



BID BULLETIN NO. 1
For ITB-GS-20170322-01(2)

PROJECT : One (1) Lot Production and Post-Production Services for LANDBANK Institutional Audio Visual Presentation and Seven Animated Explainer Videos


IMPLEMENTOR : Procurement Department

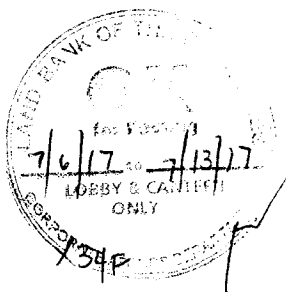
DATE : July 6, 2017

This Bid Bulletin is issued to modify, amend or clarify items in the Bid Documents. This shall form an integral part of the Bid Documents.

The modifications, amendments or clarifications are as follows:

- The Terms of Reference (Annex A), Section VII (Specifications), Schedule of Prices and Checklist of Bidding Documents have been revised. Please see attached revised Annex A-1 to A-3 and the specified sections of the Bidding Documents.


ALWIN I. REYES, CSSP
Assistant Vice President
Head, Procurement Department and
HOBAC Secretariat



Specifications

<p>Specifications</p>	<p>Statement of Compliance</p> <p>Bidders must state below either “Comply” or “Not Comply” against each of the individual parameters of each specification.</p> <p>Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid. 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)</p>
<p>One (1) Lot Production and Post-Production Services of the following LANDBANK Audio Visual Presentations:</p> <ul style="list-style-type: none"> a) Institutional Audio Visual Presentation b) Seven (7) Animated Explainer Videos 	<p>Please state here either “Comply” or “Not Comply”</p>
<p>Compliance to the Revised Terms of Reference – Annexes A-1 to A-3.</p> <p>The following documents must be submitted inside the eligibility/technical envelope:</p> <ul style="list-style-type: none"> o Company overview indicating background/profile and number of years in the industry or profile/s of the top executive/s of the agency, indicating their qualifications, background/experiences in the video production business. o List of clients belonging to the Top 100 Corporations by Gross Revenue with references and contact persons (indicating the years when the projects were handled for them). o List of completed project/s of the same nature, conducted for a government-owned and controlled corporation or large private corporation. o Sample AVPs/portfolio/reel of previous works of similar nature. 	

Conforme:

Name of Bidder

Signature over Printed Name of
Authorized Representative

Position

Form No. 2

SCHEDULE OF PRICES

1 Item No.	2 Item Description	3 Country of Origin	4 Quantity	5 Unit price EXW per item	6 Cost of local labor, raw material and component	7 Total price EXW per item (cols. 4 x 5)	8 Unit prices per item final destination and unit price of other incidental services	9 Sales and other taxes payable per item if Contract is awarded	10 Total Price delivered Final Destination (cols. 8 + 9) x 4
	One (1) Lot Production and Post- Production Services for the following LANDBANK Audio Visual Presentations:	N/A		N/A	N/A	N/A			
A	Institutional Audio Visual Presentation		1						
B	Animated Explainer Videos		7						
	TOTAL COST								

Name of Bidder

Signature over Printed Name of
Authorized Representative

Checklist of Bidding Documents for Procurement of Goods and Services

Documents should be arranged as per this Checklist. Kindly provide folders or guides, dividers and ear tags with appropriate labels.

The Technical Component (First Envelope) shall contain the following:

1. Duly notarized Secretary's Certificate attesting that the signatory is the duly authorized representative of the prospective bidder and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the bidding, if the prospective bidder is a corporation, partnership, cooperative, or joint venture (sample form – Form No. 7).
2. Duly notarized Omnibus Sworn Statement (sample form – Form No.6).
3. Eligibility requirements.

- **Legal Document**

- 3.a. PhilGEPS Certificate of Registration – Platinum Membership

- **Technical / Financial Documents**

- 3.b. Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period as provided in the Bidding Documents. The statement shall include all information required in the PBDs prescribed by the GPPB. (sample form - Form No. 3). The duly signed form shall still be submitted even if the bidder has no on-going contract.
- 3.c. Statement of the prospective bidder identifying its single largest completed contract supported with contract/purchase order, end-user's acceptance or official receipt(s) issued for the contract, within the relevant period as provided in the Bidding Documents. The statement shall include all information required in the PBDs prescribed by the GPPB. (sample form - Form No. 4).
- 3.d. The prospective bidder's audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.

- 3.e. The prospective bidder's computation for its Net Financial Contracting Capacity (sample form - Form No. 5).
- 3.f. Valid joint venture agreement (JVA), in case the joint venture is already in existence. In the absence of a JVA, duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful shall be included in the bid. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the joint venture shall submit the legal eligibility documents. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance.
- 3.g. Company overview indicating background/profile and number of years in the industry or profiles of the top executive/s of the agency, indicating their qualifications, background/experiences in the video production business.
- 3.h. List of clients belonging to the Top 100 Corporations by Gross Revenue with references and contact persons (indicating the years when the projects were handled for them).
- 3.i. List of completed project/s of the same nature, conducted for a government-owned and controlled corporation or large private corporation.
- 3.j. Sample AVPs/portfolio/reel of previous works of similar in nature.
- 4. Bid security in the prescribed form, amount and validity period (ITB Clause 18.1 of the Bid Data Sheet);
- 5. Schedule VI - Schedule of Requirements with signature of bidder's authorized representative.
- 6. Revised Section VII - Specifications with response on compliance and signature of bidder's authorized representative.**
- 7. Post-Qualification Documents – (Non-submission of these documents during the bid opening shall not be a ground for the disqualification of the bidder).
 - 7.a. Business Tax Returns per Revenue Regulations 3-2005 (BIR No. 2550Q) VAT or Percentage Tax Returns for the last two (2) Quarters;
 - 7.b. Income Tax Return for 2016.

The Financial Component (Second Envelope) shall contain the following:

1. Duly filled-out Bid Form signed by the bidder's authorized representative (sample form - Form No.1)
2. **Duly filled-out Revised Schedule of Prices signed by the bidder's authorized representative (sample form - Form No.2)**

CLASS D

Terms of Reference for the Procurement of One Lot Production and Post-Production Services of LANDBANK Institutional Audio Visual Presentation and Seven Animated AVPs

This lot shall be composed of the following AVP projects:

1. LANDBANK Institutional Audio Visual Presentation
 - Estimated Running Time: 15 to 18 minutes
 - Maximum of 7 days shoot in various locations (within Luzon)
2. Production of seven (7) Explainer/Animated Audio Visual Presentations
 - Estimated Running Time: Four (4) to six (6) minutes per AVP
 - Example topics for the seven AVPs:
 - i. Savings
 - ii. E-banking and ease of doing business
 - iii. Lending
 - iv. Trust
 - v. Treasury
 - vi. OFWs
 - vii. **Corporatives**

Pre-production:

- Pre-production meetings, research and coordination with LANDBANK-CAD
- Scripting and storyboarding

Production Requirements:

- Production staff and crew shall include: Director, Production Manager, Director of Photography (DOP), Audioman, Gaffer/Assistant Cameraman, Drone Operator, Production Assistant, Audioman, Lighting Crew, Utility and Driver
- Camera, lighting and Audio equipment
 - Camera equipment and accessories
 - Drone/aerial videography equipment
 - Lighting equipment and accessories
 - Audio recording equipment/Recording studio
- All logistic requirements, props, transportation, meals and accommodation for agency's crew units plus one personnel from LANDBANK-CAD shall be to the account of the supplier
- Casting (provision of key talents/artists/models, based on approved script)
- Grooming/make-up services for talents

Post-Production

- Non-linear video editing
- Editing techniques/animation requirements may include any or combination of the following:
 - 2D and/or 3D animation
 - White board animation
 - Infographics/Motion Graphics
 - Kinetic typography and supers
- Use of music library for scoring
- Recording/dubbing facilities

- Voice over talent/s
 - Well versed in Tagalog and/or English
 - Supplier will be required to submit audio samples from which LANDBANK-CAD will select

Miscellaneous Requirements:

- Inclusive of up to 3 revisions (per AVP)

Final Output

- AVPs should be submitted in the following file formats:
 - AVI, MP4 and MOV
 - **1920 x 1080, square pixels, 29 fps (frames per second)**

Timelines

Actual schedule of AVP project will be determined by CAD. Each activity will be undertaken within the following estimated number of working days:

Institutional AVP

Creative briefing	1 day	CAD and supplier
Preparation of concepts	5 days	Supplier
Presentation of concepts, revisions (if needed), and approvals	5 days	CAD and supplier
Scripting	5 days	Supplier
Presentation of script, revisions (if needed), and approvals	5 days	CAD and supplier
Pre-production meeting/s (as required per leg)	4 days	CAD and supplier
Coordination for field work	5 days	CAD
Shooting	7 days	CAD and supplier
Post-production	7 days	Supplier
Presentation of AVP, revisions (if needed), and approvals	6 days	Supplier
Total no. of working days	45 days	

Explainer AVP (days correspond to working days)

Creative briefing	1 day	CAD and supplier
Scripting and preparation of sequence board	10 days	Supplier
Presentation of script and sequence board, revisions (if needed), and approvals	4 days	CAD and supplier
Production (graphics creation and animation,	10 days	CAD and supplier
Presentation of AVP, revisions (if needed), and approvals	10 days	Supplier
Total no. of working days per AVP	35 days	

Payment

- No down payment shall be made.
- **Payment shall be made per accomplished video/AVP**

Supplier Pre-qualification Requirements:

To be eligible to bid, agencies must comply with the following criteria, as evidenced by supporting documents, which must be submitted to LANDBANK for evaluation of its Corporate Affairs Department (CAD).

Criteria	Required Supporting Documents
Agency must be formally established for at least 5 years;	Company overview indicating background/ profile and number of years in the industry
or	or
Top executive/s of Agency must have experience in the video production business for at least 5 years	Profile/s of the top executive/s of the agency, indicating their qualifications, background/experiences in the video production business
Must have handled video production projects for universal banks and/or reputable companies**	<ul style="list-style-type: none"> • List of clients with references and contact persons (indicating the years when the projects were handled for them) • Completed project/s of the same nature, conducted for a government-owned and controlled corporation or large private corporation. LANDBANK-CAD will use references to inquire about previous working relationship/s with bidder. • Sample AVPs/portfolio/reel of previous works of similar nature required LANDBANK-CAD <p><i>** Organizations belonging to the Top 100 Corporations by Gross Revenue (based on BusinessWorld Top 1000 Corporations in the Philippines Vol. 30, 2016)</i></p>

Note: Proposals will be subjected to end-user's evaluation of suppliers' previous works and feedback from past clients.