

**PROCUREMENT OF CONSULTING SERVICES FOR THE  
WEB-BASED QUAD-MEDIA MONITORING**

**BID BULLETIN NO. 1**

This Bid Bulletin responds to queries raised during the Pre-bid Conference last September 25, and as well as other questions raised by potential bidders regarding the procurement of the project.

<b>Questions</b>	<b>Response</b>
<u>During the Pre-bid Conference (September 25, 2024)</u>	
<p>Question from Ms. Helene Santos of Media Meter Inc.:</p> <p>For the Compilation (Accomplishment) Report, may we send it electronically? No need to send the hard copy?</p>	<p>Yes, you may send the Accomplishment Report (TPF 8) electronically or via email. The Accomplishment Report should be submitted the day after the last day of the One-Week Trial Period, which is on October 11, 2024 at 10:00 AM.</p>
<p>Question from Veronica Sace of iSentia Philippines:</p> <p>Do you have a sample of the outputs you want for the Daily and Monthly Accomplishment Reports?</p>	<p>The Consultant may recommend a format for the Daily Compilation of news pick-ups and the Monthly Accomplishment Report, as long as they comply with the minimum requirements as stated in the Terms of Reference. The Consultant may also discuss it with the End-user should any customization be necessary.</p>
<p>Question from Veronica Sace of iSentia Philippines:</p> <p>Is there any list of channels or sources that need to be included in the monitoring?</p>	<p>The list of keywords, as well as the list of media outlets to be monitored are included in the Terms of Reference.</p> <p>However, should there be any news pick-ups from outlets that are not included in the list, the End-user may request the Consultant for a copy of the article/video/audio.</p>

<p>Question from Ms. Helene Santos of Media Meter Inc.:</p> <p>Do we need to be present during the opening of bids?</p>	<p>It is not required, but highly encouraged. Bidders may already be deemed qualified or disqualified as early as the Bid Opening, based on the absence or presence of required documents. We encourage having a representative in case we may need to ask for any clarifications on your submissions.</p>
<p><u>Questions sent via email/SMS:</u></p>	
<p>Question from Ms. Helene Santos of Media Meter Inc.:</p> <p>Do you accept e-signatures for the Curriculum Vitae (CVs) of Key Team Members? They are currently working remotely.</p>	<p>It would depend on the person notarizing the document if they would accept e-signatures. What is important for the End-user is that the documents are duly signed and notarized.</p>
<p>Question from Ms. Helene Santos of Media Meter Inc.:</p> <p>Are we required to submit supporting documents for the CVs (diploma, COE, training certificate)?</p>	<p>Yes, we are requiring the bidders to submit supporting documents to verify the information supplied in the CVs.</p>

Amendments made herein shall be considered an integral part of the Bidding Documents.

Issued on 30 September 2024.



**LEILANI BARLONGAY-MACASAET**  
Vice President, BCDA Public Affairs