



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 AUDIO-VISUAL PRESENTATIONS (AVPs)**

1. In view of 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 Audio-Visual Presentations (AVPs)" in accordance with Section 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 is P500,000.00.

The following AVPs shall be done in relation to the project: one (1) AVP on the 2016 Budget, and two (2) AVPs on Budget Reforms. Detailed service requirements are indicated in the Terms of Reference (TOR) for the project (see Annex A).

2. The DBM will hold a meeting with the interested consultants on August 18, 2015, 1:00 p.m. at the BAC Conference Room, Ground Floor, DBM Building III, General Solano St., San Miguel, Manila, which shall be open to all interested parties.
3. The following Eligibility Documents, Technical Proposal, and Best and Final Offer stated in the checklist, shall be submitted in one (1) original and two (2) copies on or before September 1, 2015, 1:00 p.m. at the BAC Conference Room, DBM Building III, General Solano St., San Miguel, Manila.
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 2014 Income Tax Returns and January to June 2015 Business Tax Returns filed and paid thru the Electronic Filing and Payment System; and,
  - (b) Philippine Government Electronic Procurement System (PhilGEPS) Registration Number.
5. The opening of the best and final offer will be on September 1, 2015, 1:00 p.m., at the BAC Conference Room, DBM Building III, General Solano St., San Miguel, Manila. Only interested consultants who paid the nonrefundable fee in the amount of Five Hundred Pesos (P500.00) shall have their best and final offers opened. Best and final offers received in excess of the ABC shall be automatically rejected.
6. For further information, you may call the DBM-BAC Secretariat at 791-2000 local 3121 from 9:00 a.m. to 4:00 p.m.

7. 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**  
*Undersecretary*  
*Chairperson, DBM-BAC*

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**CHECKLIST OF ELIBILITY DOCUMENTS, TECHNICAL PROPOSAL, AND  
BEST AND FINAL OFFER**

**I. Class “A” Documents –**

Legal Documents

- 1. Registration certificate from:
  - Securities and Exchange Commission (SEC) - for partnerships/corporations; or
  - Department of Trade and Industry (DTI) - for sole proprietorship; or
  - Cooperative Development Authority (CDA) for cooperatives.
  
- 2. Mayor’s Permit issued by the city or municipality where the principal place of business of the interested consultant is located;
  
- 3. Tax Clearance per Executive Order No. 398, series of 2005, as finally reviewed and approved by the Bureau of Internal Revenue

Technical Documents

- 4. Omnibus Sworn Statement accompanied by the company’s Secretary’s Certificate or Special Power of Attorney (Use Annex B)
  
- 5. Statement of all Government and Private Contracts Completed which are Similar in Nature (Use Annex C)
  
- 6. Certificate of Good Standing and Satisfactory Completion or equivalent document (for Completed Contracts)
  
- 7. Statement of All Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started (Use Annex D)
  
- 8. Statement of the Consultant’s Nationality (Use Annex E)
  
- 9. Curriculum Vitae for the Proposed Professional Staff (Use Annex F)

Financial Document

- 10. Audited Financial Statements (AFS) for year 2014

**II. Class “B” Document –**

Legal Documents

- 11. Valid Joint Venture Agreement (JVA) if joint venture is in existence or 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 event that the bid is successful.

### III. Technical Proposal –

12. Portfolio of AVPs, in electronic form (CD/DVD, USB flash drive), containing a selection of three (3) of these AVPs, including at least one (1) dealing with socio-economic or advocacy topic, which are listed in the bidder's Statement of all Government and Private Contracts Completed which are Similar in Nature
13. Creative Proposal for the Project:
- Concept Note; and,
  - Storyboard Sketch
14. Bid security in the form of either:
- a bank draft/guarantee or an irrevocable Letter of Credit issued by a foreign bank, it shall be accompanied by a confirmation from a Universal or Commercial Bank; or
  - a surety bond accompanied by a certification coming from the Insurance Commission that a surety or insurance company is authorized to issue such instrument, or
  - Bid Securing Declaration Form (Use Annex G)

### IV. Best and Final Offer –

15. Best and Final Offer (Use Annex H)

**Terms of Reference:  
Consulting Services for the Production of  
Audio-Visual Presentations (AVPs)**

## **I. OVERVIEW**

1. The Department of Budget and Management (DBM) is implementing a reform agenda to empower citizens in the formulation and implementation of the annual National Budget, through greater transparency, accountability and citizen's engagement in the budget process. In line with this, it is implementing an Information, Education and Communication (IEC) campaign to better inform citizens about the annual National Budget as well as important reforms that seek to transform the budget process.
2. In implementing this IEC campaign, the DBM plans to procure **Consulting Services for the Production of Audio-Visual Presentations (AVPs)** on a) the 2016 National Budget, and b) the important budget reforms being implemented by the Department.
3. The **AVP Production Consultant** ("The Consultant") shall be a duly-registered firm—a proprietorship, partnership or corporation—or a joint venture of firms that shall provide the services needed for the production of the said AVPs: a) conceptualization; b) scriptwriting and storyboard formulation; c) animation production; and d) final editing and rendering.

## **II. SCOPE OF WORK AND DELIVERABLES**

1. The Consultant shall ensure the conceptualization, development and production of the said AVPs that should accurately and creatively portray the key concepts and basic information on the aforementioned subjects. In particular:
  - a. The AVP on the 2016 Budget should communicate the core theme or objective of the budget, the key principles, reforms, basic dimensions, and expenditure priorities, among other elements to be contained in an outline script that will be provided by the DBM.
  - b. The two (2) AVPs on Budget Reforms should communicate the basic concepts, facts and mechanics of one or a set of key budgeting reforms pursued under the Aquino Administration. Such reforms that may be presented in the AVP **include, but are not limited** to, Performance-Informed Budgeting, General Appropriations Act-as-Release Document, Bottom-Up Budgeting, and Unified Accounts Code, among others.
2. The AVPs to be produced should make use of motion graphics, animation, and other information graphics, with intermittent actual footage or photographs as may be required in the creative treatment to be taken by the AVP Producer. Prior to actual

production, the AVP Producer will be required to present storyboards for approval by DBM. Each AVP should be around five (5) – ten (10) minutes in length.

3. The AVP Production Consultant is encouraged to take branding, treatment and design cues (“look and feel”) from the People’s Budget publications, the DBM website and the Institutional Identity and Branding of DBM. The Consultant shall ensure that the technical information to be provided by DBM is clearly, concisely and creatively communicated, with the general audience as well as specific stakeholders (e.g. legislators, civil society, media, academe, etc.) in mind. The DBM may also provide the AVP Production Consultant with other resource materials, as needed.
4. The AVP Production Consultant’s storyboards and draft renders will all be submitted to the relevant DBM officials and staff for vetting and approval, as the case may be.

### **III. REQUIREMENTS AND CRITERIA FOR THE AVP PRODUCTION CONSULTANT**

#### **A. ELIGIBILITY REQUIREMENTS**, per Section 24.1 of the IRR of the Government Procurement Reform Act (GPRA), and as indicated in the Request for Expression of Interest and Eligibility Data Sheet (EDS)

- 1. Accomplished Omnibus Sworn Statement accompanied with the company’s Secretary’s Certificate or SPA.**

- 2. Class "A" Documents**

- 2.1 Legal Documents:**

- Duly-registered firms—single proprietorship, partnership or corporation—or joint ventures of firms that are capable of rendering services needed for the production of the said AVPs shall be qualified to bid for the project. Such firms may be stand-alone AVP production firms or other such firms (e.g. design, advertising, public relations, boutique creatives, etc.) that have proven track record of at least one (1) year.
  - a. Registration certificate from the Securities and Exchange Commission (SEC) for partnerships/corporations, Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration as stated in the **EDS**;
  - b. FY 2015 Mayor’s permit issued by the city or municipality where the principal place of business of the interested consultant is located;

- c. Tax Clearance per Executive Order No. 398, series of 2005, as finally reviewed and approved by the Bureau of Internal Revenue.

## **2.2 Technical Documents:**

- Statement of All Ongoing Government and Private Contracts including Contracts Awarded but not yet Started.
- Statement of all Government and Private Contracts completed which are similar in nature (not less than three (3) similar contracts completed within the last two years from June 25, 2015).
  1. Similar contracts shall refer to the production of AVPs which are not less than 3 minutes, and may be purely animated or have a combination of animation and live action footage. The AVPs should deal with the packaging of technical information and data into non-technical communication.
  2. At least one of the similar contracts should deal with a socio-economic or advocacy topic (not exclusively with government and may include those with Non-Government Organizations (NGOs), private corporations, including corporate social responsibility units, academic institutions, etc.)
  3. The completed contracts to be indicated in the Statement shall be those undertaken by the firm or any of the firms in a joint venture; as well as individual contracts undertaken by the personnel indicated in the Proposed Organizational Chart. The completed contracts may include projects which are pro-bono or voluntary in nature.
- Statement of the Consultant on the following:
  - a. the nationality of the firm; and,
  - b. that those who will actually perform the services are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions, including their respective curriculum vitae.

### **2.3 Financial Documents:**

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.

### **3. Class "B" Document**

Valid joint venture agreement (JVA), in case a 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 documents by any of the joint venture partners constitutes compliance.

### **4. Other Documents:**

#### **4.1 Format of Curriculum Vitae (CV) for Proposed Professional Staff:**

- **Firm's Profile** - Interested consultants shall also submit a Firm's Profile, which clearly indicates, among others, summary of services rendered by the firm, years of existence in the industry (at least one (1) year), relevant awards and citations received from reputable organizations of national scope in the last five (5) years, and list of names of AVP production personnel (excluding administrative staff) currently employed by the firm.
- **Proposed Organizational Chart for the Project** - indicating at least the following personnel assigned to the Project:
- Executive Producer – shall serve as the team leader and primary representative of the AVP Production Consultant for the duration of the project. Also, shall be responsible for the overall creative direction as well as the final outputs submitted to the DBM, and other tasks that will be taking on (see item "c" below). 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. His/her academic and professional credentials will also be evaluated (see part IV below).

- Three (3) AVP Production Personnel – they 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 AVP. However, administrative functions (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.
  - a. The functions of the personnel must be clearly indicated in the Proposed Organizational Chart. These minimum personnel required may perform multiple functions (e.g. the Executive Producer may also be the animator or scriptwriter). However, at least one (1) of these personnel should function as scriptwriter, and at least two (2) as animators/editors (i.e., in no instance shall there be four animators but no scriptwriter indicated in the organizational chart).
  
- **Curriculum Vitae (CVs) of each personnel to be deployed to the project together with the proposed organizational chart** - The CVs must clearly indicate relevant work experience (including years employed with current and previous employment), educational attainment, certifications gained, seminars attended, and awards received from reputable organizations of national scope.
  - a. *On work experience* – Each 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).
  - b. *On academic credentials* – Each personnel must have an undergraduate and or post-graduate degrees relevant to this project and/or the respective tasks to be deployed. The following fields of study are preferred: communication and mass media, liberal arts (e.g. fine arts, creative writing), marketing, business administration/commerce, and social sciences.
  - c. *On professional certifications and seminars* – Each personnel must state professional certifications achieved and seminars attended relevant to this project, and/or

the respective tasks to be deployed. These include certification/seminars in AVP production, scriptwriting, creative writing, advertising, design, communication and/or mass media.

- d. *On awards and citations* – Each personnel must state awards and citations received in the last five (5) years from national or academic organizations and industry associations (e.g., Advertising Board of the Philippines and its member associations).

## **B. TECHNICAL PROPOSAL**

- a. Interested consultants are required to submit a **Portfolio of AVPs** for technical evaluation by the DBM. The portfolio shall contain a selection of three (3) of these AVPs, which are listed in the bidder's Statement of all Government and Private Contracts Completed which are Similar in Nature, for technical evaluation by DBM (see part IV below) including at least one dealing with a socio-economic or advocacy topic.

AVPs with a run time exceeding 12 minutes must be edited to a maximum run time of 12 minutes. The portfolio must be submitted in electronic form (CD/DVD, USB flash drive).

- b. Interested consultants shall submit a Plan of Approach and Methodology for the Project through a **Creative Proposal for the Project**, in the form of:
  - i) A concept note or creative brief for the proposed creative and communication direction of the project.

The concept note or creative brief, a document of three (3) to five (5) pages, shall describe (in narrative form as well as visual cues or pegs) the creative and messaging direction being proposed by the bidder for this project.

Interested consultants may include visual cues or pegs in the document (e.g., screen caps or images) or as attachments, electronic files, or hyperlinks, and should be able to specify the different kinds and types of visual and audio effects that will be implemented. **The interested consultants are expected to present visual cues or pegs for the AVP on the 2016 Budget.**

- ii) A storyboard sketch for the AVP on the 2016 Budget

The storyboard sketch should provide the messaging and editorial direction of the 2016 Budget AVP, using the 2015 People's Budget<sup>1</sup> as source document for purposes of evaluation.

c. **Bid security** in the form of either:

- i) Cash or cashier's/manager's check issued by a Universal or Commercial Bank, Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank (equivalent to 2% of the ABC); or
- ii) a surety bond accompanied by a certification coming from the Insurance Commission that a surety or insurance company is authorized to issue such instrument (equivalent to 5% of the ABC); or,
- iii) Bid Securing Declaration Form.

**C. BEST AND FINAL OFFER**

**The Best and Final Offer** must not exceed the Approved Budget for the Contract (ABC) of P500,000.00.

**IV. PROCESS OF ACCEPTING AND EVALUATING PROPOSALS**

1. **Submission and Opening of Eligibility Documents, Technical Proposals, and Best and Final Offer.** Interested consultants shall submit eligibility documents, technical proposals, and best and final offer no later than September 1, 2015, 1:00 p.m.

Interested consultants must submit these envelopes in triplicate, one (1) original and two (2) copies. Interested consultants are responsible for adequately sealing their envelopes (with signatures at the edges) for their security. Improperly sealed envelopes mean that the interested consultants indemnify the DBM from any infringement of their intellectual property and other commercial rights.

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<sup>1</sup> [http://www.dbm.gov.ph/?page\\_id=12436](http://www.dbm.gov.ph/?page_id=12436)

2. **Evaluation of Interested Consultants.** The DBM-BAC shall evaluate the interested consultant based on the following criteria:

**i) On the Quality of Personnel to be assigned.**

- A. Executive Producer (Project Lead)
  - a. At least five (5) years of experience in a relevant industry or profession;
  - b. Academic and other qualifications (undergraduate and/or post-graduate degree, relevant certifications or seminars, awards from reputable organizations);
- B. AVP Production Personnel – production personnel shall be rated separately based on the years of experience in a relevant industry or profession (at least one (1) year experience is required);

**ii) On the Experience and Capability of the Consultant.**

- A. Experience of the Consultant
  - i. At least one (1) year experience in a relevant industry or profession;
- B. Evaluation of Previous Engagement and Quality of Performance based on Portfolio of AVPs. The DBM-BAC shall view all AVPs and rate one (1) Socio-Economic Advocacy AVP according to:
  - ii. Certificate of Good Standing and Satisfactory Completion or equivalent document (for Completed Contracts);
  - iii. Technical Production Ability – to be evaluated based on the number of audio and visual effects contained in the Socio-Economic AVP;

As part of the minimum technical requirement 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) Plan of Approach and Methodology.**

- a. Concept Note for the AVP on the 2016 Budget
  - i. Technical Production Ability – Interested consultants must specify the different kinds and types of visual and audio effects that will be implemented for the AVP.

- b. Storyboard Sketch for the AVP on the 2016 Budget, using the 2015 People's Budget for purposes of evaluation
  - i. Technical Production Ability – Interested consultants must specify the different kinds and types of visual and audio effects that will be implemented (in actual chronology and sequence)
  - ii. DBM-BAC Evaluation – based on substance, completeness, accuracy and completeness, and overall impact.
3. **Best and Final Offer.** Best and Final Offers which exceed the Approved Budget for the Contract of this project shall automatically be disqualified.

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

## V. BUDGET, FUNDING SOURCE AND TERMS OF PAYMENT

1. The approved budget for this consulting contract is **P500,000.00**, inclusive of government taxes.
2. Payment shall be made after the final submission and acceptance of outputs by the winning bidder, but consistent with the following:

<b>Deliverable and Indicative Delivery Date **</b>	<b>% of Contract Cost</b>
Mobilization Cost. Upon approval of the Overall Concept Note/Creative Brief within 7 days upon the effectivity of the Contract	10.0%
Upon acceptance of the final render of the AVP on 1 <sup>st</sup> Budget Reform to be submitted no later than the 30 <sup>th</sup> of November 2015	30.0% *
Upon acceptance of the final render of the AVP on the 2016 Budget to be submitted no later than the February 26, 2016	30.0% *
Upon acceptance of the final render of the AVP on 2 <sup>nd</sup> Budget Reform to be submitted no later than the 25 <sup>th</sup> of April 2016	30.0% *
<b>TOTAL</b>	<b>100.0%</b>

\* Net of the proportionate mobilization cost

\*\* Indicative delivery dates may be adjusted after receipt written request from DBM – Strategic Communication Unit

3. The cost of the consulting services shall be charged against available DBM funds under the FY 2015 General Appropriations Act.

**Omnibus Sworn Statement**

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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]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No.02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her \_\_\_\_\_ No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_, [date issued], [place issued]

IBP No. \_\_, [date issued], [place issued]

Doc. No. \_\_\_\_

Page No. \_\_\_\_

Book No. \_\_\_\_

Series of \_\_\_\_

***Statement of all Government and Private Contracts Completed  
which are Similar in Nature***

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Name of Client	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 and Signature)

Designation : \_\_\_\_\_

Date : \_\_\_\_\_

**Instructions:**

- a) Projects should be completed within the two years immediately preceding August 18, 2015.
- b) Completed contract:
  - (i) If there are more than twenty (20) similar completed contracts in a year, state at least 20 completed contracts for said year.
  - (ii) If there are 20 or less similar completed contracts in a year, state all completed contracts for said year.
  - (iii) If there is no similar completed contract in a year, state none or equivalent term. This shall not be a basis for disqualification.
- c) Similar contracts shall refer to the production of AVPs which are not less than 3 minutes, and may be purely animated or have a combination of animation and live action footage. The AVPs should deal with the packaging of technical information and data into non-technical communication.

***Statement of All Ongoing Government and Private Contracts Including  
Contracts Awarded but not yet Started***

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Name of Client	Date of the Contract	Kinds of Consulting Services	Value of Outstanding Contracts	Date of Delivery
<u>Government</u>				
<u>Private</u>				

Submitted by : \_\_\_\_\_

(Printed Name and Signature)

Designation : \_\_\_\_\_

Date : \_\_\_\_\_

**Instructions:**

- i. State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project being bid) prior to August 18, 2015.
- ii. If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.

## Statement of the Consultant's Nationality

### Department of Budget and Management

Bids and Awards Committee  
Building III, Gen. Solano St.  
San Miguel, Manila

Ladies/Gentlemen:

In compliance with the requirements of the Department of Budget and Management – Bids and Awards Committee (DBM BAC) for the bidding for the Project, *Consulting Services for the Production of Audio-Visual Presentations (AVPs)*, I/we hereby declare the following:

1. [Select one and delete the rest].

*[If domestic entity bidder] That (Name of the bidder) is a domestic sole proprietorship/partnership/corporation/joint venture organized or formed under the laws of the Philippines;*

*[If foreign entity bidder] That (Name of the bidder) is a foreign sole proprietorship/partnership/corporation/joint venture organized or formed under the laws of the (Name of the country);*

*[If foreign entity bidder] That (Name of the bidder) is registered with the Securities and Exchange Commission and/or any agency authorized by the laws of the Philippines;*

2. That the following are the proposed personnel:

Name of Proposed Personnel	Proposed Position	Nationality	Proof of Identification
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

3. That attached herewith are the Curriculum Vitae of the above-mentioned personnel (*Annex/es \_\_\_\_\_*); and

4. That the undersigned is/are the authorized representative/s for this public bidding as evidenced by herewith attached notarized authority.

Very truly yours,

Signature: \_\_\_\_\_

Name and Title of Authorized Signatory: \_\_\_\_\_

Name of Consultant/Company: \_\_\_\_\_

Address: \_\_\_\_\_ Contact No/s. \_\_\_\_\_

***(Note: Please attach the notarized authority of the interested consultant's representative for the public bidding for this project)***

## Format of Curriculum Vitae (CV) for Proposed Professional Staff

### FIRM'S PROFILE

Name of Firm					
Form of Organization				Year Established	
Business Address					
Principal Contact Person					
Telephone Number		Fax Number		Email	
General Description and Technical Capabilities					
Field of Specialization and Type of Services					
Field		Service Provided		Experience (No. of Years)	
Company Officers and Key Personnel					
Name	Position	Education	Expertise	Years with Firm	Age

Current Number of Personnel			
Position	Number		
	Full time	Part time	Total
Awards, Certifications, Relevant Distinctions			
Name	Given By	Date	

*(Note: Add rows above as may be necessary)*

Signature: \_\_\_\_\_

Name and Title of Authorized Signatory: \_\_\_\_\_

Name of Consultant/Company: \_\_\_\_\_

## CURRICULUM VITAE (CV) FOR PROPOSED KEY PROFESSIONAL STAFF

Proposed Team:		<i>Please check:</i>			
		<input type="checkbox"/> Key Personnel <input type="checkbox"/> Staff			
Name of Position:					
<b>Personal Information</b>					
Name of Staff					
Address		Contact No.		Email Address	
Date of Birth		Citizenship		Civil Status	
<b>Work Experience (start from the current employment)</b>					
Company Name	Inclusive Dates		Total (Years, Months)	Position Title	Actual Duties and Responsibilities
	From	To			
<b>Current Workload (include workload or projects form other companies, if any)</b>					
Company Name	Inclusive Dates		Total (Years, Months)	Position Title	Actual Duties and Responsibilities
	From	To			

Relevant Training <i>(start from the most recent)</i>						
Course Title	Inclusive Dates		Location	No. of Hours	Conducted/Sponsored by	
	From	To				

  

Education <i>(start from the most recent)</i>					
School	Inclusive Dates		Degree Course	Scholarships/Academic Honors Received	
	From	To			

  

Certificates, Other Credentials	
Title	Date Received

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and experience.

\_\_\_\_\_  
Signature over Printed Name

Date:\_\_\_\_\_

REPUBLIC OF THE PHILIPPINES )  
CITY OF \_\_\_\_\_ ) S.S.  
X-----X

**BID-SECURING DECLARATION**

**Invitation to Bid/Request for Expression of Interest No.<sup>1</sup>: [Insert reference number]**

To: [Insert name and address of the Procuring Entity]

I/We<sup>2</sup>, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration<sup>3</sup>, if I/we have committed any of the following actions:
  - (i) Withdrawn my/our Bid during the period of bid validity required in the Bidding Documents; or
  - (ii) Fail or refuse to accept the award and enter into contract or perform any and all acts necessary to the execution of the Contract, in accordance with the Bidding Documents after having been notified of your acceptance of our Bid during the period of bid validity.
3. I/We understand that this Bid-Securing Declaration shall cease to be valid on the following circumstances:
  - (a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - (b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;
  - (b) I am/we are declared as the Bidder with the Lowest Calculated and Responsive Bid/Highest Rated and Responsive Bid<sup>4</sup>, and I/we have furnished the performance security and signed the Contract.

<sup>1</sup> Select one and delete the other.

<sup>2</sup> Select one and delete the other. Adopt same instruction for similar terms throughout the document.

<sup>3</sup> Issued by the GPPB through GPPB Resolution 03-2012 on 27 January 2012.

<sup>4</sup> Select one and delete the other.

**IN WITNESS WHEREOF**, I/We have hereunto set my/our hand/s this \_\_\_ day of [month] [year] at [place of execution].

**[Insert NAME OF BIDDER'S  
AUTHORIZED REPRESENTATIVE]  
[Insert signatory's legal capacity]  
Affiant**

**SUBSCRIBED AND SWORN** to before me this \_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No.02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_ and his/her \_\_\_\_\_ No. \_\_\_ issued on \_\_\_ at \_\_\_\_.

Witness my hand and seal this \_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_, [date issued], [place issued]

IBP No. \_\_, [date issued], [place issued]

Doc. No. \_\_\_

Page No. \_\_\_

Book No. \_\_\_

Series of \_\_\_

**Best and Final Offer**

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Date: \_\_\_\_\_

**The Chairperson**

DBM-Bids and Awards Committee  
Department of Budget and Management  
General Solano St., San Miguel, Manila

Sir/Madam:

We, the undersigned, offer to Consulting Services for the Production of Audio-Visual Presentations (AVPs) in conformity with the technical specifications and schedule of requirements for the sum of [total Bid amount in words and figures], as follows:

PARTICULARS	% of Cost	OFFER (inclusive of VAT)
1. Final Overall Concept Note/ Creative Brief	10.00%	
2. AVP on the 1st Budget Reform	30.00%	
3. AVP on the 2016 Budget	30.00%	
4. AVP on 2nd Budget Reform	30.00%	
<b>TOTAL (inclusive of VAT)</b>		

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 \_\_\_\_\_ 2015.

\_\_\_\_\_  
*[signature]*

\_\_\_\_\_  
*[in the capacity of]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_