



## SUPPLEMENTAL/BID BULLETIN NO. 2

### Procurement of Consulting Services for the Department of Tourism's Advocacy Programs and Campaigns (2<sup>nd</sup> Posting) (DOT-BAC REI No. 2021-009)

This **Supplemental/Bid Bulletin No. 2** is issued to all shortlisted bidders to clarify, modify and/or amend items in the Bidding Documents as discussed and agreed during the Virtual Pre-Bid Conference held on 13 July 2021 for the aforementioned project. This shall form part of the Bidding Documents

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

#### A. On the Terms of Reference

##### Under Item III. Scope of Work and Deliverables

1. **Production and implementation of an Audio-Visual Presentation (AVP) to promote the DOT advocacy programs**
  - Produce at least five (5) sustaining videos for each campaign. These 15 sustaining videos will be created to support the three (3) omnibus AVPs and are different from edit-downs.
2. **Workshop**
  - The workshop should include discussion about the Campaign, learnings, feedbacks, and recommendation to the Department to further strengthen DOT's programs and campaigns.

Please refer to **Annexes "A", "B", and "C"** for the briefer on *Barrier-Free Tourism, Filipino Brand of Service (FBS) and TourISM WoRCS*, respectively.

##### Under Item IV. Scope of Price Proposal and Schedule of Payment

3. The proposed payment scheme for the campaign will be billed progressively upon completion of the following milestones. In each milestone, the Awarded Agency will be required to submit (1) an accomplishment report; (2) Certification of Acceptance signed by DOT Project Proponent and Superior;

| Milestones   | Payment %         |
|--|-------------------|
| <b><u>Submission and approval of the brand book, AVP, and KV concepts, and the methodology and production timeline</u></b> | <b><u>25%</u></b> |
| <b><u>Submission and approval of all three (3) storyboards</u></b>   | <b><u>15%</u></b> |
| <b>Completion and approval of all three (3) omnibus AVPs</b>   | <b><u>20%</u></b> |
| <b>Completion and approval of at least 15 sustaining AVPs</b>  | <b><u>15%</u></b> |
| <b>Completion and approval of digital poster, infographic, and curated photo requirements</b>                              | <b><u>15%</u></b> |
| <b>Upon submission and approval of the Terminal Report and conduct of workshop</b>   | <b>10%</b>        |
| <b>TOTAL</b>   | <b>100%</b>       |

Please refer to **Annex "D"** for the revised Terms of Reference.

**B. On the Bidding Documents**

- **Under Section V. Special Conditions of Contract (SCC)**

**Old Provision**

GCC Clause 53.5(a) -  
No advance payment is allowed. In lieu of advance payment, the Consultant is allowed to be paid by the Procuring Entity upon completion of the following milestones:

| Milestones   | Payment %   |
|--|-------------|
| Submission and approval of brand book and production timeline                          | 20%         |
| Completion and approval of all three omnibus AVPs                                      | 25%         |
| Completion and approval of at least 15 sustaining AVPs                                 | 25%         |
| Completion and approval of digital poster, infographic, and curated photo requirements | 20%         |
| Upon submission and approval of the Terminal Report and conduct of the workshop        | 10%         |
| <b>TOTAL</b>   | <b>100%</b> |

**New Provision**

GCC Clause 53.5(a) -  
No advance payment is allowed. In lieu of advance payment, the Consultant is allowed to be paid by the Procuring Entity upon completion of the following milestones:

| Milestones  | Payment %         |
|---|-------------------|
| <b><u>Submission and approval of brand book, AVP, and KV concepts and the methodology and production timeline</u></b> | <b><u>25%</u></b> |
| <b><u>Submission and approval of all three storyboards</u></b>  | <b><u>15%</u></b> |
| Completion and approval of all three omnibus AVPs   | <b><u>20%</u></b> |
| Completion and approval of at least 15 sustaining AVPs  | <b><u>15%</u></b> |
| Completion and approval of digital poster, infographic, and curated photo requirements                                | <b><u>15%</u></b> |
| Upon submission and approval of the Terminal Report and conduct of the workshop                                       | 10%               |
| <b>TOTAL</b>  | <b>100%</b>       |

- **Under Section VII. Bidding Forms  
Technical Proposal Forms**

| Old Provision   | New Provision  |
|---|--|
| <b>TPF. 2 Consultant's Reference</b>  | <b>TPF. 2 Consultant's Reference</b>   |
| Relevant Services Carried out in the Last Three Years that Best Illustrate Qualifications | Relevant Services Carried out in the Last <b><u>Five</u></b> Years that Best Illustrate Qualifications |

- Bidders are reminded to make sure that the criteria in the technical rating will be reflected in the Curriculum Vitae of the proposed personnel and other documents to be rated accordingly.
- Bidders will be allowed to submit unnotarized TPF.6 (Format of Curriculum Vitae for proposed Professional Staff), as well as the use of digital or electronic signature on the said form, pursuant to GPPB Resolution Nos. 16-2019 and 09-2020. However, bidders are required to submit the notarized forms during post-qualification.

**C. On the Pitch Presentation**

- Bidders will be expected to include in their presentation the concepts, visual designs, and treatment for the three (3) campaigns. Bidders may also propose recommended strategies on how to promote and execute these campaigns.
- Bidders will be given 30 minutes to present and another 30 minutes for the question and answer.

- Pitch Presentation for this campaign will be on 27 July 2021 at 1:30 P.M. Please see Zoom Meeting link below:

DOT Branding is inviting you to a scheduled Zoom Meeting

Topic: Pitch Presentation

Time: July 27, 2021 01:30 P.M. Asia/Manila

Join Zoom Meeting

<https://us02web.zoom.us/j/87932103940?pwd=WDROWTRBUndlNlIzZbERXdTJHL0Vidz09>


Meeting ID: 879 3210 3940

Passcode: branding

- Shortlisted bidders are requested to submit one (1) hard copy and soft copy in flash drive of the presentation deck to be included in the original technical bid envelope.

For the guidance and information of all concerned.

19 July 2021

  
**USEC. ROBERTO P. ALABADO III**  
DOT-BAC Chairperson 