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29 October 2021

SUPPLEMENTAL/BID BULLETIN NO. 2021-092

This Supplemental/Bid Bulletin No. 2021-092 is issued to modify or amend items in the Bidding Documents relative to the Request for Expression of Interest (REI) No. 2021-021 for the requirements **“Service Provider for the Concept Development and Production of MICE Destination Audi-Visual Presentation for a Virtual Familiarization Tour Experience for the MICE +E Program”** as follows:

ITEM NUMBER	SPECIFICATION		
		FROM	TO
1.	Terms of Reference. Item IV. Scope of Work and Deliverables, 4 th row, bullet no. 4 (Deliverables)	Turnover time of editable video files, curated images/shots, raw footages and b-rolls two (2) days after the trip/location shoot	Turnover time of editable video files, curated images/shots, raw footages and b-rolls upon submission of the final output and terminal report

2.	Terms of Reference. Item IV. Scope of Work and Deliverables, 5 th row	Include a Talent in the team to serve as a host/guide during the tours	Include a minimum of three (3) Talents in the team to serve as hosts/guides during the tours
3.	Terms of Reference. Item IV. Scope of Work and Deliverables, 6 th row (Deliverables)	Submit a list of the equipment to be used for taking video and photo images	Submit a list of the equipment to be used for taking video and photo images, as needed
4.	Terms of Reference. Item V. Qualifications, item B. Minimum Requirements for personnel	1. Art/Film Director (1) xxx 2. Videographer (2) xxx 3. Copywriter (1) xxx 4. Video Editor (1) xxx 5. Talent (1)	1. Art/Film Director (at least 1) xxx 2. Videographer (at least 1) xxx 3. Copywriter (at least 1) xxx 4. Video Editor (at least 1) xxx 5. Talent (minimum 3)

		<p>xxx *Recommendation of a Celebrity Host (Business/Travel/Lifestyle Program Host) is an advantage</p> <p><i>*Please submit CV and work portfolio following the format as prescribed in the bidding document</i></p> <p>n.a.</p>	<p>Xxx *Recommendation of a Celebrity Host/s (Business/Travel/Lifestyle Program Host) is an advantage</p> <p>*Please submit CV and work portfolio of all included personnel following the format as prescribed in the bidding document, including the interpreter (as applicable)</p> <p>The Creative Agency/Production House may include more than one (1) personnel for each role (except for the Talent which requires a minimum of three), subject to required qualifications and within the ABC</p>
5.	Terms of Reference. Item IX. Criteria for Rating. Item B. Technical Bid/ProposalCriteria and Rating. Particulars I.	<p>A. xxx At least one (1) Art/Film Director skilled in directing travel video blogs/MICE venue/events production with at least three (3) years of experience</p> <p>B. xxx One to two (1-2) videographers skilled in</p>	<p>A. xxx At least one (1) Art/Film Director/s. Must be skilled in directing travel video blogs/MICE venue/events production with at least three (3) years of experience. Provision for additional, as needed</p> <p>B. xxx At least one (1) Videographer. Must be skilled</p>

	<p>Bidding Documents. Section III. Bid Data Sheet. ITB Clause 25.3</p>	<p>photography and videography with at least three (3) years of relevant work experience</p> <p>C. xxx At least one (1) writer whose written works (three or more) have been published in lifestyle magazines/digital publications and ads with at least three (3) years' relevant work experience</p> <p>D. xxx Video editor should have at least three (3) years' relevant work experience</p> <p>E. xxx</p> <ul style="list-style-type: none"> • Talent must have at least a one-year (1) relevant work experience in business/travel/lifestyle program hosting – 5% • Celebrity host with at a one-year (1) relevant work experience in 	<p>in photography and videography with at least three (3) years of relevant work experience. Provision for additional, as needed</p> <p>C. xxx At least one (1) Copywriter whose written works (three or more) have been published in lifestyle magazines/digital publications and ads with at least three (3) years' relevant work experience. Provision for additional, as needed</p> <p>D. xxx At least one (1) Video Editor. Should have at least three (3) years' relevant work experience. Provision for additional, as needed</p> <p>E. xxx</p> <ul style="list-style-type: none"> ○ Minimum of three (3) Talents. Must have at least a one-year (1) relevant work experience in business/travel/lifestyle program hosting –5% ○ Preference for Celebrity Hosts. Must
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		<p>business/travel/lifestyle program hosting – 8%</p> <p>n.a.</p>	<p>have one-year (1) relevant work experience in business/travel/lifestyle program hosting – 7%</p> <p>Provision for additional, as needed</p>
6.	<p>Terms of Reference. Item IX. Criteria for Rating. Item B. Technical Bid/Proposal Criteria and Rating. Particulars II.</p>	<p>A. xxx</p> <ul style="list-style-type: none"> • Three (3) and above related projects within the last three (3) years - 10% • Below three (3) related projects within the last three (3) years - 5% 	<p>A. xxx</p> <ul style="list-style-type: none"> • Three (3) and above related projects within the last three (3) years - 15% • Below three (3) related projects within the last three (3) years - 10%
7.	<p>Terms of Reference. Item X. Proposed Project Duration and Budget. Bullet 4.</p> <p>Bidding Documents. Section III. Bid</p>	<p>Due to the current situation and possible changes in travel protocols, timelines can be amenable to change as deemed necessary and as approved by TPB</p>	<p>Due to the current situation and possible changes in travel protocols, timelines can be amenable to change as deemed necessary and as approved by TPB. However, all outputs must be provided by March 2022, with allowance for the processing of payments.</p>

	Data Sheet. ITB Clause 53.5(a)	Payment %	Target Submission	Milestones	Payment % Upon Completion of Milestone	Target Submission of Outputs	Milestones
		15%	1 st week upon issuance of NTP	After the submission of approved travel video concept plan and personnel list	15%	Within one (1) week from the date of receipt of the NTP	Submission of approved travel video concept plan and personnel list
		35%	4 th week upon submission of the approved travel video concept and	After the submission of the 1 st batch of virtual tour AVPs (3 destinations)	20%	Within 3-4 weeks from the date of receipt of the NTP	Upon finalization of travel arrangements through submission of the final

			personnel list				itinerary (confirmation of properties/ areas to be included in the shoot) and script for the shoot.	
		n.a.	n.a.	n.a.		20%	Within 4-10 weeks from the date of receipt of the NTP	Upon completion the shoot of two (2) destinations, editing and submission of the 1st batch of virtual tour AVPs (2 destinations)

							for review/ comments of TPB	
		35%	4 th week upon submission of the 1 st batch of virtual tour AVPs	After the submission of the 2 nd batch of virtual tour AVPs (2 destinations)		35%	Within 10- 16 weeks from the issuance of the NTP	Upon completion shoot, editing and submission of the 2nd batch of virtual tour AVPs (3 destinations) for review/ comments of TPB
		15%	2 nd week upon submission of the 2 nd batch of	After the turnover of all materials and submission		10%	At the latest, 3rd week of March 2022	Submission of the post production final versions of the AVPs

			virtual tour AVPs	of final versions of the AVPs			and turnover of terminal report, b-rolls and all materials
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For guidance and information of all concerned.



ATTY. VENANCIO C. MANUEL III
 Chairperson
 Bids and Awards Committee



Received by the Bidder:

Date: _____

received: 11.02.2021/jgv