

TECHNICAL SPECIFICATIONS / TERMS OF REFERENCE

OFFICE : Office of Public and Cultural Diplomacy (OPCD-CDD)
PROJECT : **Cultural Books for Purchase**
October 2023
Department of Foreign Affairs, Pasay, Philippines

I	BACKGROUND The Office of Public and Cultural Diplomacy-Cultural Diplomacy Division intends to purchase educational books related to Philippine culture for distribution to different Foreign Service Posts (FSPs - Embassies and Consulates General) worldwide. This purchase/procurement intends to provide a set of cultural resources to forward the goals of the Department in efficiently conducting public and cultural diplomacy. The purchase of resource materials is also intended to provide FSPs with materials that may be used in educational programs for 2nd generation and 3rd generation Filipinos, as well as for FSPs' cultural activities.	
II	OBJECTIVES The purchase and distribution of these books by Public and Cultural Diplomacy aims to: A. Provide useful tools that support efforts to strengthen the pursuit of public and cultural diplomacy initiatives of the Department; B. Provide the Foreign Service Posts a set of cultural resources that they can utilize to advocate for children's literacy and learning about Filipino culture and tradition.	
III	BUDGET The Approved Budget for the Contract (ABC) is Two Hundred Fifty Thousand Pesos Only (Php 250,000.00) for the procurement and acquiring of books from the	

	publishing house, inclusive of taxes, delivery, installation, and other fees.	
IV	<p>SCOPE OF WORK</p> <p>The Supplier shall provide the following:</p> <ol style="list-style-type: none"> 1. Provide a list of educational books that expound on Filipino culture, stories, and values; 2. Provide the service for procurement of educational books that focus on Philippine culture and values in accordance with the specifications that the DFA will provide; 2. Package and deliver the physical copies of books from the publishing house to the Department of Foreign Affairs. <p>The Supplier shall have the following qualifications:</p> <ol style="list-style-type: none"> 1. Has already published materials on Philippine culture or provided online and print materials for at least five years; and 2. Has gained a reputation for publishing quality books or materials on Philippine culture. 	
V.	<p>Technical Specifications</p> <p>Propose a set of books, at least 10 titles, with 190-200 copies each, focusing on the following aspects: Philippine culture Philippine stories (fables, myths, legends) Philippine values</p> <p>Each set of books should be relevant to 2nd generation and 3rd generation Filipinos living abroad.</p> <p>Half of the set of books should contain resource materials for children, while the other half should be for young adults. The books should be in the English</p>	<p>Statement of Compliance</p>

	language. Story books on the other hand are preferably bilingual (Tagalog and English).	
VI.	<p>Terms of Payment / Delivery</p> <ol style="list-style-type: none"> 1. The Supplier shall deliver the books within the approved number of days from the receipt of the Purchase Order. 2. Deliveries shall be subject to usual inspection procedures by the Office of Financial Management Service - Financial Resource Management Division (OFMS-FRMD). 3. Payments shall be made within thirty (30) working days upon receipt of required documents and audited by the OFMS-FRMD. Payments shall be made through List of Due and Demandable Accounts Payable (LDDAP). <p>All payments shall be inclusive of all applicable taxes and other lawful charges.</p>	
III.	<p>Documentary Requirements</p> <p>The Supplier should submit the following requirements:</p> <ol style="list-style-type: none"> 1. Quotation 2. Contract between Supplier and DFA 3. Copy of 2023 Mayor's Permit 4. Copy of 2022 Income Tax Return (ITR) 5. Copy of Company Profile 6. Copy of Business Registration 7. Copy of PhilGEPs Registration 	

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NOTE:

1. Providers must state compliance to each of the provisions in the Terms of Reference/Technical Specifications. Non-compliance of the interested service providers to above-stated technical specifications will automatically deem their submission **FAILED.**
2. The Statement of Compliance must be signed by an authorized representative of the Provider.
3. Quotations with incomplete documentary requirements will be tagged as **FAILED.**

Conforme:

[Signature/s]

[Name of the Bidder/Bidder's Authorized Representative/s]

[Position]

Date: _____