



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
 GENERAL SOLANO STREET, SAN MIGUEL, MANILA

**SUPPLEMENTAL/BID BULLETIN (SBB) NO. 1**

This SBB No. 1 dated December 7, 2023 for **Project ID No. DBM-2024-35, “Strategic Communication Planning Workshop for the Implementation of Information Dissemination Efforts on the National Government Rightsizing Program and the Full Devolution,”** is issued pursuant to Section 22.5 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, to clarify, modify or amend items in the Bidding Documents. Accordingly, this shall form an integral part of the Bidding Documents.

PARTICULARS		AMENDMENTS/CLARIFICATIONS	
<b>Section III. Bid Data Sheet</b>		<b>Section III. Bid Data Sheet</b>	
<b>ITB Clause</b>		<b>ITB Clause</b>	
xxx		xxx	
20	The bidder with the Lowest Calculated Bid shall submit ALL of the following post-qualification requirements:  <div style="text-align: center;">xxx</div> 4. Securities and Exchange Commission Registration.  <div style="text-align: center;">xxx</div>	20	The bidder with the Lowest Calculated Bid shall submit ALL of the following post-qualification requirements:  <div style="text-align: center;">xxx</div> 4. Securities and Exchange Commission Registration <b>(FOR CORPORATION), DTI CERTIFICATE OF REGISTRATION AND BIR CERTIFICATE OF REGISTRATION – FORM 2303 (FOR SOLE PROPRIETORSHIP) OR ANY EQUIVALENT GOVERNMENT ISSUED CERTIFICATION OR DOCUMENT, ESTABLISHING THAT THE BIDDER HAS AT LEAST 10 YEARS OF INDUSTRY EXPERIENCE.</b>  <div style="text-align: center;">xxx</div>

**Section VI. Schedule of Requirements**

xxx

Item	Description	Delivery Schedule
1	<b>Conduct of Preparatory Meeting with the DBM</b> , as detailed in item 5.1 of Annex “A” (Detailed Technical Specifications) of Section VII. Technical Specifications	Within 15 calendar days upon the issuance of the Notice to Proceed (NTP)

xxx

**Section VI. Schedule of Requirements (REVISED)**

xxx

Item	Description	Delivery Schedule
1	<b>Conduct of Preparatory Meeting with the DBM</b> , as detailed in item 5.1 of Annex “A” (Detailed Technical Specifications) of Section VII. Technical Specifications	Within <del>15</del> <b>20</b> calendar days upon the issuance of the Notice to Proceed (NTP)

xxx

**Section VII. Technical Specifications**

**Annex A**

**DETAILED TECHNICAL SPECIFICATIONS**

xxx

**4. Qualifications of the Contractor.** The Contractor must be a recognized institution, with at least ten years of industry experience, specializing on providing communication training needs based on its Securities and Exchange Commission Registration to be submitted as one of the post qualification documents.

xxx

**Section VII. Technical Specifications**

**Annex A**

**DETAILED TECHNICAL SPECIFICATIONS (REVISED)**

xxx

**4. Qualifications of the Contractor.** The Contractor must be a recognized institution, with at least ten years of industry experience, specializing on providing communication training needs based on its Securities and Exchange Commission Registration (**FOR CORPORATION**), **DTI CERTIFICATE OF REGISTRATION AND BIR CERTIFICATE OF REGISTRATION – FORM 2303 (FOR SOLE PROPRIETORSHIP) OR ANY EQUIVALENT GOVERNMENT ISSUED CERTIFICATION OR DOCUMENT**, to be submitted as one of the post qualification documents.

xxx

<p><b>5.3 Conduct of the Strategic Communication Planning Workshop.</b> The Contractor shall administer a two-day communication planning Workshop based on the approved Training Program. The conduct of the Workshop Proper shall be held within the First Quarter of 2024 based on the schedule set by the DBM-MACRO. The Contractor shall provide the following:</p> <p>5.3.1 Executive Trainor, Senior Training Facilitator, Secretariat, and Documenter based on the approved Training Program;</p> <p>5.3.2 Production of all training materials which shall include handouts, notebooks, and ball pens; and</p> <p>5.3.3 Training Certificates for thirty (30) participants*.</p> <p style="text-align: center;">xxx</p>	<p><b>5.3 Conduct of the Strategic Communication Planning Workshop.</b> The Contractor shall administer a two-day communication planning Workshop based on the approved Training Program. The conduct of the Workshop Proper shall be held within the First Quarter of 2024 based on the schedule set by the DBM-MACRO. The Contractor shall provide the following:</p> <p>5.3.1 Executive Trainor, Senior Training Facilitator, Secretariat, and Documenter based on the approved Training Program;</p> <p><b>5.3.2 DESIGN AND CONDUCT OF A PRE-TEST AND POST-TEST EVALUATION FOR THIRTY (30) PARTICIPANTS</b></p> <p><del>5.3.2</del> <b>5.3.3</b> Production of all training materials which shall include handouts, notebooks, and ball pens; and</p> <p><del>5.3.3</del> <b>5.3.4</b> Training Certificates for thirty (30) participants.*</p> <p style="text-align: center;">xxx</p>
	<p><b>Note:</b></p> <p><b><u>Attached are the following documents which should be used as part of the Bidding Documents to be submitted by the bidders:</u></b></p> <ol style="list-style-type: none"> <li><b>1. Section VI. Schedule of Requirements (Revised); and</b></li> <li><b>2. Annex “A” (Detailed Technical Specifications) (Revised)</b></li> </ol>
<p><b>Queries:</b></p> <ol style="list-style-type: none"> <li>1. In your reply regarding the photocopy of SEC registration, you mentioned that the PhilGEPS Platinum Certificate with attachments is enough. As for the attachments, do you refer to the Annex A of the PhilGEPS Certificate?</li> </ol>	<p><b>Clarifications:</b></p> <ol style="list-style-type: none"> <li>1. Yes. For the eligibility requirements, the submission of a valid and updated Philgeps Registration Certificate (Platinum Membership) (all pages, including Annex A) is sufficient.</li> </ol>

	<p>Please note, however, that during the conduct of post qualification, the LCB or the SCB will be required to submit a copy of its SEC Registration, in accordance with Instructions to Bidders (ITB) Clause 20, Section III. Bid Data Sheet (BDS) and item 4 (Qualifications of the Contractor) of the Revised Detailed Technical Specifications.</p>
<p>2. Under item 1 which pertains to the “Conduct of Preparatory Meeting with the DBM xxx” instead of “<b>15 calendar days,</b>” we would like to confirm your approval to extending it to “<b>20 calendar days</b>” upon the issuance of the Notice of Proceed.</p>	<p>2. This is to confirm that we are extending the conduct of preparatory meetings from 15 calendar days to 20 calendar days as indicated in the Revised Detailed Technical Specifications.</p>
<p>3. Under item 6 which pertains to the “Terms of Payment,” we would like to follow up what form of warranty will apply for this procurement?</p>	<p>3. No warranty will apply. However, the winning bidder is required to post a Bid Security in accordance with ITB Clause 14.1 of the BDS, and “shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 Revised IRR of RA No. 9184.”</p>

**Other matters:**

- The “No Contact Rule” shall be strictly observed. Bidders are not allowed to communicate with any member of the Bids and Awards Committee, Technical Working Group or Secretariat effective December 15, 2023 right after the opening of bids.
- For guidance and information of all concerned.

**RAMON VICENTE B. ASUNCION**

*Director IV*

*Vice Chairperson, DBM-BAC*

## ***Section VI. Schedule of Requirements (Revised)***

The delivery schedule stipulates hereafter the date of delivery to the project site.

<b>Item</b>	<b>Description</b>	<b>Delivery Schedule</b>
1	<b>Conduct of Preparatory Meeting with the DBM</b> , as detailed in item 5.1 of Annex “A” (Detailed Technical Specifications) of Section VII. Technical Specifications	Within 20 calendar days upon the issuance of the Notice to Proceed (NTP)
2	<b>Craft a Training Program for the Strategic Communication Planning Workshop</b> , as detailed in item 5.2 of Annex “A” (Detailed Technical Specifications) of Section VII. Technical Specifications	Within 10 calendar days after the final preparatory meeting set by the DBM-Media Affairs and Community Relations Office (MACRO)
3	<b>Conduct of the Two-Day Strategic Communication Planning Workshop</b> , as detailed in item 5.3 of Annex “A” (Detailed Technical Specifications) of Section VII. Technical Specifications	Within the first quarter of 2024 based on the schedule set by the DBM-MACRO
4	<b>Training Report</b> , as detailed in item 5.4 of Annex “A” (Detailed Technical Specifications) of Section VII. Technical Specifications	Within 15 calendar days from the conduct of the Workshop

\* The period for the performance of the obligations under the Contract shall not be beyond the validity of the appropriation for the Project.

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

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature Over Printed Name of Representative

\_\_\_\_\_  
Date

## DETAILED TECHNICAL SPECIFICATIONS (REVISED)

### 1. Project Title

Strategic Communication Planning Workshop for the Implementation of Information Dissemination Efforts on the National Government Rightsizing Program and the Full Devolution

### 2. Background

The Department of Budget and Management (DBM) is the primary government agency mandated to promote the sound, efficient, and effective management and utilization of government resources as instrument in the achievement of national socioeconomic goals.

The DBM also plays a major role in the implementation of priority developmental agenda of President Ferdinand R. Marcos Jr.'s administration such as the *National Government Rightsizing Program* and the implementation of the *Mandanas-Garcia Supreme Court ruling on Full Devolution*, among others. To aid the department in its effective implementation, a strategic communication planning workshop shall be implemented.

### 3. Objectives

The Strategic Communication Planning Workshop aims to ensure that a well-crafted communication plan will be developed and implemented for the *National Government Rightsizing Program* and the *Mandanas-Garcia Supreme Court ruling on Full Devolution*.

Specifically, the Strategic Communication Planning Workshop shall capacitate key DBM program implementers in crafting a communication plan.

### 4. Qualifications of the Contractor

The Contractor must be a recognized institution, with at least ten years of industry experience, specializing on providing communication training needs based on its Securities and Exchange Commission Registration (for corporation), DTI Certificate of Registration and BIR Certificate of Registration – Form 2303 (for sole proprietorship), or any equivalent government issued certification or document, to be submitted as one of the post qualification documents.

## 5. Scope of Work

The contractor shall be able to provide and conduct the following activities:

**5.1 Conduct of Preparatory Meeting with the DBM.** The Contractor shall conduct a preparatory meeting with DBM- Media Affairs and Community Relations Office (MACRO) within 20 calendar days upon issuance of Notice to Proceed to discuss the workshop design and instruction of the training project. The preparatory meeting aims assess the Communication Strategy needs of the agency (i.e. promotion of the National Government Rightsizing Program and Implementation of the Mandanas-Garcia Supreme Court ruling on Full Devolution).

**5.2 Craft a Training Program for the Strategic Communication Planning Workshop.** The training program shall contain the workshop design which shall be submitted to the DBM-MACRO within 10 calendar days after the final preparatory meeting set by the DBM-MACRO. The Training Program shall be approved by Functional Group Head of the DBM-MACRO prior to the conduct of the Workshop Proper.

**5.3 Conduct of the Strategic Communication Planning Workshop.** The Contractor shall administer a two-day communication planning Workshop based on the approved Training Program. The conduct of the Workshop Proper shall be held within the First Quarter of 2024 based on the schedule set by the DBM-MACRO. The Contractor shall provide the following:

- 5.3.1 Executive Trainor, Senior Training Facilitator, Secretariat, and Documenter based on the approved Training Program;
- 5.3.2 Design and conduct of a pre-test and post-test evaluation for thirty (30) Participants
- 5.3.3 Production of all training materials which shall include handouts, notebooks, and ball pens; and
- 5.3.4 Training Certificates for thirty (30) participants.\*

To support its conduct, the DBM-MACRO shall be responsible for the venue, refreshments, and invitation among the targeted attendees.

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\* Number of participants is subject to change based on the results of the preparatory meeting with the DBM-MACRO.

**5.4 Submission of Training Report.** The Contractor shall prepare and submit within 15 calendar days from the conduct of the Workshop a comprehensive Training Report that contains the training materials, instructions, best practices and recommendations, and communication plan for the DBM.

## **6. Terms of Payment**

One-time payment shall be made, subject to the submission of the following documentary requirements, and in accordance with budgeting, accounting, and auditing laws, rules, and regulations:

- 6.1 Statement of Account/ Billing Invoice/ Sales Invoice ; and
- 6.2 Certificate of Acceptance issued by the Functional Group Head of DBM- MACRO; and
- 6.3 Submission of a comprehensive Training Report.