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Subject: **BID BULLETIN No. 1**

PROJECT: **Procurement of Yearbook and Graduation Picture Package for the 2025 PNU Graduating Class**

Date: **June 9, 2025**

This is to inform all the Potential Bidder/s of the following agreements/changes during the Pre-Bid Conference held on June 5, 2025 at Room 103, Pedro T. Orata Hall.

1. **Submission timeline:**

- For **Student**: Provide free raw soft copies immediately after the pictorial and edited pictures, within 1 week after the raw picture release.
- For **PNU**: Provide free soft copies of raw and edited pictures within 1 week after the pictorial.

2. Each student will receive the pictures and yearbook in a plain tote bag.

3. Copies of the video **documentation** (not coverage) must be provided to the representative of the Events Management Office.

4. A metal seal image will be posted in the bid bulletin.

5. The Seniors' committee will provide email addresses to the service provider, with students' consent, for direct delivery of the yearbook's soft copy.

6. During the bid opening, bidders are required to present sample picture frames and yearbooks (glass-to-glass, hard-bound) that meet PNU's specifications for reference purposes. The samples will be returned after evaluation.

7. Tentative photo shoot schedule: starts July 7, 2025, with a 120-person daily limit.

8. Timeline for the Delivery of Pictures/Yearbook:

- **Photos**: 60 days after completion of the photoshoot.
- **Yearbook**: 60 days after the approval of the final draft of the yearbook.

9. Bids must be duly received by the BAC Secretariat through manual submission at the BAC Secretariat Office Rooms 202/203, Second Floor, Old ITL Building on or before June 17, 2025 at 9:30 A.M. Late bids shall not be accepted.

10. Bid opening shall be on June 17, 2025 (Tuesday); 10:00 A.M. at the Pedro T. Orata Hall (Room 103). Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

This **Supplemental Bid Bulletin No. 1** shall form part of the Bid Documents (should be included/attached in your Bidding Documents). Any provisions in the Bid Documents inconsistent herewith are hereby amended, modified, and superseded accordingly.

For the information and guidance of all concerned.



DR. DENMARK L. YONSON
Chairperson, R-BAC