

TECHNICAL SPECIFICATIONS/ TERMS OF REFERENCE

OPCD'S PROCUREMENT AND PRODUCTION OF 2024 CULTURAL DIPLOMACY DESK CALENDARS

1.	<p>Background:</p> <p>The Office of Public and Cultural Diplomacy - Cultural Diplomacy Division intends to produce and procure 2024 Cultural Diplomacy Desk Calendars for distribution to FSPs, COs, and stakeholders of OPCD to strengthen public and cultural diplomacy initiatives and ties to the Department.</p> <p>The project showcases Philippine culture. It likewise promotes the talent and creativity of Filipino artists through photography.</p>
2.	<p>Objective:</p> <p>The production and procurement of this 2024 Cultural Diplomacy Desk Calendar will strengthen public and cultural diplomacy and ties of the Department, showcase Philippine arts and culture to foreign stakeholders of our FSPs, and strengthen linkages with cultural partners. It also showcases Filipino culture in everyday life.</p>
3.	<p>Budget:</p> <p>Budget allocation amounting to 999,000.00 for the printing of desk calendars charged to the OUMAIER-CDU FY 2023 MOOE - for Printing and Publication Expenses. This includes taxes, delivery, installation, and other fees.</p>
4.	<p>Scope of Work</p> <p>The Contractor shall provide the following:</p> <ol style="list-style-type: none">1. Provide the service for printing and production of the 2024 Cultural Diplomacy Desk Calendar in accordance with the specifications that the DFA will provide.2. Handle the packaging and delivery of the 2024 Cultural Diplomacy Desk Calendars to the DFA.
5.	<p>Technical Specifications</p> <p>Item: Table/Desk Flip/Ring bind Calendar Specifications: 40 pages calendar with base tent Size/Dimension: Base Tent: 6 inches x 8 inches Calendar: 6 inches x 7 inches Stock: Base Tent: Chipboard #50 with special book cover (navy blue) Calendar: Coated board 2-sides 190gms Colors of Print: Base Tent: Silver Screen print Calendar: Full Color front and back</p>

	<p>Print Process: Offset Printing Finishing: Metal loop wire binded on top Inclusive of delivery and packaging of items QTY: 3,500 Pieces ABC: 999,000.00 Inclusive of taxes and other fees</p> <p>Note: A physical sample of the calendar should be sent to the DFA for quality checking.</p>
	<p>Terms of Payment / Delivery</p> <ol style="list-style-type: none">1. All items shall be delivered on or before (20) calendar days upon receipt of Notice to Proceed.2. All deliveries shall be made with one (1) day prior notice to the OAMSS-PSSD from Monday to Friday, 8:00 am to 5:00 pm.3. Deliveries shall be subject to the usual inspection procedures by the OFMS-FRMD4. Payment shall be made by thirty (30) days upon receipt of the invoice with complete requirements through List of Due Demandable Accounts Payable (LDDAP). The list of documentary requirements needed for the payment will be provided by the OFMS-FRMD upon signing of the contract.5. The payment shall be inclusive of all applicable taxes and other lawful charges
	<p>Supplier's Documentary Requirements</p> <p>The supplier should submit the following requirements:</p> <ol style="list-style-type: none">(1) Valid PhilGeps Registration Number(2) Copy of current Mayor's Permit(3) ITR 2022(4) BIR Registration(5) Secretary's Certificate(6) Omnibus Sworn Statement

NOTE:

The Provider must state compliance to each of the provisions in the Terms of Reference/Technical Specifications. The Statement of Compliance must be signed by the authorized representative of the Provider. Quotations should be submitted on or before the set deadline for submission.

Conforme:

[Signature/s]

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

[Position]

[Date]