed government and private contracts)	✓	
• EF 3B - Summary of Ongoing Projects for the Past Five (5) Years (All ongoing government and private contracts, including contracts awarded but not yet started as well as contracts where works have been completed but not yet accepted)	✓	
• EF 4 - Consultant's References: Relevant services carried out for the past 5 years that best illustrate qualifications	✓	
• EF 5 - Summary of Curriculum Vitae (CV)	✓	
• EF6A to 6E - Format of CV for Proposed Professional Staff	(should also be duly signed by the nominated Key Personnel)	
• EF 7 - Statement of the Consultant Specifying its Nationality and Confirming That Those Who Will Actually Perform the Services are Registered Professionals	✓	
• EF 8 - Format of CV of the Firm/Entity	✓	
• EF 9 - Statement of Project with at least PhP 2,500,000.00 contract for the past 5 Years	✓	

• EF 10 - Certificate of Availability of Key Personnel	✓	
• Secretary's Certificate Format (where applicable)	✓	✓
• Special Power of Attorney Format (where applicable)	✓	✓

7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the duly authorized representative of the prospective bidder.

b. Minimum Qualifications of Production Management Team Members

Member	Educational Attainment	Overall Years of Experience related to audio-visual production, film, digital media, and multimedia arts	Years of experience related to the nominated position	Job Description
Producer	College Graduate	7	4	The overall lead of the project also referred to in the industry as executive producer, supervising producer, associate producer, line/film producer and other video producer roles that include responsibility for coordinating and managing all elements of a filmed video production, sourcing talent and specialists and ensuring the whole process, production requirements and project timelines are met with accuracy; and must be available and in constant communication with BCDA-IPMD

Member	Educational Attainment	Overall Years of Experience related to audio-visual production, film, digital media, and multimedia arts	Years of experience related to the nominated position	Job Description
Director	College Graduate	5	3	The Director is the Creative Lead of the video production process from concept to execution; ensures that approved script and storyboard are reflected in the final output or video; including the use of licensed audio-visual materials or creatives, talents, locations, music, scoring, motion graphics and among others.

Member	Educational Attainment	Overall Years of Experience related to audio-visual production, film, digital media, and multimedia arts	Years of experience related to the nominated position	Job Description
Scriptwriter or Copywriter	College Graduate	4	2	The Scriptwriter/ Copywriter must be creative and skillful in copywriting, publication, advertising, television writing production,

				<p>and literary arts/composition</p> <p>With extensive background or experience in creative writing, journalism, publications, advertising, and other related multi-media disciplines.</p> <p>Ensures that all materials and information are factual and adhere to copyright laws and set of BCDA IPMD editorial guidelines/directions.</p>
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Member	Educational Attainment	Overall Years of Experience related to audio-visual production, film, digital media, and multimedia arts	Years of experience related to the nominated position	Job Description
Director of Photography and/or cinematography	College Graduate	4	2	The Director of Photography and/or Cinematography must be creative and skillful in latest design trends, visual composition and communication, including technical knowledge and experience in photography, film, cinematography, graphic design, animation, video editing, photography,

				<p>multimedia arts, television or film production, fine arts and others related creative media works.</p> <p>Ensures that all visuals and creative materials are produced and used according to copyright laws and set of BCDA IPMD editorial guidelines/ directions.</p>
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c. Terms of Payment

For the services rendered, BCDA shall pay the Consultant following the proposed payment scheme and will be billed progressively upon completion of the following milestones:

MILESTONE	PAYMENT
15%	of the total ABC upon submission and approval of the concept, theme, and copy treatment.
20%	of the total ABC upon submission and acceptance of the script/copy and storyboard and upon approval of the first pass or draft of the One Clark Campaign video.
25%	of the total ABC upon approval and acceptance of the second pass or draft of the One Clark Campaign Video including the creative revisions or editing.
30%	of the total ABC upon submission and acceptance of the final One Clark Campaign Video including the required versions, technical formats, and shortened versions.
10%	of the total ABC upon submission of accomplishment report, all required raw files and key visuals that are created and used exclusively for this project and upon issuance of Certificate of Completion by BCDA

No interest shall be paid for delayed payments.

d. Deadline for Submission of Eligibility Documents.

The Eligibility Documents must be duly received by the BAC-C Secretariat through manual/physical submission at the BCDA Central Receiving and Releasing Area (CRRA), BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st Street Corner 2nd Avenue, Bonifacio Global City, Taguig City, **on or before 12:00NN of 03 November 2023 (Friday)**. Late submission of Eligibility Documents shall not be accepted. The prospective bidders may submit their Eligibility Documents before the deadline for submission of bids to avoid late submission. The editable eligibility forms may be downloaded using the link below:

<https://tinyurl.com/Eligibility-Forms-BC2023-015>

Please be reminded that the reference time that will be followed shall be the computer system clock at the **BCDA-CRRA**, BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st Street corner 2nd Avenue, Bonifacio Global City, Taguig City. All prospective bidders are advised to synchronize their timepieces therewith.

e. Opening of Eligibility Documents and Eligibility Check.

Opening of Eligibility Documents and Eligibility Check shall be on **1:00PM of 03 November 2023 (Friday)** at the BCDA Office, BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st Street Corner 2nd Avenue, Bonifacio Global City, Taguig City, and/or through:

Zoom link

<https://tinyurl.com/Opening-BC2023-015>

For Online Participants:

1. Online participants will be requested to register to be admitted on the call.
2. The online platform will be opened 15 minutes prior to official start at 10:30 AM and participants are required to log in no later than five minutes prior to the said official start time.
3. The BAC-C Secretariat is the host of the meeting. We may mute/unmute audio inputs of any or all participants. Mute your mic whenever you're not speaking.
4. All participants shall use the following name format for easy identification:
<Company Acronym>_<Full Name of participant>
5. The camera should be turned off by default to preserve your Internet connection bandwidth and assure better audio. However, during the roll call, kindly turn on your camera, state the complete name of your company and your full name, so

that you can be properly identified and acknowledged. The camera should again be turned off after the roll call.

6. Please refrain from asking questions during the presentation but rather type these in the chat box provided. The Secretariat shall then read each of the questions during the Q&A portion, and these will be answered by the BAC-C one by one.
7. If a prospective bidder needs to further clarify or ask follow-up questions, they can do so by raising their hand. Please wait to be acknowledged before speaking. Only one (1) participant shall speak at a time.

For In-Person Participants:

All bidders must adhere to the following health and safety protocols:


1. A maximum of two (2) participants per bidder is allowed to join the conference.
2. Participants must wear a face mask, and observe social distancing all throughout the conduct of the activity.
3. Bidders who show signs of COVID-19 related symptoms such as cough, flu, fever, high body temperature, and sneezing are advised not to proceed to the BCDA Office since they will not be allowed to enter the BCDA premises.

Eligibility Documents will be opened in the presence of the prospective bidder or its authorized representative who chooses to attend the activity. Attendance of the bidders during the opening of the Eligibility Documents is not mandatory, but merely discretionary or optional.

All prospective bidders are also reminded to regularly check the PhilGEPS and BCDA's website for updates, advisories and postings of Bid Bulletin in relation to this procurement activity.

This Bid Bulletin shall be considered an integral part of the Bidding Documents for the afore-cited Consulting Services. All provisions and statements in the Bidding Documents for the Consulting Services inconsistent with this Bid Bulletin are either modified or rendered ineffective, as the case may be.

Issued this 27th day October 2023.


MADONNA M. CINCO
Vice Chairperson
Bids and Awards Committee for Consulting Services

