



**Bids and Awards Committee II**

May 13, 2021

**BID BULLETIN NO. 2**

**PROJECT :** Production and Distribution of the Video Lessons for DepEd TV, Creation of DepEd TV Brand Book, Personality Development, and Production Training of its Teacher Broadcasters

**PROJECT NO. :** 2021c-ICTS1(002)-BII-CB-005

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.

**1. Part 2, Section III. Bid Data Sheet**

<b>Provision</b>	<b>Original Provision</b>	<b>Provision, as amended</b>
ITB Clause 1.3, page 64	<p><b>The project description is:</b></p> <p>The project will train public school teachers and DepEd personnel to produce and distribute television broadcast quality video lessons. These lessons will be aired on partner television channels and on various online platforms.</p> <p>The project will also produce a Brand Book for DepEdTV and execute a production training program that will prepare DepEd in the long term.</p> <p>The main objective of this project is to hire competent consultants from the broadcast industry to conceptualize, ideate, design, plan and produce television broadcast-ready, quality assured episodes for DepEd TV as well as distribute said episodes to channel partners and online platforms.</p> <p>A Brand Book for DepEdTV will also be created that will serve as the tool and guide for all materials related to the project.</p>	<p><b>The project description is:</b></p> <p><u><i>The main objective of this project is to hire competent consultants from the broadcast industry to conceptualize, ideate, design, plan and produce television broadcast-ready, quality assured episodes for DepEd TV that will be used for the current and succeeding school years, as well as distribute said episodes to channel partners and online platforms.</i></u></p> <p><u><i>The project will train public school teachers and DepEd personnel to produce and distribute television broadcast quality video lessons, and will prepare DepEd in the long term. Qualified teacher broadcasters will undergo on camera training, as well as personality development, while DepEd personnel will participate in production technical training.</i></u></p>

	Qualified Teacher Broadcasters will undergo on camera training as well as personality development while DepEd personnel will participate in production technical training.	<b><u>The project will also produce a Brand Book for DepEdTV, which will serve as the tool and guide for all materials related to the project.</u></b>																																					
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ITB Clause 10.2 (c)	<b><i>In addition, information indicated in the paragraphs below must also be provided by the Consultant and each partner and/or subconsultant, if any, following the formats described in the Technical Proposal Forms:</i></b> <b>(i) List of Tools and Equipment Committed to the Project (TPF. 9, attached as Annex “E”)</b> <b>(ii) Risk Management Plan (TPF. 10, attached as Annex “F”)</b> <b>(iii) Sustainability Plan (TPF. 11, attached as Annex “G”)</b>																																						
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ITB Clause 25.3, pages 72-73	<b>xxx</b>  3. Plan of approach and methodology – <b>60%</b>	<b>xxx</b>  3. <b><u>Quality of Technical Plan – 60%</u></b>																																					
	<table border="1"> <tr> <td>a.</td> <td>Clarity and Simplicity</td> <td>5%</td> </tr> <tr> <td>b.</td> <td>Feasibility</td> <td>5%</td> </tr> <tr> <td>c.</td> <td>Innovativeness</td> <td>10%</td> </tr> <tr> <td>d.</td> <td>Comprehensive and completeness, thoroughness, or adequacy</td> <td>10%</td> </tr> <tr> <td>e.</td> <td>Quality and Interpretation of project requirements, problems, and risks</td> <td>10%</td> </tr> <tr> <td>f.</td> <td>Sustainability</td> <td>10%</td> </tr> <tr> <td>g.</td> <td>Work plan adequacy, completeness, viability, and workability</td> <td>10%</td> </tr> <tr> <td></td> <td><b>Total Grade</b></td> <td><b>60%</b></td> </tr> </table>	a.	Clarity and Simplicity	5%	b.	Feasibility	5%	c.	Innovativeness	10%	d.	Comprehensive and completeness, thoroughness, or adequacy	10%	e.	Quality and Interpretation of project requirements, problems, and risks	10%	f.	Sustainability	10%	g.	Work plan adequacy, completeness, viability, and workability	10%		<b>Total Grade</b>	<b>60%</b>	<table border="1"> <tr> <td>a.</td> <td>Clarity and Simplicity <b><u>The Technical Plan is clear and easy to understand, and details how the project will proceed.</u></b></td> <td>5%</td> </tr> <tr> <td>b.</td> <td>Feasibility <b><u>The Technical Plan is possible and practical, in order to comply with the required deliverables and timelines of the project.</u></b></td> <td><b>10%</b></td> </tr> <tr> <td>c.</td> <td>Innovativeness <b><u>The Technical Plan clearly shows the innovative approaches that will be used to deliver the required deliverables and timelines of the project.</u></b></td> <td><b>5%</b></td> </tr> <tr> <td>d.</td> <td>Comprehensiveness and completeness<sub>2</sub></td> <td>10%</td> </tr> </table>		a.	Clarity and Simplicity <b><u>The Technical Plan is clear and easy to understand, and details how the project will proceed.</u></b>	5%	b.	Feasibility <b><u>The Technical Plan is possible and practical, in order to comply with the required deliverables and timelines of the project.</u></b>	<b>10%</b>	c.	Innovativeness <b><u>The Technical Plan clearly shows the innovative approaches that will be used to deliver the required deliverables and timelines of the project.</u></b>	<b>5%</b>	d.	Comprehensiveness and completeness <sub>2</sub>	10%
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			<b><u>thoroughness, or adequacy</u></b> <b><u>The Technical Plan describes in detail all the required components.</u></b>	
		e.	Quality and Interpretation of project requirements, problems, and risks <b><u>The Technical Plan clearly shows sufficient interpretation and understanding of the project requirements, including how problems and risks will be addressed.</u></b>	10%
		f.	Sustainability <b><u>The Technical Plan clearly describes how the project can be sustained even after the end of the project.</u></b>	10%
		g.	Work plan adequacy, completeness, viability, and workability <b><u>The Work plan has clearly identified activities, personnel involved, TOR and timeline, and should clearly show viability and workability of the plan.</u></b>	10%
			Total Grade	<b>60%</b>

## 2. Part II, Section V. Special Conditions of the Contract

Provision	Provision, as added
GCC Clause 18.3 and 53.5(a), pages 106-	<b><i>The winning supplier/s shall submit the following documents to DepEd - ICTS for preparation of payment:</i></b>

<p>107 and 109-110, respectively</p>	<p><b>FOR MILESTONES 1-3</b></p> <ol style="list-style-type: none"> <li>1. <i>Copy of OUCI or teacher broadcaster (certified by OUCI as quality assurance specialists) approval certifying that the scripts are ready for production based on OUA &amp; OUCI AGREEMENT</i></li> <li>2. <i>Master List of OUCI approved List of produced episodes, episode title, date produced and length of video.</i></li> <li>3. <i>Soft copies of the Production of fully edited, mastered, and formatted broadcast ready television lessons</i></li> <li>4. <i>Signed Delivery Receipts</i></li> <li>5. <i>Signed Inspection and Acceptance Report (IAR)</i></li> <li>6. <i>Invoice</i></li> </ol> <p><b>FOR MILESTONE 4</b></p> <ol style="list-style-type: none"> <li>1. <i>Copy of OUCI or teacher broadcaster (certified by OUCI as quality assurance specialists) approval certifying that the digital copies of the video lessons were reviewed and approved for distribution to the various channel partners based on OUA &amp; OUCI AGREEMENT.</i></li> <li>2. <i>Certified Daily Attendance of Participants of Training and Personality Development of 300 DepEd Teacher Broadcasters and Technical Training of 150 Production Team Members System</i></li> <li>3. <i>Certificate of Acceptance on the Back up Recovery</i></li> <li>4. <i>Certificate of Acceptance of Backup Plan</i></li> <li>5. <i>Signed Delivery Receipts</i></li> <li>6. <i>Signed Inspection and Acceptance Report (IAR)</i></li> <li>7. <i>Invoice</i></li> </ol> <p><b>FOR MILESTONE 5</b></p> <ol style="list-style-type: none"> <li>1. <i>Certificate of Acceptance of DepEd TV Brand Book and Training Program</i></li> <li>2. <i>Warranty Certificate</i></li> <li>3. <i>Signed Delivery Receipts</i></li> <li>4. <i>Signed Inspection and Acceptance Report (IAR)</i></li> <li>5. <i>Invoice</i></li> </ol>
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**3. Part II, Section VI. Terms of Reference**

<b>Provision</b>	<b>Original Provision</b>	<b>Provision, as amended</b>
<p>III. Objectives , page 112</p>	<p>The main objective of this project is to hire competent consultants from the broadcast industry to conceptualize, ideate, design, plan and produce television broadcast-ready, quality assured episodes for DepEd TV as well as distribute said episodes to channel partners.</p> <p>XXX</p>	<p><b><u>The main objective of this project is to hire competent consultants from the broadcast industry to conceptualize, ideate, design, plan and produce television broadcast-ready, quality assured episodes for DepEd TV that will be used for the current and succeeding</u></b></p>

		<b><u>school years, as well as distribute said episodes to channel partners and online platforms.xxx</u></b>
IV. Scope of Work, page 113	<p>xxx</p> <p>4) Quality Assurance– This will have two components, one for the content and another for the technical aspect of the video lessons</p> <p>a. Content quality assurance, assurance that the content is sound, free of errors and aligned with DepEd curriculum will be performed four (4) times in the production timeline by the end-user.</p> <p>i. Pre-Production – Once quality assurance is performed then the script is approved by the OUCI and can now be scheduled for production</p> <p>ii. Production – In collaboration with the DepEd Teacher Broadcaster in Executive Producer, errors or wrong information that was overlooked will be corrected during recording if need be.</p> <p>iii. Post Production – During the first pass, where the graphics, animation, illustrations and overlays are added, checking for any errors in spelling, visual structure or syntax.</p> <p>iv. During the second pass or the final dub out as insurance that the episode is error free.</p>	<p>xxx</p> <p>4) <b><u>Quality assurance covering both content and technical aspects of the video lessons shall be done by the Executive Producers and OUCI or teacher broadcasters certified by OUCI as quality assurance specialists for the following stages:</u></b></p> <p>i. Pre-Production – <b><u>The script must be quality assured and approved by the OUCI or teacher broadcasters certified by OUCI as quality assurance specialists before production can be scheduled.</u></b></p> <p>ii. Production – In collaboration with the DepEd Teacher Broadcaster <b><u>and</u></b> Executive Producer, errors or wrong information that <b><u>were</u></b> overlooked will be corrected during recording if need be. <b><u>All corrections and additions shall be appropriately referenced for approval by OUCI which will be composed of subject experts or by teacher broadcasters certified by OUCI as quality assurance specialists.</u></b></p> <p>iii. Post Production –<b><u>The graphics, animation, illustrations and overlays are checked for any errors in spelling, visual structure, grammar or syntax.</u></b></p> <p>iv. <b><u>Final review</u></b></p> <p>xxx</p>
XVIII. P. Protocol, page 125	<p>P. Protocol</p> <p>1. The script prepared by the end-user and approved by the OUCI will be used for inspection of the TV episodes. In case of deviations of the approved script from the</p>	<p><b><u>Inspection</u></b> Protocol</p> <p>1. The script prepared by the end-user and approved by the OUCI <b><u>or by teacher broadcasters certified by OUCI as quality assurance specialists</u></b> will be used for inspection of the TV</p>

technical specifications, the approved script will prevail. xxx	episodes. In case of deviations of the approved script from the technical specifications, the approved script will prevail. xxx
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#### 4. Part II, Section VII. Bidding Forms

Provision	Original Provision	Provision, as amended
Technical Proposal Forms, Notes for Consultants, page 137	<p>xxx</p> <p><b>General approach and methodology, work and staffing schedule</b></p> <p>Use TPF 4. Description of the Methodology and Work Plan for Performing the Project, TPF 5. Team Composition and Task, TPF 7. Time Schedule for Professional Personnel, and TPF 8. Activity (Work) Schedule.</p> <p>xxx</p>	<p>xxx</p> <p><b>General approach and methodology, work and staffing schedule</b></p> <p>Use TPF 4. Description of the Methodology and Work Plan for Performing the Project, TPF 5. Team Composition and Task, TPF 7. Time Schedule for Professional Personnel, and TPF 8. Activity (Work) Schedule, <b><u>TPF.9 List of Tools and Equipment Committed to the Project, TPF 10. Risk Management Plan, and TPF 11. Sustainability Plan.</u></b></p> <p>xxx</p>
Page 141	TPF4. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE PROJECT	TPF4. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE PROJECT <b><i>(must include process flow)</i></b>

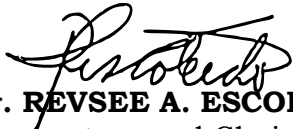
#### 5. ANNEXES

Please find attached additional annexes:

- **Annex “E” TPF.9 List of Tools and Equipment Committed to the Project**
- **Annex “F” TPF. 10 Risk Management**
- **Annex “G” TPF. 11 Sustainability Plan**

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

For your information and guidance.

  
**Atty. REVSEE A. ESCOBEDO**  
 Undersecretary and Chairperson