

**BIDS AND AWARDS COMMITTEE**

**BID BULLETIN NO. 1**

This Bid Bulletin is issued to amend/clarify items in the Bidding Documents for the **PROCUREMENT OF SERVICE PROVIDER FOR VIDEO PRODUCTION AND EVENT MANAGEMENT, Public Bidding No. 2023-039.**

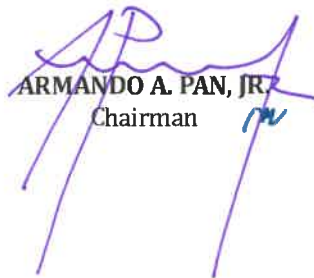
REFERENCE	CLARIFICATION
<p>Section VII. Technical Specifications Page 28-30</p>	<p>Question: How do we pay for the bid fee?</p> <p>Answer: Bid fee can be paid through Landbank or eSPAYSEC. Instructions are provided in the Invitation to Bid.</p>
	<p>Question: Do you have preferred artists?</p> <p>Answer: You can propose artists appropriate for the event.</p>
	<p>Question: How is the additional LED screen going to be used?</p> <p>Answer: From time to time, it will show live feeds, but mostly it will just mirror the other screen.</p>
	<p>Question: How far are the two stages apart?</p> <p>Answer: Around 10 steps [<i>sic</i>]. They are separated by a concrete pillar that is 1.9m in length and 0.9m in width.</p>
	<p>Question: Are the curriculum vitae (CVs) of production staff required to be submitted?</p> <p>Answer: No. This will be discussed upon issuance of the Notice of Award.</p>
	<p>Question: What is the event's duration and the flow of the program?</p> <p>Answer: Event proper will be from 5pm to 10pm but the service provider will be expected to arrive in the morning. The programme consists of 1) signing of memorandum of agreement, 2) awarding ceremony, 3) showing of accomplishment videos, 4) performances, and 5) dinner service. Detailed program will be discussed with the winning bidder.</p>
	<p>Question: Do you have a preferred host?</p> <p>Answer: Preferably, one male host who has experience in hosting formal events/awarding. He will have a female co-host from the SEC.</p>

REFERENCE	AMENDMENT
<p>Section VI. Schedule of Requirements <i>Page 27</i></p> <p>“Immediately upon issuance of the Notice to Proceed”</p>	<p>Section VI. Schedule of Requirements <i>Page 27</i></p> <p>“Immediately upon issuance of the Notice to Proceed</p> <p>Event proper will be from 5pm to 10pm on 10 November 2023”</p>
<p>Section VII. Technical Specifications <i>Page 30-33</i></p>	<p>Section VII. Technical Specifications <i>Page 30-33</i></p> <p><i>additional requirements:</i></p> <p>Bidders are required to submit Company Profile and Portfolio as evidence of their capacity and capability to handle the Project.</p>

Provisions in the bidding documents that are in conflict with this Bulletin are deemed revised/amended. For guidance and information of all concerned.

27 October 2023

For the Bids and Awards Committee:

  
**ARMANDO A. PAN, JR.**  
 Chairman

## *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.

<b>Item Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Delivered, Weeks/Months</b>
1	Service Provider for Video Production and Event Management	1 lot	Immediately upon issuance of the Notice to Proceed  Event proper will be from 5pm to 10pm of 10 November 2023

I hereby certify to comply and deliver the above requirements immediately upon receipt of the Notice to Proceed.

Company Name:

Authorized Representative

Signature:

Printed Name:

Date:

\_\_\_\_\_



## Technical Specifications

Item	Specification	Statement of Compliance <sup>2</sup>
	<p><b>SCOPE OF WORK</b></p> <p>The Service Provider shall work in close coordination with the Commission's information officers and under the supervision of the Office of the Commission Secretary and the Economic Research and Training Department</p> <p>The Service Provider shall also provide equipment and production crew to video and photo cover the event, highlighting the Commission's accomplishments and produce Same Day Edit (SDE) video. The service provider shall also manage the event proper and provide services of hosts, performers and full production staff.</p>	
1	<p><b>FULL VIDEO AND PHOTO COVERAGE WITH SAME-DAY-EDIT</b></p> <ul style="list-style-type: none"><li>• Hire professional videographers and photographers to cover the event</li><li>• Provide same-day-edit video to be shown before the event ends</li><li>• Raw videos and photo should also be submitted to the end user</li></ul>	
2	<p><b>ROVING PHOTOGRAPHER WITH INSTANT PRINT</b></p> <ul style="list-style-type: none"><li>• 2 professional photographers</li><li>• Unlimited printouts</li><li>• 4R size printout in paper frame with stand</li><li>• Fully customized printout design</li><li>• Protective plastic sleeves for all printouts</li><li>• Access to softcopies after event via online gallery</li><li>• At least 1 high speed printer</li><li>• At least 1 staff on site</li><li>• Includes crowd pulling or engaging</li></ul>	
3	<p><b>ENTERTAINMENT AND HOSTS</b></p> <ul style="list-style-type: none"><li>• Hire two (2) professional hosts for the event</li></ul>	

	<ul style="list-style-type: none"> <li>• Hire celebrity-level performer/s (minimum of two songs)</li> <li>• The service provider should provide list of proposed performer/s to be approved by the end-user</li> <li>• Hire bands/musicians for the event</li> <li>• The service provider should provide list of proposed bands/musicians to be approved by the end-user</li> <li>• Provide costumes/outfits for performers and for the intermission numbers</li> </ul>	
4	<p><b>LIGHTS &amp; SOUNDS (Equipment and Crew)</b></p> <p><i>Audio</i></p> <ul style="list-style-type: none"> <li>• <u>1 unit</u> digital audio mixer</li> <li>• Speakers</li> <li>• 2 units / set line array speakers</li> <li>• 2 units dual 18" subwoofer speakers 4 units delay active speakers</li> <li>• 4 units monitor speakers</li> <li>• Professional microphones</li> <li>• 2 units podium microphones</li> <li>• 6 units condenser microphones</li> <li>• 2 units monitor speakers</li> <li>• <u>1 unit</u> keyboard amplifier</li> <li>• 4 units direct box</li> <li>• 4 units quartet microphones</li> <li>• 3 units wireless receiver</li> <li>• <u>1 unit</u> wireless antenna</li> <li>• <u>1 unit</u> antenna distribution hub</li> <li>• 2 units paddle antenna</li> <li>• <u>1 unit</u> handheld wired microphone (30)</li> <li>• Communication (for production team)</li> <li>• 8 units wireless communication set</li> <li>• <u>1 unit</u> communication hub</li> <li>• Trusses</li> <li>• 4 units 10 feet vertical truss</li> <li>• 4 pieces cantilever</li> </ul> <p><i>Lights</i></p> <ul style="list-style-type: none"> <li>• <u>1 unit</u> <del>avolites</del> arena light controller 6 units beam moving heads</li> <li>• 2 units rolefay</li> <li>• 24 led par lights</li> <li>• 2 units atomic lights</li> <li>• 2 units haze machine</li> <li>• 1 lot patch cords</li> </ul>	

	<ul style="list-style-type: none"> <li>• 1 lot extension cards</li> <li>• Stands &amp; accessories</li> <li>• 4 units mic stand</li> <li>• 4 units speaker tripod stand</li> <li>• 4 units light stand</li> <li>• 1 lot audio cables</li> <li>• 1 lot speaker cables</li> <li>• 1 lot cable and connectors</li> <li>• 2 units main power box</li> <li>• Main, extension, speaker cables</li> </ul>	
5	<p><b>LED WALL, LIVE FEED, VIDEO PLAYBACK</b></p> <ul style="list-style-type: none"> <li>• 1 set - <del>300led</del> led wall p3 full led wall panoramic (9 x 24)</li> <li>• 1 units <del>vidwall</del> led processor</li> <li>• 1 <u>units</u> sending box</li> <li>• 1 units av matrix <del>hd</del> video switcher/mixer <u>1 unit</u> laptop (for led wall program)</li> <li>• 1 lot led videowall platform stand</li> <li>• 1 box power supply</li> <li>• 1 lot audio video cables and connectors</li> </ul> <p><i>Video documentation, full HD (<del>livefeed</del>) 1 set - 3 camera set-up</i></p> <ul style="list-style-type: none"> <li>• 3 professional full HD camera</li> <li>• 3 camera <u>tripod</u></li> <li>• 5 sets wireless communication set</li> </ul> <p><i>Switcher system</i></p> <ul style="list-style-type: none"> <li>• 1 <del>editol</del> v1hd video switcher</li> <li>• <u>1 unit</u> preview tv monitor</li> <li>• <u>1 unit</u> <del>clearclick</del> hd recorder</li> </ul> <p><i>Wireless system</i></p> <ul style="list-style-type: none"> <li>• 2 sets wireless transmitter receiver</li> <li>• <u>1 unit</u> HD recorder</li> <li>• <u>1 unit</u> audio mixer</li> <li>• Video accessories</li> <li>• 1 set camera cables</li> <li>• 1 lot audio video cables and connectors 1 lot extension cords</li> </ul>	
6	<p><b>PRODUCTION STAFF AND LOGISTICS</b></p> <ul style="list-style-type: none"> <li>• Director</li> <li>• Producer</li> </ul>	

	<ul style="list-style-type: none"> <li>• Production manager</li> <li>• Stage managers (2)</li> <li>• Technical director &amp; assistant lighting director</li> <li>• Video playback team (3) audio spinner</li> <li>• Live VO</li> <li>• Production assistants (2) runner logistics</li> <li>• Food for all production and technical staffs</li> <li>• Pre-prod meetings</li> <li>• Oculars</li> <li>• Technical run</li> </ul>	
	<p><b>OWNERSHIP OF WORK</b></p> <p>The audio-visual presentations, including drafts, studies, reports, videos, photos, graphics, and other materials prepared by the Service Provider under the contract, shall belong to and remain as property of the Commission. The Service Provider may retain copies of such materials for record purposes only.</p>	
	<p><b>CONFIDENTIALITY CLAUSE</b></p> <p>The Service Provider warrants the full confidentiality of all information given by the Commission and/or gathered in relation to the fulfillment of the required services during the course of the engagement. The Service Provider shall not disclose such information and shall return all materials, data and other related documents to the Commission after the completion of the contract.</p> <p>Furthermore, the Service Provider shall not be engaged by any person or entity whose business or interests are against the interests of the Commission, including corporations with pending cases before the Commission. This prohibition shall subsist for a period of one (1) year after the expiration of the contract.</p> <p>For this purpose, the Service Provider shall enter into a Non-Disclosure Agreement with the Commission.</p>	
	<p><b>ADDITIONAL DOCUMENTS</b></p> <p>Bidders are required to submit Company Profile and Portfolio as evidence of their capacity and capability to handle the Project.</p>	

I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualifications, the same shall give rise to automatic disqualification of our bid.

**AUTHORIZED REPRESENTATIVE**

Signature : \_\_\_\_\_  
Company Name : \_\_\_\_\_  
Printed Name : \_\_\_\_\_  
Position : \_\_\_\_\_  
Date : \_\_\_\_\_