



SUPPLEMENTAL / BID BULLETIN No. 2021-0025-01

1st Supplemental / Bid Bulletin on the

HIRING OF CONTENT PRODUCER FOR THE FAME+ DIGITAL CATALOG

To all Prospective Bidders:

This Supplemental / Bid Bulletin is issued to clarify, modify or amend items in the Bid Documents of the above requirements.

This shall form an integral part of the Bid documents.

Amendment:

The following sections of the Philippine Bidding Document has been revised:

- **Section I – Invitation to Bid**
- **Section VI – Schedule of Requirements**
- **Section VII – Technical Specifications**

Please see attached Revised Philippine Bidding Document.

The Price Schedule Form has been revised. *Please see attached revised Price Schedule Form.*

Payment of the applicable fee for the Bidding Documents is **Four Thousand Pesos (Php 4,000.00)**.

Clarifications:

Please see attached Annex A for queries/clarifications received by the BAC and the BAC Secretariat during the pre-bid conference and through email with its corresponding reference in the Philippine Bidding Document for answers.

This Supplemental/Bid Bulletin is being issued to clarify/modify/amend the specifications of the requirement needed, and not for purposes of delaying the proceedings of RA 9184.

Issued this **18th day of May 2021**.


ATTY. ANNA GRACE I. MARPURI
Chairman, Bids and Awards Committee

ANNEX A

INQUIRIES AND CLARIFICATIONS

CONTENT DEVELOPER FOR FAME+ DIGITAL CATALOG

INQUIRIES	CLARIFICATIONS
Will be videos 1 exhibitor per video?	Yes. Please refer to Section VI. Schedule of Requirements for the breakdown of video editing requirements.
Is there a talking head/interview per video?	Not necessarily. This will depend on the concept that will be approved from the supplier.
Who is the target market?	Export Market. This includes international buyers from around the world.
Is logistics before and after the shoot still part of the work of the video producer?	The cost of shipping in and out of the products will be handled by the companies involved. The logistical requirement expected from the supplier is in coordinating the shoot, studio and storing the products while waiting to be shipped out. Please refer to Section VII. Technical Requirements under Item V. Additional Instructions to Supplier for the provisions on product storage before and after the shoot.
Does producer have the size and qty of the tools to be used and to store? Will they be submitting/requiring pegs or shop list?	We cannot share at this point the exact size or quantity. On the onboarding, specifications and dimensions of the products that will be shoot will be shared during the onboarding of the supplier. Pegs will also be included. Onboarding is included in CITEM's responsibility under Section VII Technical Requirements.
For dropout photography, what are the angles?	This will depend on the concept that will be approved from the supplier.
In dropout photog, is it 9 exhibitors w/ 25 products times 5 photos separates from that 165 companies' times 15 products each w/ 1 photo each?	Yes, there will be 9 exhibitors who will have separate number of products and photos from the 165 companies. You may refer to Section VI. Schedule of Requirements for the breakdown of requirements and number of companies per area for dropout photography.
In lifestyle photographer, is it 1 layout per product?	It is three layouts per exhibitor. In addition, there are two exhibitors from Mindanao that needs 10 layouts each. One layout shot may include one or several products. You may refer to Section VI. Schedule of Requirements for the number of companies and required layouts per company.
In videos, does it also include music?	Yes. As stated in Section VII. Technical Requirements under Item X. Terms and Special Conditions, the Supplier must present three options for video and scoring for selection and approval.

Do they need to identify person in charge? e.g. in the logistics?	If "they" refers to the supplier, yes.
In period of engagement, it is across any timeline or as long as the company is still alive?	For as long as the company is still alive.
What will be the actual proof of engagement?	Certificates or sample accomplishments from previous engagements. Samples can be through a screenshot of an output.
Do we need to provide cd's for them?	No, CDs are not required.
Won't this affect the onset or storage cost? Who will provide insurance for the items to be used?	Insurance is not included in the deliverables of the Content Producer.
Can you please define clearly what "dropout photography" is?	This is studio and product photography.
Will content producer shoulder video shoot? Or exhibitor/CITEM will provide all video materials?	Content producer is tasked to create a reference/guide for exhibitors to do self-shoot. Once the exhibitors have turned over their self-shot videos, the supplier is then expected to do the editing. The exhibitor is also expected to incorporate photos or videos that will be sourced by CITEM from the exhibitors, if necessary. Please refer to Section VI. Schedule of Requirements for the breakdown of video editing requirements.
Is there an option for us to fly photography team for that dropout photog or tap local partners in the specified regions instead of flying the products to Manila? What are our options?	Yes. We leave it up to the exhibitor to determine a strategy to execute the shoot. However, the expectation is that there will be one studio shoot location per major island region: Luzon, Visayas and Mindanao. Specific major island group location for the exhibitor shoot is included in the specifications of dropout and lifestyle photography under Section VI. Schedule of Requirements.
We recently underwent a corporate restructuring, making us a fairly new company as it stands, and therefore are still to file our AFS with the BIR when it falls due. May we, in the alternative present an Affidavit relating to the Company's Financial Capacity as well as a notarized report from an external auditor for bidding requirement purposes?	The latest Audited Financial Statement submitted to BIR is included and must be updated in the Annex A of the PhilGEPS Platinum Membership Certificate. If any of the items listed in Annex A is not updated, an updated / valid file must be attached. If the bidder opt to submit a Net Financial Contracting Capacity (NFCC), the latest AFS is also required in the computation of the NFCC.
What format should the company portfolio be in? Both PDF and Physical Copies?	PDF.
For the proof of engagement, are Certificate of Completions enough? Are we still required to submit copies of the CV's?	CVs are not required. The certificate of completion or sample accomplishment from previous engagements will be enough.
On the NFCC, Statement of Ongoing and Completed, the sample formats shown are those for strict compliance? or we can use another format?	Formats and formula must be as prescribed. The formats and templates can be acquired by direct email request or in the GPPB website and the CITEM Website.