

**SUPPLEMENTAL BID BULLETIN**

**Republic of the Philippines  
PHILIPPINE INTERNATIONAL CONVENTION CENTER  
PICC Complex, 1307 Pasay City  
BIDS AND AWARDS COMMITTEE (BAC)**

November 10, 2023

**PROCUREMENT OF THE CONSULTANCY SERVICES OF AN ADVERTISING  
AGENCY/PUBLIC RELATIONS AGENCY/MEDIA OUTFIT**

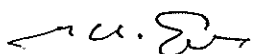
**ADDENDUM NO. 01**

This Addendum is issued to amend/revise certain provisions of the Bid Documents for the above-captioned procurement. Said amendments are as follows:

- I. Section III- Bid Data Sheet has been changed to read as:
  - ITB Clause 1.2
    - The Funding Source is:  
PICC-APPROVED BUDGET FOR CALENDAR YEAR **2023**
  - ITB Clause 1.7
    - The Financial Proposal shall not be exceed the Approved Budget for the contract (ABC) of Two Million Forty Thousand Pesos (₱2,040,000.00). Any bid with a financial component exceeding this amount **shall be rejected**.
  
- II. Section V- Special Conditions of the Contract has been changed to read as:
  - GCC Clause 53.5 (a)
    - a) First partial payment shall be equivalent to **fifty percent (50%) of the work accomplished as certified by the end-user**. Payment shall be processed upon submission of the following:
    - b) Remaining **fifty percent (50%) as final payment after the delivery of the remaining goods and services**. Payment shall be processed upon submission of the following:
    - c) 2% retention fee shall be deducted for every payment made.
    - Note: Retention fee shall only be released after the completion of the project.

The corrected copies are attached. Bidders are advised to replace their original copies with the corrected copies.

For guidance and information of all concerned.

  
**MELPIN A. GONZAGA**  
Chairman

Received by:

\_\_\_\_\_  
(Signature over printed name)

Telephone/Fax No. \_\_\_\_\_

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

Name of Company: \_\_\_\_\_

### Section III. Bid Data Sheet

ITB Clause	
1.1	<p>The name of the PROCURING ENTITY is: <b><i>PHILIPPINE INTERNATIONAL CONVENTION CENTER</i></b></p> <p>The evaluation procedure is: <b>Quality Cost Based Evaluation/Selection</b></p> <p><i>QCBE/QCBS – Technical and Financial Scores are combined to determine the winner. ABC is stated and Financial Proposal exceeding this amount shall be rejected.</i></p>
1.2	<p>The Funding Source is: <b><i>PICC-APPROVED BUDGET FOR CALENDAR YEAR 2023</i></b></p>
1.3	<p>The Project description is: <b>PROCUREMENT OF THE CONSULTANCY SERVICES OF AN ADVERTISING AGENCY/PUBLIC RELATIONS AGENCY/MEDIA OUTFIT.</b></p>
1.4	<p><i>For description of the phases, please refer to the Terms of Reference (TOR).</i></p>
7	<p>A Pre-Bid Conference shall be held on: <b>November 7, 2023 at 10:00 a.m.</b> Function Room B, 2nd Floor, Secretariat Building PICC Complex, 1307 Pasay City</p> <p><i>For further information, call: The BAC Secretariat, Ground floor, Delegation Building, PICC Complex Tel. No. 7894758</i></p>
8.1	<p>The Procuring Entity's address is: <b>PHILIPPINE INTERNATIONAL CONVENTION CENTER PICC Complex, 1307 Pasay City Tel. No. 7894758; Telefax: 7894761 <u>procurement@picc.gov.ph</u></b></p>
10.1 (c)	<p>The required experiences of professional staff:</p>
11.5	<p>PICC as withholding tax agent, shall deduct and withhold the prescribed creditable value-added tax before making any payments to the Consultant as required by the Bureau of Internal Revenue.</p>
11.7	<p>The Financial Proposal shall not exceed the Approved Budget for the Contract (ABC) of <b>Two Million Forty Thousand Pesos (₱2,040,000.00)</b>. Any bid with a financial component exceeding this amount <b><i>shall be rejected.</i></b></p>

	<p>is part of the bid offer submitted by the participating bidder and approved by PICC.</p> <p>Any additional material required by PICC not included in the initial deliverables listed but which was agreed upon by both parties PICC shall have proprietary rights over all the abovementioned materials.</p>								
38.1(d)	<p>The Consultant's actions requiring the PICC's prior approval are, among others, as follows:</p> <p>Any deviations, changes or proposed improvements on the Terms of Reference or Work Methodology or on any of the printed/ scripted materials previously approved by PICC.</p>								
42.1	<p>Performance Security</p> <p>Within ten (10) calendar days from receipt of the Notice of Award, but in no case later than the signing of the contract by both parties, the successful Bidder shall furnish the performance security in any of the following forms:</p> <table border="1"> <thead> <tr> <th>Form of Performance Security</th> <th>Amount of Performance Security (Equal to Percentage of the Total Contract Price)</th> </tr> </thead> <tbody> <tr> <td>Cash or letter of credit issued by a Universal or Commercial Bank.</td> <td>Five percent (5%)</td> </tr> <tr> <td>Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank</td> <td>Ten percent (10%)</td> </tr> <tr> <td>Surety bond callable upon demand issued by GSIS or a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</td> <td>Thirty percent (30%)</td> </tr> </tbody> </table>	Form of Performance Security	Amount of Performance Security (Equal to Percentage of the Total Contract Price)	Cash or letter of credit issued by a Universal or Commercial Bank.	Five percent (5%)	Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank	Ten percent (10%)	Surety bond callable upon demand issued by GSIS or a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)
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52.1	<p>The total ceiling amount of the Contract in Philippine Pesos is <b>₱2,040,000.00 VAT inclusive.</b></p>								
53.5(a)	<p><b>Remuneration</b></p> <p>Payments shall be made by PICC upon presentation of the corresponding statement of account in quadruplicate by the Consultant. Terms of payment are as follows:</p> <p>a) First partial payment shall be equivalent to <b><i>fifty percent (50%) of the work accomplished as certified by the end-user</i></b> Payment shall be processed upon submission of the following:</p> <ul style="list-style-type: none"> <li>• Letter request for payment from the Consultant</li> <li>• Accomplishment Report</li> </ul>								

	<ul style="list-style-type: none"> <li>• Certification from the end-user</li> </ul> <p>b) Remaining <i>fifty percent (50%) as final payment after the delivery of the remaining goods and services.</i>  Payment shall be processed upon submission of the following:</p> <ul style="list-style-type: none"> <li>• Letter request for payment from the Consultant</li> <li>• Proof of publication, certificate of air-time allotted for PICC, campaign mileage (if any), ad material, proof of on-line advertising, etc.</li> </ul> <p>c) 2% retention fee to be deducted for every payment made</p> <p>Note: Retention fee shall only be released after the completion of the project.</p>
56	<p><b>LIQUIDATED DAMAGES</b></p> <p>If the Consultant fails to deliver any or all of the Services within the period(s) specified in the Contract, the PICC shall, without prejudice to its other remedies under applicable laws, deduct from the contract price, as liquidated damages, a sum equivalent to one-tenth of one percent of the price of the unperformed portion of the Services for each day of delay based on the approved contract schedule up to a maximum deduction of ten percent (10% of the contract price). Once the maximum is reached, PICC may consider the termination of the Contract pursuant to GCC Clause 27.</p>