

DRN: _____

SUPPLEMENTAL / BID BULLETIN NO. 3

TITLE : **Hiring of Service Provider for Department of Social Welfare and Development (DSWD-SLP) Serye and Milestone Videos**

ITB NO. : **ITB No. GOP/20-DSWD-052**

DATE : **23 November 2020**

This Supplemental/ Bid Bulletin is issued to all prospective bidders announcing the following:

I. Checklist of Technical and Financial Documents

To be include in the submission of bid under the Technical Document is the bidder's conformity with the Schedule of Requirement as stated on page 23 of the bidding document.

Attached is the Section VI. Schedule of Requirements form (Annex A).

II. Deadline of Submission and Receipt of Bids

The deadline of submission and receipt of Bids is moved from 25 November 2020, 9:00AM to **02 December 2020, 9:00AM**. Bids must be delivered to the **BAC Secretariat Office, Second (2nd) Floor, Mahusay Building, DSWD Central Office. Late Bids will not be accepted.**

The Opening of Bids will immediately follow, after the deadline of the submission and receipt of bids to be held at the **Katapatan Conference Room (Boardroom), 4th Floor, DSWD Central Office.**

III. Issuance of Bidding Documents

The issuance of bidding documents is until **09:00 a.m. of 02 December 2020.**

This Bid Bulletin shall form part of the bidding documents.

Please be guided accordingly.

(Original Signed)
RENE GLEN O. PAJE
Undersecretary and
Chairperson, Bids and Awards Committee

Please accomplish the portion below and send it to facsimile no. (02) 951-7116 or email at bacsec@dswd.gov.ph.

RECEIVED BY : _____ DATE: _____
(SIGNATURE OVER PRINTED NAME)

DESIGNATION : _____

COMPANY : _____

Section VI. Schedule of Requirements

Hiring of Service Provider for Department of Social Welfare and Development – Sustainable Livelihood Program (DSWD-SLP) Serye and Milestone Videos

Key Deliverables and Timelines:

Key Deliverables	Timelines
Submission of inception report/ storyboard and first (1 st) draft of six (6) video productions	Month 1 and 2
First Draft of six (6) video productions	Month 3
First Draft of five (5) video productions and / Final Approval of all video productions and consolidation of all stock footages and raw video/ audio materials 6. Terminal Report	Month 4

Itinerary (tentative) for the conduct of Field Visit for the Video Production are as follows:

Field Office	Province
Filed Office CAR	Baguio
Field Office NCR	Metro Manila
Field Office I	La Union
Field Office II	Isabela
Field Office III	Bulacan
Field Office IV-A [Calabarzon]	Batangas
Field Office Mimaropa	Palawan (Puerto Princesa City)
Field Office V	Albay
Field Office VI	Iloilo
Field Office VII	Cebu
Field Office VIII	Tacloban
Field Office IX	Zamboanga, Zamboanga del Sur
Field Office X	Misamis Oriental
Field Office XI	Davao
Field Office XII	General Santos
Filed Office CARAGA	Agusan del Norte (Butuan City)
BARMM	Cotabato City

*Note:

The following identified places in the field offices may be subject to change depending upon the arising circumstances or any uncontrollable instances that may occur in those areas. The said shall be effected without additional cost to the end-user.

Project Timeline:

Activity	MO 1		MO 2			MO 3			MO 4			Output
Pre-Production - Preparatory meetings and planning - Orientation to Service Provider - Endorsement of necessary documents and references pertaining to the project, including initial draft or templates of storyboard and concept design and other branding-related materials and references - Coordination with FOs												<ul style="list-style-type: none"> • Inception Report • Storyboard of the videos for production
During - Actual shoot in the identified locations - Processing of gathered footages - Endorsement of first 6												First Draft of six (6) video productions

video productions																
During - Actual shoot in the identified locations - Processing of gathered footages - Endorsement of second 6 video productions																First Draft of six (6) video productions
Post-Production - Endorsement of last 5 video productions and other consolidated stock footages and raw video/ audio materials																First Draft of five (5) video productions and / Final Approval of all videos and consolidation of all stock footages and raw video/ audio materials

Note:

The payment scheme for this project engagement shall be on a tranche basis, wherein the entire project duration is forecasted to last up to **four (4) months**. Should an extension of the project be necessary and appropriate, due to inevitable circumstances and/or force majeure, all parties concerned should reach agreement/s on adjustment of timelines and deliverable/ key outputs, in a form of official writing, addressed to and subject for approval of the appropriate authority/ies.

This agreement may be terminated before its expiration with the concurrence of both Parties. The DSWD reserves the right to suspend project implementation for grievance relating to non-compliance or violation of the provisions stated herein. Continuous unsatisfactory generation of reports may be grounds for termination

Terms of Payment:

The service provider shall be paid the sum of (Contract Price) inclusive of tax. This shall cover the professional service and the production staff and talents; production related expenses, food and travel expenses. This shall be paid in three (3) tranches:

Tranches	% of the Contract Price	Key Output
1 st	30%	Upon submission of inception report/ storyboard and the first draft of six (6) video productions (with certificate of acceptance issued by the end-user)
2 nd	50%	Upon submission of first draft of six (6) video productions (with certificate of acceptance issued by the end-user).
3 rd	20%	Upon submission First Draft of five (5) video productions and / Final Approval of all video productions and consolidation of all stock footages and raw video/ audio materials (with certificate of acceptance issued by the end-user).

Name of Bidder: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Date: _____