



## SUPPLEMENTAL/BID BULLETIN NO. 1

### Procurement of Consulting Services for the Production, Content Creation, Printing and Delivery of the Coffee Table Books (DOT-SBAC REI No. 2024-002)

This **Supplemental/Bid Bulletin No. 1** is issued to lone shortlisted bidder to clarify, modify and/or amend items in the Bidding Documents as discussed and agreed during the Pre-Bid Conference held on 08 March 2024 for the aforementioned project. This shall form part of the Bidding Documents

#### I. Revisions on the Bidding Documents

##### A. Section V. SPECIAL CONDITIONS OF CONTRACT

GCC Clause	
24	<b><u>The time period is from the receipt of the Notice to Proceed (NTP) until November 30, 2024</u></b>

##### B. Section VI. TERMS OF REFERENCE

###### • Item No. III. SCOPE OF WORKS AND DELIVERABLES

Scope of Work	Deliverables
Production and implementation of professional photos documenting the four themes of love in the LTP campaign in each 16 Regions: <ul style="list-style-type: none"><li>• Biodiversity of Love</li><li>• Award-Winning Destinations &amp; Natural Beauty of Love</li><li>• The Archipelago of Festive Love</li><li>• Gastronomical Love</li></ul>	Minimum of 3,200 ready-to-print digital copies of professional photos which shall conform and align to the proposed and approved concept/layout of this coffee table book set. <i>(Photos may also be used for marketing and promotional purposes)</i>  Details: Minimum of (50) edited photos for each LTP theme of (16) regions in the Philippines.  The Agency must also provide the relevant raw versions of the photos.  Raw and edited versions shall be submitted on sturdy hard drives.  The Agency will shoulder all logistical costs from flights, accommodations, meals, talents, equipment rentals, location fees, and everything required to produce the required photo deliverables.  <b><u>This includes the expenses for the DOT representative's travel, lodging, meals, and transportation when accompanying the agency on photo shoots. (Additional)</u></b>
Concept and Layout of the Coffee Table Book	The concept and Layout of the Coffee Table Book must be elegant and have timeless elements for longer usage/shelf life.  Execution of the concept must appeal to all markets – domestic as well as global.



	<p>Design of the hard-bound front and back cover design</p> <p>LTP Coffee Table Book Set</p> <p>Hardcover</p> <p>Perfect Binding</p> <p>Size: (8.5"x 8.5")</p> <p><b>Page Count: Minimum of 80 pages/theme</b> <b>(160pages X 4 themes = 640 pages total)</b></p> <p>Shall consist of 1 book per theme (Total of 4 books per set).</p> <ul style="list-style-type: none"> <li>• Biodiversity of Love</li> <li>• Award-Winning Destinations &amp; Natural Beauty of Love</li> <li>• The Archipelago of Festive Love</li> <li>• Gastronomical Love</li> </ul> <p><b><u>Cover: c2s 120 lbs pasted in chipboard #30</u></b> <b><u>Inside: Matte 80 lbs</u></b> <b><u>Flyleaf: Matte 140lbs</u></b></p> <p>Each book in the LTP Coffee Table Book Set shall consist of photos, captions, and/or stories from ALL 16 Regions.</p>
<p>Concept, Layout and Production of Boxes</p>	<p><u>Slipcase Box for the LTP Coffee Table Book Set:</u> Slipcase box with print. <b><u>Slip case – c2s 120lbs pasted on chipboard #30</u></b> (4 Themed Books shall fit inside the slipcase)</p> <p><u>Full Color + Matte lamination</u></p>
<p>Quantity</p>	<p><b><u>Minimum of 1,300 sets - LTP Coffee Table Book Set</u></b></p> <p>Details:</p> <p><b><u>Minimum of 1,300</u></b> – L (Biodiversity) <b><u>Minimum of 1,300</u></b> – O (Destinations and Natural Beauty) <b><u>Minimum of 1,300</u></b> – V (Festivity) <b><u>Minimum of 1,300</u></b> – E (Food)</p>
<p>Storage and Delivery</p>	<p><b><u>The contracted Agency shall deliver the books to all recipients before the end of November 2024.</u></b></p> <p>The contracted Agency shall furnish and pass a copy of delivery receipts <b><u>to the end user (Branding &amp; Marketing Communications Office).</u></b></p> <p>Storage of the undelivered books shall be shouldered by the contracted agency.</p> <p><b><u>(Please see attached Annex "A" for the list of recipient and address).</u></b></p>

• **Item No. IV. PROJECT DURATION AND BUDGET ALLOCATION**

1. The Approved Budget of Contract (ABC) for the project is Fifteen Million Pesos (P15,000,000) inclusive of all applicable taxes, bank charges, and other fees as may be incurred in the process.
2. **This project shall commence upon the receipt of the Consultant of the Notice to proceed (NTP) until November 30, 2024.**
3. The proposed payment scheme will be billed progressively upon completion of the following milestones. In each milestone, the Agency will be required to submit an Accomplishment Report and a Certification of Acceptance signed by the DOT Project Proponent and Superior.



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

- In addition to the Technical Bid and Financial Bid envelopes that will be submitted **on or before March 21, 2024 (until 9:00 A.M.)** at the Procurement Management Division (PMD) Office, 4<sup>th</sup> floor, DOT Bldg., shortlisted bidder shall submit in a separate envelope their sample product from previous projects and 10-page sample layout for the Coffee Table Books, which will be presented by the lone shortlisted bidder after the Opening of Technical Bids on 21 March 2024 (10:00 A.M.) to be held at the 3<sup>rd</sup> Floor Conference Room, DOT Bldg., if declared “passed”.

For the guidance and information of all concerned.

14 March 2024



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