



SUPPLEMENTAL BID BULLETIN NO. 01

04 August 2021

Attention: All prospective bidders for the project

Bid Ref. No. C-2021-06: ENGAGEMENT OF AN ADVERTISING/GRAPHIC DESIGN AGENCY FOR THE CONCEPTUALIZATION, DESIGN, CONTENT DEVELOPMENT, PRINTING AND DELIVERY OF THE 2022 WALL CALENDARS, DESK CALENDARS AND EXECUTIVE PLANNERS FOR THE DEVELOPMENT BANK OF THE PHILIPPINES

TOTAL ABC: PhP9,616,190.00

Please be informed of the following:

- The schedule for the Deadline of Submission and Receipt of Technical and Financial Bid/Documents, and Opening of Financial Bid/ Documents shall proceed as follows:**

Activity	Schedule	Venue
Deadline for the Submission and Receipt of Technical Component and Financial Component	12 August 2021 (Thursday) "on or before" 09:00 AM*	6/F BAC Secretariat DBP Head Office, Makati City
Opening of Technical Documents	12 August 2021 (Thursday) 11:30 AM	12/F, Executive Staff Room, DBP Head Office, Makati City and/or via MS Teams
Opening of the Financial Component	Shall be conducted on a separate date. To be announced upon declaration of Single Rated Bid	

****Late submission shall not be accepted.***

- Please refer to the Section III. Bid Data Sheet (BDS) for the detailed procedure and options for the payment of bidding documents, submission and opening of bids. As indicated in the Invitation to Bid, bidders must secure the required payment for the bidding documents on or before the deadline of the submission and receipt of bids. Bidders are advised to attend the Opening of the Technical Proposal through Microsoft Teams (MS Teams).**

- Clarifications and amendments/revisions:**

3.1 Request for Clarification: ON THE CHECKLIST OF REQUIREMENTS:

Issue/Concern	Clarification
TAB 3 Consultant's References (Template per FORM II-C), duly signed by the bidder's authorized Q: <i>Whether all the consultant's references/bidder's clients shall be submitted in relation to the previously submitted completed projects?</i>	No. As indicated in FORM II-C, the bidder must submit the <u>Relevant Services Carried Out in the Last Five Years That Best Illustrate</u>

Issue/Concern	Clarification
	<u>Qualifications</u> and that bidder must provide information on each project for which their firm/entity, either individually, as a corporate entity, or as one of the major companies within an association, was legally contracted.
<p>Three (3) sets of samples of similar projects completed for other banks and Government Financial Institutions</p> <p>And</p> <p>Three (3) sets of samples of similar projects completed for DBP</p>	<p>The bidders must submit the following additional Technical Requirements:</p> <p>TAB 12-List of at least three (3) Clients with references and contact persons of the bidder’s similar projects completed for other banks and Government Financial Institutions indicating the years when the projects were handled for them, duly signed by the bidder’s authorized representative</p> <p>TAB 13- Three (3) sets of samples from the list of similar projects completed for other banks and Government Financial Institutions per TAB 12</p> <p>TAB 14- List of at least three (3) similar completed projects for DBP with references and contact persons and indicating the years when the projects were handled for them, duly signed by the bidder’s authorized representative</p> <p>TAB 15-Three (3) sets of samples from the list of similar projects completed for DBP per TAB 14</p> <p>Please refer to <i>Annex “A”</i> for the <i>Revised Checklist of Requirements, attached in this Supplemental Bid Bulletin No. 01 dated 04 August 2021.</i></p>

4. Amendment on the Technical Evaluation Criteria/FORM II-L:

From	To
<p><i>2. Creative Quality (design and writing) of similar projects (Qualitative Rating)</i></p> <p><i>Technical Document:</i></p> <p>Similar projects completed for other banks and Government Financial Institutions- 5%</p> <p>And</p>	<p>2. Creative Quality (design and writing) of similar projects (Qualitative Rating)</p> <p>Technical Document:</p> <p>Three (3) sets of samples of similar projects completed for other banks and Government Financial Institutions</p> <p>And</p>

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From	To
Institutional Knowledge of DBP, rating on previous similar projects completed for DBP.	<p>Institutional Knowledge of DBP, rating on previous similar projects completed for DBP. Submit three (3) sets of samples</p> <p>Please refer to REVISED FORM II-L for the Revised Technical Evaluation Criteria, attached in this Supplemental Bid Bulletin No. 01 dated 04 August 2021.</p>

5. Amendments on the Bidding Forms:

From	To
FORM II-L Technical Evaluation Criteria	<p>REVISED FORM II-L</p> <p>Please refer to REVISED FORM II-L for the Revised Technical Evaluation Criteria, attached in this Supplemental Bid Bulletin No. 01 dated 04 August 2021.</p>

6. Amendments on the Checklist of Requirements of TECHNICAL COMPONENT:

From	To
Additional Technical Requirements	<p>TAB 12</p> <p>List of at least three (3) Clients with references and contact persons of the bidder's <u>similar projects completed for other banks and Government Financial Institutions</u> indicating the years when the projects were handled for them, duly signed by the bidder's authorized representative</p>
	<p>TAB 13</p> <p>Three (3) sets of samples from the list of similar projects completed for other banks and Government Financial Institutions per TAB 12</p>
	<p>TAB 14</p> <p>List of at least three (3) <u>similar completed projects for DBP</u> with references and contact persons and indicating the years when the projects were handled for them, duly signed by the bidder's authorized representative</p>
	<p>TAB 15</p> <p>Three (3) sets of samples from the list of similar projects completed for DBP per TAB 14</p>

7. Revised Checklist of Requirements for Technical and Financial Component:

From	To
Checklist of Requirements for Technical and Financial Component	Please refer to Revised Checklist of Requirements per ANNEX "A" , attached in this Supplemental Bid Bulletin No. 01, dated 04 August 2021.

8. Bidders are reminded to use **REVISED FORM II-L** for the **Revised Technical Evaluation Criteria** attached in this Supplemental Bid Bulletin No. 1 and submit it together with **ALL** other required documents for the Submission and Opening of Technical and Financial Proposals.
9. Bidders are reminded to use as guide/reference in preparing their Bidding Documents the attached **ANNEX "A"** for the **REVISED CHECKLIST OF REQUIREMENTS FOR TECHNICAL AND FINANCIAL COMPONENT** attached in this Bid Bulletin.
10. The Eligibility Documents must be properly tabbed for easy reference and must be submitted in sequence/order per **Revised Checklist of Requirements/Annex "A"**.
11. The BAC shall no longer entertain any question/request for clarification after the issuance of this Bid Bulletin.
12. Please be advised that bids submitted after the deadline shall only be marked for recording purposes, shall not be included in the opening of bids, and shall be returned to the bidder unopened.

For the guidance and information of all concerned.

CAROLYN I. OLFINDO
Senior Vice President, and
Chairperson,
Bids and Awards Committee

Revised Checklist of Requirements

**ENGAGEMENT OF AN ADVERTISING /GRAPHIC DESIGN AGENCY FOR THE
CONCEPTUALIZATION, DESIGN, CONTENT DEVELOPMENT, PRINTING AND DELIVERY
OF THE 2022 WALL CALENDARS, DESK CALENDARS AND EXECUTIVE PLANNERS FOR
THE
DEVELOPMENT BANK OF THE PHILIPPINES
Bid Reference No. C-2021-06**

TRANSMITTAL FORM

REVISED CHECKLIST OF REQUIREMENTS FOR BIDDERS

Note: Please fill-out this form and submit directly to the BAC Secretariat outside of the sealed envelopes.

FOR MACHINE STAMP (OFFICIAL TIME) BY THE DBP BAC SECRETARIAT

Received:

Name of Bidder: _____

Complete Address: _____

Submitted by: _____

Landline: _____ Email: _____

PART 2: DOCUMENTS COMPRISING THE TECHNICAL AND FINANCIAL PROPOSAL

FIRST ENVELOPE: TECHNICAL COMPONENT	
TAB 1	Technical Proposal Submission Form (<i>Template per FORM II-A</i>), duly signed by the authorized representative.
TAB 2	<p>Original Bid Security issued in favor of the Development Bank of the Philippines (must be valid for 120 calendar days from the date of bid opening); <u>ANY ONE</u> of the following is acceptable:</p> <ol style="list-style-type: none"> a. Cashier's/manager's check issued by a Universal or Commercial Bank (at least 2% of ABC) b. Bank draft/guarantee or irrevocable letter of credit issued by a Universal bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank (at least 2% of ABC) c. Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security (at least 5% of ABC). d. Duly <u>notarized</u> Bid Securing Declaration (<i>Template per FORM II-B</i>) duly signed by the bidder's authorized representative.

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TOTAL ABC: PhP Ph9,616,190.00

	Total ABC in (Php)	Cashier's/ Manager's check, Bank draft/ guarantee or irrevocable letter of credit (2% of ABC)	Surety bond (5% of ABC)	Bid Securing Declaration
	9,616,190.00	192,323.80	480,809.50	No required percentage

For bidders who opt to submit a surety bond must also submit copy of Certification issued by Insurance Commission that the surety or insurance company is authorized to issue such security.

The Bid Securing Declaration mentioned above is an undertaking which states, among others, that the bidder shall enter into contract with the Procuring Entity and furnish the performance security required under ITB Clause 31, within ten (10) calendar days from receipt of the Notice of Award, and commits to pay the corresponding amount as fine, and be suspended for a period of time from being qualified to participate in any government procurement activity in the event it violates any of the conditions stated therein as provided in the guidelines issued by the GPPB.

TAB 3	Consultant's References (Template per FORM II-C), duly signed by the bidder's authorized representative.
TAB 4	Description of the Methodology and Work Plan for performing the project per FORM II-D , signed by the bidder's authorized representative.
TAB 5	Bidder's Organizational Chart for the key and support staff to be assigned to the project (Template per FORM II-E), duly signed by the bidder's authorized representative.
TAB 6	Team Composition and Task (Template per FORM II-F), duly signed by the bidder's authorized representative.
TAB 7	Duly signed/accomplished Curriculum Vitae (per FORM II-G) of the CREATIVE DIRECTOR to be assigned to the project if awarded the contract: CV must be signed by the Creative Director and the bidder's authorized representative must both sign the CV.
TAB 7A	Copy of Certificate OR Diploma OR Transcript of Records in the name of the CREATIVE DIRECTOR to be assigned to the project if awarded the contract.
TAB 8	Duly signed/accomplished Curriculum Vitae (per FORM II-G) of the GRAPHICS DESIGNER to be assigned to the project if awarded the contract: CV must be signed by the Graphics Designer and the bidder's authorized representative must both sign the CV.

TAB 8A	Copy of Certificate OR Diploma OR Transcript of Records in the name of the GRAPHICS DESIGNER to be assigned to the project if awarded the contract.
TAB 9	Duly signed/accomplished Curriculum Vitae (<i>per FORM II-G</i>) of the PHOTOGRAPHER to be assigned to the project if awarded the contract: CV must be signed by the Photographer and the bidder's authorized representative must both sign the CV.
TAB 9A	Copy of Certificate OR Diploma OR Transcript of Records in the name of the PHOTOGRAPHER to be assigned to the project if awarded the contract.
TAB 10	Duly signed/accomplished Curriculum Vitae (<i>per FORM II-G</i>) of the WRITER/RESEARCHER to be assigned to the project if awarded the contract: CV must be signed by the Writer/Researcher and the bidder's authorized representative must both sign the CV.
TAB 10A	Copy of Certificate OR Diploma OR Transcript of Records in the name of the WRITER/RESEARCHER to be assigned to the project if awarded the contract.
TAB 11	Duly signed/accomplished Curriculum Vitae (<i>per FORM II-G</i>) of the ACCOUNT MANAGER to be assigned to the project if awarded the contract: CV must be signed by the Account Manager and the bidder's authorized representative must both sign the CV.
TAB 11 A	Copy of Certificate OR Diploma OR Transcript of Records in the name of the ACCOUNT MANAGER to be assigned to the project if awarded the contract
TAB 12	List of at least three (3) Clients with references and contact persons of the bidder's <u>similar projects completed for other banks and Government Financial Institutions</u> indicating the years when the projects were handled for them, duly signed by the bidder's authorized representative
TAB 13	Three (3) sets of samples from the list of similar projects completed for other banks and Government Financial Institutions per TAB 12
TAB 14	List of at least three (3) <u>similar completed projects for DBP</u> with references and contact persons and indicating the years when the projects were handled for them, duly signed by the bidder's authorized representative
TAB 15	Three (3) sets of samples from the list of similar projects completed for DBP per TAB 14
TAB 16	DBP Terms of Reference (<i>per FORM II-H</i>), duly signed by the bidder's authorized representative for conformance.
TAB 17	Comments and suggestions of consultant on the Terms of Reference and on Data services and Facilities to be provided by the Procuring Entity (<i>per FORM II-I</i>), duly signed by the bidder's authorized representative.
TAB 18	Time Schedule for Professional Personnel (<i>Template per FORM II-J</i>), duly signed by the bidder's authorized representative.
TAB 19	Activity (Work) Schedule (<i>per FORM II-K</i>), duly signed by the bidder's authorized representative.
TAB 20	Revised Technical Evaluation Criteria (Quality Based Evaluation) <i>per REVISED FORM II-L (attached in the Supplemental Bid Bulletin No. 01, dated 04 August 2021)</i> , duly signed by the bidder's authorized representative for conformance.
TAB 21	Notarized Omnibus Sworn Statement signed by the bidder's authorized representative (Template per FORM II-M).
	In separate sealed envelope – Three (3) sets of mock-ups/samples of FOR EACH:

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TOTAL ABC: Php PhP9,616,190.00

	<ul style="list-style-type: none"> a. 2022 wall calendar b. 2022 desk calendar c. Executive Planner
Label	SECOND ENVELOPE: FINANCIAL COMPONENT
TAB 1	Duly accomplished Financial Proposal Submission Form (<i>Template per FORM II-N</i>), duly signed by the bidder's authorized representative.
TAB 2	Summary of Costs (<i>per FORM II-O</i>), duly signed by the bidder's authorized representative.
TAB 3	Breakdown of Price per Activity (<i>per FORM II-P</i>), duly signed by the bidder's authorized representative.
TAB 4	Breakdown of Renumeration per Activity (<i>per FORM II-Q</i>), duly signed by the bidder's authorized representative.
TAB 5	Reimbursables per Activity (<i>per FORM II-R</i>), duly signed by the bidder's authorized representative.
TAB 6	Miscellaneous Expenses (<i>per FORM II-S</i>), duly signed by the bidder's authorized representative.

REVISED FORM II- L (page 1 of 2)

Engagement of an Advertising/Graphic Design Agency to Handle the Conceptualization, Design, Content Development, Printing and Delivery of the 2022 DBP Wall Calendar, Desk Calendar and Executive Planner

Total ABC for the Project: P 9,616,190.00

CRITERIA FOR TECHNICAL PROPOSAL EVALUATION

	CRITERIA	WEIGHT	TECHNICAL DOCUMENT	RATING SYSTEM (point system)
1.	Samples/proposed designs for the 2022 DBP Wall Calendar, Desk Calendar and Executive Planner	80%	Three (3) sets of mock-ups/samples of 2022 Wall Calendar, Desk Calendar and Executive Planner	
	• Creatives: theme/concept design/layout, general direction for copy development, photography pegs	25%		Max: 10 pts. – Clearly defined Min: 0 pt. – Not defined
	• Clarity of concept (recognition of underlying theme: clearness of interpretation of theme)	25%		Max: 10 pts. – Unique/innovative Min: 0 pt. – Common/Unoriginal
	• Visual Impact (aesthetic appeals)			
	- Color	10%		Max: 10 pts. – High appeal Min: 0 pt. – No/low appeal
	- Cover	10%		Max: 10 pts. – High appeal Min: 0 pt. – No/low appeal
	- Page	10%		Max: 10 pts. – High appeal Min: 0 pt. – No/low appeal
2	Creative Quality (design and writing) of similar projects (Qualitative Rating)	5%	Three (3) sets of samples of similar projects completed for other banks, and Government Financial Institutions	Max: 10 pts. – High appeal Min: 0 pt. – No/low appeal
		5%	Institutional Knowledge of DBP, rating on previous similar	Max: 10 pts. – High appeal Min: 0 pt. – No/low appeal

Conforme:

Bidder's Company Name

Name & Signature of Authorized Representative

Designation

Date

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TOTAL ABC: Php P9,616,190.00

REVISED FORM II-L (page 2 of 2)

			projects completed for DBP. Submit three (3) sets of samples.	
3	Qualifications of key professional staff <ul style="list-style-type: none"> • Creative Director • Graphics Designer • Photographer • Writer/Researcher • Account Manager 	10%		Max: 10 pts. – degree related to profession/position Min: 0 pt. – degree not related to profession/position
	Total	100%		

Notes:

- Under the Quality-based Evaluation (QBE) Procedure, the AGENCY will be ranked in descending order based on the numerical ratings of their technical proposals.
- Rating of the Technical Working Group relative to Criteria I will be collegial based on the Committee's appreciation of the submission.
- Rating shall be subject to the approval of the BAC and HOPE.
- The highest ranked agency will be identified as the Highest Rated Bid, provided that said AGENCY passed the minimum technical score of 5 points.



FVP ZANDRO CARLOS P. SISON
Head, Corporate Affairs Department, and
Chairman, Technical Working Group

Recommending Approval:



SVP LUTGARDA C. BAQUIRAN-PERALTA
Head, Procurement and Facilities Management Group
and Chairman, 2021 Committee on Corporate Gifts

Approved:



SVP CAROLYN I. OLFINDO
OIC, Corporate Services Sector
(Per Office Order No. 216, dated June 22, 2021)

Conforme:

Bidder's Company Name

Name & Signature of Authorized Representative

Designation

Date

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