

**SUPPLEMENTAL / BID BULLETIN NO. 1**

Title : **PROCUREMENT OF SERVICE PROVIDER FOR ONE [1] HOUR WEEKLY DSWD RADIO PROGRAM**

ITB No. : **GOP/19-DSWD-027**

Date : **08 April 2019**

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This Supplemental/ Bid Bulletin is issued to all prospective bidders announcing amendments in the Bidding Documents, to wit:

**A. Section VII. Technical Specifications Page No. 64 of the Bidding Documents.**

<b>DSWD Specifications</b>	<b>From</b>	<b>To</b>
<b>Item B. Specific Functions:</b>	1. Provide one [1] hour weekly program at 2:00 to 3:00 p.m. during weekdays with an exposure of at least four (4) episodes per month that will run for three [3] months;	1. <b>Provide one [1] hour weekly program within 1:00 to 5:00 p.m. time frame during weekdays with an exposure of at least four (4) episodes per month that will run for three [3] months;</b>
	5. Provider 4 x 30-second daily merchandising plugs;	5. <b>Provider 4 x 30-second daily merchandising plugs;</b>

**B. Please see herein attached amended Technical Specifications marked as Annex "A".** *(Failure to use/submit the amended Technical Specifications shall be a ground for disqualification).*

**C. Submission and Opening of Bids**

The deadline for the submission and receipt of bids is moved from 10 April 2019 to **17 April 2019 at 02:30 p.m.** Bids must be delivered at the BAC Secretariat Office, Ground Floor, DSWD Central Office, IBP Road, Constitution Hills, Quezon City. **Late bids will not be accepted.**

The Bid Opening will immediately follow after the deadline, to be held at the Social Technology Bureau (STB) Conference Room, Ground Floor, DSWD Central Office, IBP Road, Constitution Hills, Quezon City.

**D. Issuance of Bidding Documents**

The issuance of Bidding Documents is extended until **17 April 2019 (Wednesday)** at **01:00 pm**.

This Bid Bulletin shall form part of the Bidding Documents.

Please be guided accordingly.

*(Original Signed)*  
**FELICISIMO C. BUDIONGAN**  
Undersecretary and  
Bids and Awards Committee Chairperson

**Please accomplish this portion and send it to facsimile no. (02) 951-7116 or e-mail [bacsec@dswd.gov.ph](mailto:bacsec@dswd.gov.ph)**

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Received from DSWD, Supplemental/Bid Bulletin No. 1 for the **Procurement of Service Providers for One [1] Hour Weekly DSWD Radio Program** (ITB No. GOP/19-DSWD-027).

Received by : \_\_\_\_\_ Date : \_\_\_\_\_  
(Signature over Printed Name)

Designation : \_\_\_\_\_

Company : \_\_\_\_\_

## Technical Specifications

DSWD Specifications	Bidder's Specifications <sup>1</sup>
<p><b>Procurement of Service Provider for One [1] Hour Weekly DSWD Radio Program</b></p> <p><b>Objective:</b></p> <p>The Service Provider will assist in the promotion and implementation through information dissemination, airing of promotional tools, and clarification avenue of the different intervention of the DSWD.</p> <p><b>B. Specific Functions:</b></p> <ol style="list-style-type: none"> <li>1. Provide one [1] hour weekly program within 1:00 to 5:00 p.m. time frame during weekdays with an exposure of at least four (4) episodes per month that will run for three [3] months;</li> <li>2. Provide Concept Note of the proposed DSWD Radio Program in consultation with the DSWD Team a week after the initial production meeting;</li> <li>3. Provide airing over AM Stations in Manila every week;</li> <li>4. Provide media values that include live streaming and simulcast in at least fifteen (15) provincial relay stations, simulcast or within the same day replay with at least 100 community/ municipal broadcast stations;</li> </ol>	<p>Detailed Specifications:</p>

<sup>1</sup> IMPORTANT NOTE: Detailed specifications must be provided. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of ITB Clause 3.1 (a) (ii) and/or GCC Clause 2.1 (a) (ii).

5. Provide 4 x 30-second daily merchandising plugs;
6. Provide on-line article of the weekly episode with the week of the airing;
7. Provide production staff which includes one (1) Program Host, Producer, Production Assistant and Researcher-Writer;
8. Provide studio technicians and all necessary technical requirements;
9. Plan a weekly program for the simulcast-broadcast based on the content direction coming from DSWD which shall include the desired news and information. Service provider shall also be responsible for gathering of feedback;
10. Twenty-five (25) copies of the recorded aired episode on DVD shall be submitted to DSWD Central Office one (1) week after each episode;
11. Submit terminal report at the end of the project;
12. Provide certificates of performance for every episode seven (7) days after airing of the last episode;
13. Produce either live/recorded segment in an on-going disaster affected area in the Philippines. Production staff will include one (1) host and one (1) camera man. Budget for transportation, accommodation and meal is included in the proposal; and
14. Provide lunch and snacks for the DSWD production team and resource person/s during the program proper

### **Qualifications for Service Provider**

1. With an AM Station in Metro Manila and nationwide coverage through at least fifteen (15) provincial relay stations for simulcast and live streaming over IP;
2. Ranks within the top 5AM radio stations in Metro Manila;
3. Has been on the radio broadcast industry for over fifty (50) years;
4. Can provide a radio anchor/personality who received various nominations, awards and recognition from local award-giving bodies;
5. Radio programs have received various nominations, awards and recognition from local award-giving bodies;
6. With media values that include IP live streaming and simulcast within the day replay with at least one hundred (100) community/municipal broadcast stations;
7. Produces radio programs that focus on the social development issues targeted at all socio-economic classes (ABCDE);
8. Has produced high rating drama, counseling and livelihood programs; and
9. Has produced a program of other government agencies, an edge.

### **D. Scope of Work**

The Service Provider is expected to perform the following tasks:

1. Air one (1) - hour weekly radio program during weekdays 2:00 PM - 3:00 PM, that will have an exposure of four (4) episodes per month, and will run for three (3)

months;

2. Provide media values that include live streaming and simulcast in at least fifteen (15) provincial relay stations, simulcast or within the same day replay with at least one hundred (100) community/municipal broadcast stations;
3. Take charge of planning the weekly program for the national simulcast in consultation with DSWD. This will include scripts, segments of the program, news and information, gathering of feedback and coordination with the DSWD Team for content, Resource Persons, news and information for communication;
4. Provide airtime for the whole period of the project;
5. Disallow political advertisements within the timeslot of all episodes;
6. Provide one (1) radio anchor/ personality who received various nominations, awards and recognition from award-giving bodies;
7. Provide audio materials necessary for aesthetics of the radio program;
8. Provide a Program Producer, Production Assistant and Writer-Researcher;
9. Provide Studio Technicians and all technical requirements; and
10. Provide 4 x 30 second daily merchandizing plugs.

**E. Deliverables**

The Service Provider is expected to provide the

following:

1. Profile of Listenership a week after the initial production meeting;
2. Concept Note of the proposed DSWD Radio Program in consultation with the DSWD Team after the initial production meeting;
3. One (1) Radio Anchor/Personality who received various nominations, awards and recognition from award-giving bodies;
4. A Program Producer, Production Assistant and Writer-Researcher;
5. Studio Technicians and all technical requirements;
6. 4 x 30 second merchandising plugs for DSWD per episode;
7. Program format and program clock;
8. Program ID, segment IDs, bumpers and extros;
9. Four (4) segments per radio with seven (7) to ten (10) minutes running time each segment;
10. Script for each episode of the program;
11. On-line article of the weekly episode within the week of airing;
12. Twenty-five (25) copies of the recorded aired on DVD shall be submitted to DSWD Central Office one (1) week after each episode; and
13. A terminal report and certificate of performance seven (7) days after the airing of the last episode.

<p><b>F. The DSWD, on the other hand, shall provide the following:</b></p> <ol style="list-style-type: none"> <li>1. Topics for discussion;</li> <li>2. Coordination with DSWD Field Offices;</li> <li>3. Conduct of key facts that will be used for the development of the script; and</li> <li>4. Resource Persons or topic/subject experts.</li> </ol> <p><b>G. Reporting Requirement</b></p> <p>The Service Provider shall clearly coordinate with and report to the Director of the Social Marketing Service (SMS) for any concerns or issues that may arise affecting the work/ production of deliverables and other provisions/conditions set in the Terms of Reference (TOR) assigned representative shall act as the coordinator with and between the service provider and the Information Officer of the Disaster Response and Management Bureau (DRMB).</p>	
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Name of Bidder: \_\_\_\_\_

Name of Authorized Representative: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

Date: \_\_\_\_\_