



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO ST., SAN MIGUEL, MANILA

Invitation for Negotiated Procurement

Consulting Services for the Production of Four (4) Animated Audio-Visual Presentations (AVPs)

1. In view of the two (2) failed public biddings, the Department of Budget and Management (DBM) Bids and Awards Committee (BAC) invites interested consultants to participate in the negotiation for the Project, “Consulting Services for the Production of Four (4) Animated Audio-Visual Presentations (AVPs)” in accordance with Sections 53 and 53.1 of the Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184, otherwise known as the “Government Procurement Reform Act.” The Approved Budget for the Contract (ABC) is Seven Hundred Thousand Pesos (P700,000.00).

The following AVPs shall be done in relation to the project: a) 2015 National Budget (Proposed); b) Budget Process 101; c) Budget Reform/s; and d) 2015 National Budget (Enacted);

2. The following Eligibility Documents, as well as the Technical and Financial Proposals, shall be submitted in one (1) original and two (2) copies on or before August 20, 2014, 10:00 a.m. at the BAC Conference Room DBM Building III, Gen. Solano St., San Miguel, Manila:

I. Eligibility Documents

- (a) CY 2014 Mayor’s Permit;
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives;
- (c) Statement of Three (3) Similar Completed Government and Private Contracts undertaken by the interested Consultant within the last two years from August 13, 2014 (Annex A).
 1. Similar completed contracts shall refer to the production of AVPs of not less than 3 minutes running time, which should deal with the packaging of technical information and data into non-technical communication, and may be purely animated or have a combination of animation and live action footage. **Provided that:**
 - (a) **At least one (1) of the three (3) AVPs indicated in the Statement (Annex A) should implement full animation; and**
 - (b) **At least one (1) of the three (3) AVPs indicated in the Statement (Annex A) should deal with a socio-economic or advocacy topic (not exclusively with government – may include those with non-**

government organizations [NGOs], private corporations [including corporate social responsibility units], academic institutions, etc.).

2. Digital copies of the said three (3) similar completed contracts should be likewise submitted for evaluation purposes;
- (d) The consultant's audited financial statements, showing, among others, the consultant'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;
- (e) Omnibus Sworn Statement (Annex B);
- (f) Authority of the Signatory;

Other Documents:

- (g) Company Profile of the firm, which clearly indicates, among others, the summary of services rendered by the firm, and years of existence in the industry which should be at least one (1) year; and
- (h) Curriculum Vitae (CV) of each personnel to be deployed to the project. The CV must clearly indicate relevant work experience (including years and current and previous employment), bachelor's or higher degrees attained, and certifications gained and seminars attended by the personnel concerned.
 1. *On work experience* – the personnel must have work experience related to the production of AVPs, e.g., producing, directing, scriptwriting, creative writing, advertising, design, communication and/or mass media, as relevant to the tasks of the respective personnel.
 2. *On academic credentials* – the personnel must have bachelors' and/or higher degrees attained relevant to this project and/or the tasks of the respective personnel to be deployed. Such degrees include the following fields: communication and mass media, liberal arts (e.g., fine arts, creative writing), marketing, business administration/commerce, and social sciences.
 3. Personnel to be deployed to the Project:
 - a. Executive Producer – shall serve as the team leader and primary representative of the AVP Production Consultant for the duration of the project. He/she shall be responsible for the overall creative direction, as well as the final outputs submitted to the DBM, and other tasks that the other personnel will be undertaking. He/she shall directly coordinate with the assigned representatives of DBM throughout the duration of the project. He/she must have at least five (5) years of experience in AVP production.
 - b. Three (3) AVP Production Personnel – shall fulfill any or all of the following functions for the project: scriptwriting, animation, design, editing, and other work needed for the production of the AVPs. However, administrative personnel (e.g., production assistants) shall not qualify. They must each have at least one (1) year of experience in any or all of the aforementioned AVP production functions.

II. Technical Proposal

- (a) Overall Concept Note or Creative Brief – is a document of three (3) to five (5) pages which describes in narrative form the creative and messaging direction being proposed by the interested consultant. Said document should include visual cues or pegs (e.g., screen caps or images), or electronic files or hyperlinks as attachments. It should be able to specify the different kinds and types of visual and audio effects that will be implemented for each of the four (4) AVPs; and
- (b) Compliance with the Schedule of Requirements (Annex C) and Technical Specifications (Annex D).

As part of the minimum technical requirements for evaluation, the interested bidder should be able to show from the digital copies submitted, and the Overall Concept Note/Creative Brief, the following technical production effects: *kinetic typography, motion graphics, infographics, and animation*.

III. Financial Proposal (Annex E)

3. The successful offer shall be selected on the basis of the best and final offers submitted by the interested consultants that meet the minimum technical requirements and do not exceed the ABC.
4. The interested consultant whose submission is determined as the successful offer shall be required to submit the following documents within three (3) calendar days from notice:
 - (a) CY 2013 Income Tax Returns and January to June 2014 Business Tax Returns filed and paid thru the Electronic Filing and Payment System;
 - (b) Tax Clearance issued by the Collection Enforcement Division of the Bureau of Internal Revenue (BIR) National Office; and
 - (c) PhilGEPS Registration Certificate.
5. A meeting with the interested consultants for the negotiated procurement will be conducted on August 13, 2014 at 3:00 p.m.
6. The opening of the best and final offers will be on August 20, 2014, 10:00 a.m., at the BAC Conference Room, DBM Building III, Gen. Solano St., San Miguel, Manila.
7. For further information, you may call the DBM-BAC Secretariat at tel. no. 490-1000 loc. 3121 from 9:00 a.m. to 4:00 p.m.
8. The DBM reserves the right to accept or reject any offer, to annul the negotiation process, and to reject all offers at any time prior to contract award, without thereby incurring any liability to the affected firms.

ATTY. JANET B. ABUEL
Assistant Secretary
Chairperson, DBM-BAC

Annex A

Statement of Three (3) Similar Completed Government and Private Contracts undertaken by the interested Consultant within the last two years

Business Name: _____

Business Address: _____

Name of Contract	Date of the Contract	Kinds of Consulting Services	Amount of Contract	Date of Delivery	End User's Acceptance or Official Receipt(s) Issued for the Contract	Length of the AVP (minutes and seconds)	Theme of the AVP
<u>Government</u>							
<u>Private</u>							

Submitted by : _____
(Printed Name & Signature)

Designation : _____

Date : _____

Instructions:

- a) Cut-off date is August 13, 2014.
- b) Similar completed contracts shall refer to the production of AVPs of not less than 3 minutes running time, which should deal with the packaging of technical information and data into non-technical communication, and may be purely animated or have a combination of animation and live action footage. **Provided that:**
 - (1) At least one (1) of the three (3) AVPs indicated in the Statement (Annex A) should implement full animation; and,
 - (2) At least one (1) of the three (3) AVPs indicated in the Statement (Annex A) should deal with a socio-economic or advocacy topic (not exclusively with government – may include those with non-government organizations [NGOs], private corporations [including corporate social responsibility units], academic institutions, etc.).
- c) Digital copies of the said three (3) similar completed contracts should likewise be submitted for evaluation purposes.

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

3. *[Name of Bidder]* is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and

8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:

- a) Carefully examine all of the Bidding Documents;
- b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
- c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
- d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

Supplier's Representative/Authorized Signatory

SUBSCRIBED AND SWORN TO BEFORE ME, this ___ day of ___, 2014 in the City of _____. Affiant exhibiting to me his/her Valid Identification _____, Number _____.

Notary Public

Doc. No.:
Page No.:
Book No:
Series of 2014.

Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Quantity	Delivery Date
1.	Submission of the revised Overall Concept Note/Creative Brief	1	Within seven (7) calendar days from the receipt of the Notice to Proceed
2.	Conceptualization, scriptwriting, storyboard formulation, production, and final editing and rendering of animated AVPs		
2.a	AVP on the 2015 Budget (Proposed)		Not later than September 19, 2014
2.b	AVP on the Budget Process 101		Not later than October 15, 2014*
2.c	AVP on Budget Reform/s		Not later than November 30, 2014*
2.d	AVP on the 2015 Budget (Enacted)		Not later than January 30, 2015

* The delivery dates for the AVPs on the Budget Process 101 and Budget Reform/s may be adjusted by the DBM as may be necessary.

I hereby certify to comply and deliver all the above requirements.

Name of Company/Bidder

Signature Over Printed Name of Representative

Date

Section VII. Technical Specifications

Bidders must state either “Comply or “Not Comply” or any equivalent term in the column “Statement of Compliance” against each of the individual parameters of each “Specifications”

Item	Specification	Bidder’s Statement of Compliance
1.	Submission of Final Overall Concept Note/Creative Brief	
2.	Conceptualization, scriptwriting, storyboard formulation, production, and final editing and rendering of animated AVPs a. AVP on the 2015 Budget (Proposed) b. AVP on the Budget Process 101 c. AVP on Budget Reform/s d. AVP on the 2015 Budget (Enacted)	

I hereby certify to comply with all the above Technical Specifications.

Name of Company/Bidder

Signature Over Printed Name of Representative

Date

Financial Proposal Form

Date: _____

The Chairperson

DBM-Bids and Awards Committee
 Department of Budget and Management
 Malacanang, Manila

Gentlemen and/or Ladies:

We, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the technical specifications and schedule of requirements for the sum of *[total Bid amount in words and figures]*.

PARTICULARS	% of Cost	OFFER (inclusive of VAT)
1. Final Overall Concept Note/Creative Brief	15.0%	
2. AVP on the 2015 Budget (Proposed)	25.5%	
3. AVP on the Budget Process 101	25.5%	
4. AVP on Budget Reform/s	25.5%	
5. AVP on the 2015 Budget (Enacted)	8.5%	
TOTAL (inclusive of VAT)		

We undertake, if our Offer is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Offer is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Implementing Rules and Regulations of Republic Act No. 9184.

We agree to abide by this Offer for one hundred twenty (120) calendar days and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Offer, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Offer you may receive.

We certify/confirm that we comply with the eligibility requirements as stated in the Invitation for Negotiated Procurement.

Dated this _____ day of _____ 20_____.

*[signature]*_____
[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____