



Republic of the Philippines
Department of Education

PROCUREMENT MANAGEMENT SERVICE
 OD ☎ 633.7232 PPMD ☎ 636.6543 CMD ☎ 635.3762



Rm. M-511, 5th Floor, Mabini Bldg., DepEd Central Office Complex, Meralco Avenue, Pasig City, Philippines
 ☎ 636.6542 / 633.9343 / email: depedcentral.bacsecretariat@deped.gov.ph

Bids and Awards Committee V

SUBJECT : **Bid Bulletin No. 4**

PROJECT No. : **2019-10-EPS(007)-BV-CB-017**

PROJECT : **Procurement of Service-Creative Production of Brigada Eskwela (BE) Jingle Audio/Video and Reproduction of BE Jingle in DVD Format**

DATE : **December 2, 2019**

This Bid Bulletin is hereby issued for the information and guidance of all prospective bidders. It shall form an integral part of the bidding documents issued earlier relative to above project.

I. Section III, Bid Data Sheet, ITB Clauses 18 and 21.2, Page 58;

The address for submission of bids is hereby revised, to wit:

For bids to be submitted before **December 9, 2019, 11:00 A.M.** at *Rm 511, Fifth Floor, Mabini Building, DepEd Complex, Meralco Ave., Pasig City*

For bids to be submitted on **December 9, 2019, 11:00 A.M.** at ***Bureau of Curriculum Development Conference Room, Third Floor, Bonifacio Building, DepEd Complex, Meralco Ave., Pasig City***

II. Section VI. Terms of Reference, page 96 is hereby revised, to wit:

TERMS OF REFERENCE

Procurement of Service-Creative Production of Brigada Eskwela (BE) Jingle Audio/Video and Reproduction of BE Jingle in DVD Format

DESCRIPTION	END-USER'S TERMS OF REFERENCE
Rationale / Overview	<p>The Department of Education through the External Partnership Services shall conduct the 2019 Brigada Eskwela Jingle Contest. This is in connection with the Brigada Eskwela implementation, an annual repair and maintenance week in preparation for the opening of class in all public schools nationwide.</p> <p>The contest aims to encourage schools to showcase the talents of the learners in coming up with a campaign jingle which will be used for the 2019 Brigada Eskwela</p>

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	marketing and advocacy activities to attract more volunteers and partners for the schools' maintenance efforts before the opening of the school year.
Objective of Procurement for Consultancy Services	To hire a consultancy services to assist EPS to produce professionally the Brigada Eskwela to be delivered on time.
Scope of Work	<ul style="list-style-type: none"> ✓ Provision of director, music arrangers and other crew staff for the production of the Brigada Eskwela Jingle. Package with equipment needed for the production (e.g. video cameras and lightning equipment). ✓ Submit the story outline of the music video and enhanced version of the music track for the approval of DepEd. ✓ Coordinate with DepEd on all aspect of the production and turn-over the final output. ✓ Submit all raw footages and materials used for the project. ✓ Reproduction of the final music video. ✓ Copyright of the produce music video will be own by DepEd. ✓ The final music video will be at-least three minutes and maximum of five minutes.
Minimum Qualification of Service Provider (Company or Individual) <ul style="list-style-type: none"> a. Applicable Experience (relative to project reqmt.) b. Qualification of Personnel (minimum) c. Current Workload (relative to capacity) 	<ul style="list-style-type: none"> • Have experience in creative and digital media • Able to demonstrate necessary skills on film or media production • Proficient in using specific editing software packages/application • Experienced in very latest technology in film and video production • Have the facilities in creative and digital media
Minimum Manpower Requirements <ul style="list-style-type: none"> a. Number of Technical Staff b. Number of Administrative Staff c. Manpower Schedule (Number of man-months and schedule of activities) 	Technical staff – 10 Artist/performers - 5 Administrative staff – 10 Other manpower – 20 Contract duration: December – February 2020
Facilities And Equipment (to be provided by Procuring Entity)	Public schools in NCR

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<p>Output Schedule/ Deliverables and Payment Schedule</p> <p>a. Inception Report b. Progress Reports c. Other deliverables per month (or as scheduled)</p>	<p>Schedule of Delivery audio and video raw: 2nd week of March 2020</p> <p>Schedule turn-over of Final production: 3rd Week of March 2020</p> <p>Delivery of Final production: March 30, 2020</p> <table border="1" data-bbox="613 510 1430 827"> <thead> <tr> <th colspan="2">Terms of Payment and Schedule</th> </tr> </thead> <tbody> <tr> <td>Submission of the Story Outline and enhanced music track</td> <td>30%</td> </tr> <tr> <td>After production of music video</td> <td>30%</td> </tr> <tr> <td>Upon presentation of first draft</td> <td>20%</td> </tr> <tr> <td>Upon submission of final video and all deliverables</td> <td>20%</td> </tr> <tr> <td>Total</td> <td>100%</td> </tr> </tbody> </table> <table border="1" data-bbox="613 888 1333 1543"> <tbody> <tr> <td data-bbox="613 888 857 1304"> <ul style="list-style-type: none"> • Creative Production of Brigada Eskwela Jingle Audio/Video </td> <td data-bbox="857 888 1333 1304"> <ul style="list-style-type: none"> ✓ Coordinate with DepEd on all aspect of the production and turn-over the final output including: <ol style="list-style-type: none"> 1. Hard drive with raw and final footages 2. Original copy of DCP Format 3. Tarpaulin layout 4. Poster layout and teaser </td> </tr> <tr> <td data-bbox="613 1304 857 1543"> <ul style="list-style-type: none"> • Reproduction of Brigada Eskwela Jingle Audio / Video in DVD's Format </td> <td data-bbox="857 1304 1333 1543"> <ul style="list-style-type: none"> ✓ DVD-Recordable – 250 pieces <ol style="list-style-type: none"> 1. Storage capacity – 4.7 Gigabytes 2. 16 x 120mm </td> </tr> </tbody> </table>	Terms of Payment and Schedule		Submission of the Story Outline and enhanced music track	30%	After production of music video	30%	Upon presentation of first draft	20%	Upon submission of final video and all deliverables	20%	Total	100%	<ul style="list-style-type: none"> • Creative Production of Brigada Eskwela Jingle Audio/Video 	<ul style="list-style-type: none"> ✓ Coordinate with DepEd on all aspect of the production and turn-over the final output including: <ol style="list-style-type: none"> 1. Hard drive with raw and final footages 2. Original copy of DCP Format 3. Tarpaulin layout 4. Poster layout and teaser 	<ul style="list-style-type: none"> • Reproduction of Brigada Eskwela Jingle Audio / Video in DVD's Format 	<ul style="list-style-type: none"> ✓ DVD-Recordable – 250 pieces <ol style="list-style-type: none"> 1. Storage capacity – 4.7 Gigabytes 2. 16 x 120mm
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<p>Evaluation Criteria and Corresponding Numerical Weights</p> <p>a. Quality-Based Evaluation</p> <p>b. Quality of Personnel to be assigned to the project = (30%-70%)</p>																	

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c. Experience and capability of consultants (similar projects) = (15%30%) d. Plan of approach and methodology = (20%-40%)	
Other Conditions of the Contract	

Statement of Compliance

I/We have read and understood the requirements/scope of service/terms of reference and conditions stipulated for this project and shall therefore comply to the conditions set forth in the Contract with respect to this Section VI. TERMS OF REFERENCE, if our bid is considered for award.

 Name and Signature of Bidder's Authorized Representative

All other provisions not herein modified shall remain in full force and effect.

For your information and guidance.

FOR THE BIDS AND AWARDS COMMITTEE V

(SGD.)

RAMON FIEL G. ABCEDE

Director IV

OIC, Office of the Assistant Secretary for Finance
 and BAC V Chairperson