

Standard Form Number: SF-GOOD-30
Revised on: MAY 24, 2004

13 August 2018

SUPPLEMENTAL/BID BULLETIN NO. 2018-023

This Supplemental/Bid Bulletin No. 2018-023 is issued to clarify items in the Bidding Documents (REI No. 2018-002) for the project Services of a PR Agency to Design and Implement TPB Public Relation Strategies and Plan.

ITEM NUMBER	Questions from WeberShandwick	Clarification from BAC Secretariat and the Project Officer
1	2 nd Slide – Rerefence to the Bid Securing Declaration Form: What is the reference number?	Use the Request for Expression of Interest (REI) No. 2018-002
2	3 rd Slide – Reference to the TPF1. Technical Proposal Submission Form: 3 rd Paragraph, 1 st sentence: What is the date ?	Date of Expiration of Bid Security in on 18 December 2018
3	4 th Slide – Reference to the TPF2. Consultant's References; "Professional Staff Provided by Your Firm.Entity (Profiles)" box - Are we going to put here the names and designations? What kind of profile is being referred to? "Approx. Value of Services (In Current US\$" box – Should this be in Peso?	Name and designation of personnel to be assigned to the project and enclosed in the Technical Proposal curriculum vitae If contract is in USD use the current effective conversion rate at the time of preparation of the Bid Proposal
4	5 th Slide – Reference to FPF 2. Summary of Costs – All costs are inclusive of taxes?	Yes.
5	6 th Slide – Reference to FPF 3. Breakdown of Price Per Activity 1. Does this refer to media events? 2. Should the form cover all	1. This refers to the overall cost of implementing the project 2. Please refer to no.3 Deliverables in

	<p>events? If yes, how could we estimate if we don't know how many events will TPB have?</p> <p>3. Are reimbursable and miscellaneous expenses included in the PhP3M contract</p> <p>4. For reimbursable, will TPB reimburse Agency?</p>	<p>the Terms of reference. Kindly note the minimum deliverables</p> <p>3. Per Terms of Reference, no reimbursable to be charge from TPB. Airfare, accommodation, and the likes if deemed necessary shall be covered by TPB</p> <p>Miscellaneous expenses shall form part of your financial proposal.</p> <p>4. None per Terms of Reference</p>
6	<p>7th Slide – Reference to FPF 4. Breakdown of Remuneration per Activity</p> <p>1. Are all rates inclusive of taxes</p> <p>2. What kind of activities are covered in the form</p> <p>3. What is the difference between “regular” and “local” Staff</p>	<p>1. Yes, are all inclusive of taxes</p> <p>2. Please refer to no.3 Deliverables in the Terms of reference. Kindly note the minimum deliverables</p> <p>3. Regular and local staff is just an example, you can put here the name and designation of the personnel you will include in the team</p>
7	<p>8th Slide – Reference to FPF 5. Reimbursable Per Activity</p> <p>1. Are rates inclusive of taxes</p> <p>2. How many events will be covered by this? Given that TPB hasn't finalized the number of events</p> <p>3. Given this form, does this mean that Agency will</p>	<p>Per Terms of Reference, no reimbursable to be charge from TPB. Airfare, accommodation, and the likes if deemed necessary shall be covered by TPB</p>

	<p>shoulder expenses first? Would TPB will just pay us after? If yes, would the reimbursements come with the agency fee or be paid separately?</p>		
8	<p>9th Slide – Reference to FPF. 6 Miscellaneous Expenses</p> <p>Does this cover media events only or does this pertain to coordination meetings with TPB, etc.?</p>	<p>This refers to the overall cost of implementing the project, this shall form part of your financial proposal</p>	
9	<p>Reference to FPF 1. Financial Proposal Submission Form and TPF1. Technical Proposal Submission Form</p> <p>What is the date of the bidding documents?</p>	<p>This refers to the date you prepare the forms</p>	
10	<p>Reference to TPF 2. Consultant's References</p> <p>What is the definition of an "Associated Consultants"?</p>	<p>If the personnel to be assigned in the project is connected to any other consultant/consulting firm. If not, state "none"</p>	
11		<p>Gentle Reminder: Eligible bidders shall pay the applicable fee of Five Thousand Pesos (PhP5,000.00) for the bidding documents not later than the submission of bids.</p>	

For guidance and information of all concerned.


LEAH MARIE C. SY
 Chairperson
 Bids and Awards Committee

Received by the Bidder:

Date: _____