

SUPPLEMENTAL/BID BULLETIN NO. 1

Title : **Hiring of Service Provider for the Development of Instructional Videos on Disaster Risk Reduction Management**

ITB No. : **GOP/19-DSWD-047**

Date : **13 August 2019**

This Supplemental/Bid Bulletin is issued to all prospective bidders announcing the response to the clarifications of the prospective bidders and amendments/changes in the bidding documents and procurement schedule, as follows:

I. Questions/Clarifications by the Prospective Bidders

Question/Clarification	DSWD Answer								
To properly prepare for our bids, will the End-User Unit provide the exact locations/sites, and the number of days in which the service provider is required to stay for the actual shooting/filming?	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Specific Location</th> <th style="text-align: center;">No. of Days (working)</th> </tr> </thead> <tbody> <tr> <td>Metro Manila (Valenzuela and Pasig)</td> <td style="text-align: center;">4</td> </tr> <tr> <td>Tacloban City</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Marawi</td> <td style="text-align: center;">5</td> </tr> </tbody> </table>	Specific Location	No. of Days (working)	Metro Manila (Valenzuela and Pasig)	4	Tacloban City	5	Marawi	5
Specific Location	No. of Days (working)								
Metro Manila (Valenzuela and Pasig)	4								
Tacloban City	5								
Marawi	5								
To fully grasp the purpose and for us to contextualize project, will the end-user unit can provide to us an overview of the four (4) modules that we are going to undertake?	To date the End-User Unit (DRMB) cannot yet disclose the overview of project for confidentiality reasons, rest assure that the necessary information will be provided to the awarded service provider.								
In the production of four (4) instructional video module will this cover actual activities in the locations or these have to be re-created?	Instructional video modules will cover actual activities during actual filming and some will be re-created.								

Question/Clarification	DSWD Answer
<p>For the final output, will the Department consider the use of Universal Serial Bus (USB) instead of Digital Video Disk (DVD) copies as replication services, considering the DVD's are already outdated and limited in the market. If, not may we know the packaging requirements for the DVDs? (e.g. DVD sleeve, portrait black plastic hard case, hard cardboard printed sleeve, Compact Disk case).</p>	<p>DSWD will use 100 copies of USB drives in lieu of DVD Tapes with the following Technical Specifications:</p> <ul style="list-style-type: none"> - At least 8GB; - Base Material - plastic (at least 80mm x 52mm); - Imprinting DSWD DRRM Advocacy in full color double sided, edge to edge printing (layout will be given by the end-user upon receipt of Notice to Proceed); - Proofing: within 30 days upon receipt of Notice to Proceed.
<p>Under Section II. Technical Specifications Page 68 of the Bidding Documents (BDs) provides that at least five (5) samples of videos developed and produces as basis for evaluation. For clarity is the requirements will also include Information, Education and Communication (IEC) materials and Scripts in their previous engagements?</p>	<p>Yes, sample works may refer to sample videos developed, including of IEC Materials and scripts of each sample video.</p>
<p>During the actual shooting in the location/site may we know if there will be representatives from the End-User Unit who will accompany the service provider? If there are representatives who will accompany us, the question is who will shoulder his/her transportation and accommodation during the said field works.</p>	<p>Yes. DSWD will provide technical staff who will accompany the awarded service provider and the cost for his/her transportation and accommodation is not included in the Approved Budget for the Contract (ABC) for the project. The Department will shoulder the expenses of the said technical staff.</p>
<p>How strict are we with the project timelines? Will there be instances that the timelines will be adjusted?</p>	<p>End-User Unit (DRMB) will strictly follow the project timelines. However, for valid/ reasons and justifications timelines will be adjusted in coordination and approval of the End-User Unit.</p>

Question/Clarification	DSWD Answer
The service provider is expected to provide concept development. What other deliverables that the service provider is expected to deliver?	<p>Under Section II. Page 70 of the Bidding Documents the service provider is expected to provide the following services:</p> <ul style="list-style-type: none"> • Concept Development - which includes presentation of outline and script of video modules; • Complete video and support staff, and pre and post production equipment • Complete photography gear; and • Talents (voice and actors and actresses as needed for the video modules.
May we know the format for the 3 concepts? Can we provide a deck/powerpoint as an output for the presentation/ technical proposal?	Deck/Powerpoint can serve as an output for the technical proposal.
Do we need to provide a USB in the submission?	Yes.
How much Agency Service Fee can we charge (will it be the standard 17.65%, or does this have to be adjusted)?	There is no provision indicated in the Bidding Documents that requires for an Agency Service Fee.
For clarification is the submitted Curriculum Vitaé (CV) of our staff be notarized?	No
For the video crew, will we need to provide full staff?	Yes

II. Amendment to Bidding Documents

Particular	FROM	TO
Section V. Special Condition of Contract - GCC Clause 10.3 - Outputs/Deliverables (page 62)	Full delivery of all materials (2,500 DVD release copies of each module including all raw footages)	Full delivery of all materials - 100 unit USB (each USB shall contain Four (4) Instructional Video Modules) - 1 unit External Hard Drive for all raw footages.
Section VI. Schedule of Requirements - Timeframe and Milestone - Timeline (page 65)	One (1) week after approval of scripts	fourteen (14) working days after approval of scripts

Section VI. Schedule of Requirements - Timeframe and Milestone - Deliverables (page 65)	12. Submission of 2,500 copies of videos per module	12. Submission of 100 copies of videos per module
Section VI. Schedule of Requirements - Key Deliverables and Payment Schedule - Output/Deliverables (page 66)	Full delivery of all materials (2,500 DVD release copies of each module including all raw footages)	Full delivery of all materials - 100 unit USB (each USB shall contain Four (4) Instructional Video Modules) - 1 unit External Hard Drive for all raw footages.
Section VI. Schedule of Requirements - Delivery Site (page 66)	For the 2,500 copies each of the Four (4) Instructional Video Modules	Deleted
Section VII. Technical Specifications - Location (page 68)	Metro Manila, Zamboanga, and Tacloban	Metro Manila, Marawi, and Tacloban
Section VII. Technical Specifications - Release Format (page 68)	2,500 DVD release copies of each module including all raw footages	100 unit USB release copies (each USB shall contain each of the Four (4) Instructional Video Modules) Specifications: - At least 8GB; - Base Material - plastic (at least 80mm x 52mm); - Imprinting DSWD DRRM Advocacy in full color double sided, edge to edge printing (layout will be given by the end-user upon receipt of Notice to Proceed); - Proofing: within 30 days upon receipt of Notice to Proceed. and 1 unit External Hard Drive 1TB to save all raw footages of each module.
Section VII. Technical Specifications - 4. Early Recovery Services (page 70)	Location shooting will be in Zamboanga, Tacloban, and Metro Manila. (Please see the technical	Location shooting will be in Marawi, Tacloban, and Metro Manila. (Please see the technical specifications of video modules)

	specifications of video modules)	
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Please see attached revised Schedule of Requirements and Technical Specifications.

III. Deadline for the Submission and Receipt of Bids

The deadline for the submission and receipt of bids was moved from 14 August 2019 to **22 August 2019, 09:00 a.m.** Bids must be delivered to the **BAC Secretariat Office, Ground Floor, DSWD Central Office. Late Bids will not be accepted.**


The Opening of Bids will immediately follow after the deadline, to be held at the Social Technology Bureau (STB) Conference Room, 3rd Floor, Matapat Building, DSWD Central Office, IBP Road, Constitutional Hills, Quezon City.

IV. Issuance of Bidding Documents

The issuance of bidding documents is extended until **09:00 a.m. of 22 August 2019.**

This Supplemental/Bid Bulletin shall form part of the bidding documents.

Please be guided accordingly.


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

Received from DSWD, Supplemental/Bid Bulletin No. 1 for the **Hiring of Service Provider for the Development of Instructional Videos on Disaster Risk Reduction Management** (ITB No. GOP/19-DSWD-047)

Received by : _____ Date : _____
 (Signature over Printed Name)

Designation : _____

Company : _____

Schedule of Requirements

Hiring of Service Provider for the Development of Instructional Videos on Disaster Risk Reduction Management

Particulars	Quantity	Unit
Development of Instructional Videos on Disaster Risk Reduction Management	1	lot

Timeframe and Milestones:

All outputs will be delivered within four (4) calendar months from the receipt of Notice to Proceed (NTP).

Deliverables	Timeline
1. Attend meeting with the DRMB and SMS	Three (3) days upon receipt of Notice to Proceed (NTP)
2. Submission of at least three (3) concepts of instructional videos	One (1) week after the first consultation with SMS and DRMB
3. Submission of 1 st draft of scripts based on the approved concept	One (1) week after receipt of approved concept
4. Submission of 2 nd draft of scripts	Three (3) days after receipt of comments on 1 st draft
5. Submission of final draft of scripts	Three (3) days after receipt of comments on 2 nd draft
6. Shooting of footage for all modules of the videos	Fourteen (14) working days after approval of scripts
7. Editing of video modules	Two (2) weeks after first shooting day
8. Previewing of video modules	Ten (10) days after 1 st day of editing
9. 2 nd previewing of revised video modules	Five (5) days after 1 st previewing
10. 3 rd previewing of video modules	Three (3) days after 2 nd previewing
11. Final previewing of video modules	Three (3) days after 3 rd previewing
12. Submission of 100 copies of videos per module	Fourteen (14) days after approval of final preview materials

Key Deliverables and Payment Schedule:

The Supplier (Service Provider) shall be paid in accordance with its submitted bid price (Total Contract Price [TCP]), inclusive of applicable taxes. This shall be released in tranches, based on the delivery of scheduled outputs and upon approval and/or acceptance by the Procuring Entity, as follows:

Tranches	Output / Deliverables	Amount
1 st	Submission of concepts	10% of TCP
2 nd	Submission of final draft of scripts	10% of TCP
3 rd	Submission of draft video modules	20% of TCP
4 th	Submission of final video modules for approval	20% of TCP
5 th	Full delivery of all materials - 100 unit USB (each USB shall contain Four (4) Instructional Video Modules) - 1 unit External Hard Drive for all raw footages.	40% of TCP
TOTAL		100%

Delivery Site:

DSWD Central Office – Warehouse
c/o MS. GENIELA I. SOLEDAD
 Administrative Assistant III
 Property, Supply and Asset Management Division
 DSWD Central Office
 IBP Road, Constitution Hills, Quezon City
** In coordination with the PMS-CMD and DRMB*

Name of Bidder: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Date: _____

*****THIS DOCUMENT MUST BE ATTACHED TO THE
 TECHNICAL SPECIFICATIONS*****

Technical Specifications

DSWD Specification	Bidder's Specifications ¹¹
<p>Hiring of Service Provider for the Development of Instructional Videos on Disaster Risk Reduction Management</p> <p>I. Technical Specifications of Four (4) Instructional Video Modules</p> <p>Total Running Time: 10-15 minutes each video module</p> <p>Shooting Format: Digital HD</p> <p>Length of Shoot: 14 working days</p> <p>Location: Metro Manila, Marawi and Tacloban</p> <p>Editing format: Digital non-linear</p> <p>Audio format: Digital non-linear with complete musical scoring</p> <p>Release format: 100 unit USB release copies (each USB shall contain each of the Four (4) Instructional Video Modules)</p> <p>Specifications:</p> <ul style="list-style-type: none"> - At least 8GB; - Base Material – plastic (at least 80mm x 52mm); - Imprinting DSWD DRRM Advocacy in full color double sided, edge to edge printing (layout will be given by the end—user upon receipt of Notice to Proceed); - Proofing: within 30 days upon receipt of Notice to Proceed; and <p>1 unit External Hard Drive 1TB to save all raw footages of each module.</p>	

¹¹ **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).

II. Qualifications

The Service Provider must:

1. Submit a company profile highlighting number of years in the business, past projects, and contact persons and numbers of previous clients who can certify their past projects. They must also submit at least five (5) samples of videos developed and produced as basis of evaluation. The firm must also identify a representative, who shall coordinate with the Social Marketing Service (SMS) and Disaster Response Management Bureau (DRMB) staff and shall be responsible in ensuring that all deliverables are met on time.
2. Have experienced writers who can develop the scripts; make the materials concise yet comprehensive; explicit yet reader/audience friendly; and creative yet unconventional. They must have superior writing skills; proficient in every aspect of writing; at least five (5) years experience and proven track record particularly, conceptualization/ writing of IEC materials and/or scripts. He/she must submit sample works, which will be one of the bases of evaluation.
3. Have complete video production staff with at least five (5) years experience in development and production of audio visual materials. The service provider will support and oversee the whole production of instructional videos and ensure quality control.
4. Have the capacity to develop, produce instructional videos. They must submit at least five (5) sample videos developed.

III. Scope of Work and Deliverables

The service provider shall provide the DSWD with services relative to the development and production instructional videos. Specifically, the service provider shall:

- a. Attend the meetings with the DRMB and SMS;

<p>b. Provide the following key personnel: project manager, writer, photographer, editor, and full video production crew;</p> <p>c. Prepare the concept of instructional videos in consultation with the DRMB and SMS. They must submit at least three (3) proposed concepts;</p> <p>d. Prepare concept, develop, and produce four (4) instructional video materials specifically on the following:</p> <ol style="list-style-type: none"> 1. DSWD DRRM Efforts; 2. Risk Resiliency Programs; 3. Camp Coordination and Management highlighting Comprehensive Emergency Protection for Children; and 4. Early Recovery Services, in consultation with the DRMB and SMS. Location shooting will be in Marawi, Tacloban, and Metro Manila. (Please see the technical specifications of video modules) <p>Specifically, the service provider is expected to provide the following:</p> <ul style="list-style-type: none"> • Concept Development – this includes presentation of outline and script of the video modules; • Complete video and support staff, and pre and post production equipment; • Complete Photography Gear; and • Talents (voice over and actors and actresses as needed for the video modules) <p>The service provider will have the following qualifications/tasks:</p> <ol style="list-style-type: none"> a. At least five (5) years’ experience and proven track record on video production; b. Must be able to provide at least five (5) related samples of work. 	
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Name of Bidder: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Date: _____