

TECHNICAL SPECIFICATIONS / TERMS OF REFERENCE

OFFICE : Office of Public and Cultural Diplomacy (OPCD-CDD)
PROJECT : **Printing of OPCD Publication**
November 2023 to February 2024
Department of Foreign Affairs, Pasay, Philippines

I	BACKGROUND The Office of Public and Cultural Diplomacy-Cultural Diplomacy Division intends to print an OPCD Publication entitled <i>“The Frontiers of Foreign Policy: Essays on Philippine Soft Power”</i> for distribution to FSPs, COs, and stakeholders of OPCD. This publication intends to provide an official reference of the Department’s and the country’s efforts in the conduct of public and cultural diplomacy, as well as effectively harnessing the country’s soft power in different spheres.	
II	OBJECTIVES The printing and publication of this book on Public and Cultural Diplomacy aims to: A. provide a useful document that expounds on efforts to strengthen the pursuit of public and cultural diplomacy initiatives of the Department; B. Highlight the best practices in the conduct of public diplomacy and cultural diplomacy efforts in the different areas: diplomacy, multilateral settings, film, performing arts, journalism, etc. C. Correlate between the country’s foreign policy and the conduct of Philippine soft power; D. Provide a platform for experts on public and cultural diplomacy to present their views on how the country’s soft power can be effectively harnessed.	
III	BUDGET	

	<p>The Approved Budget for the Contract (ABC) is One Million Pesos Only (Php 1,000,000.00) for the procurement and publication of a book on Philippine Soft Power, inclusive of taxes, packaging, delivery and other fees.</p>	
<p>IV</p>	<p>SCOPE OF WORK</p> <p>The Contractor shall provide the following:</p> <ol style="list-style-type: none"> 1. Provide the service for final layout, printing and publication of the book on Philippine Soft Power in accordance with the specifications that the DFA will provide; 2. Provide the e-copy of the book on Philippine Soft Power; 3. Package and deliver the physical copies of the Book on Philippine Soft Power; and 3. Process the International Standard Book Number (ISBN). <p>The Contractor shall have the following qualifications:</p> <ol style="list-style-type: none"> 1. Has already published materials on public and cultural diplomacy or cultural materials for at least five years; 2. Has worked on several portfolios: media, television, and social media. 3. Has gained commendation for their work in promoting Philippine culture, including Philippine cuisine, Philippine touristic sites, and cultural diplomacy projects. 	
<p>V.</p>	<p>Technical Specifications</p> <p>Size: Folded: 7"(w) x 10" (h) Spread: 14.5" (w) x 10" (h)</p> <p>Paper Cover: matt 220 / with matt lamination and scoring Inside: book paper 80</p>	<p>Statement of Compliance</p>

	<p>Pages: Maximum of 240 pages inclusive of covers</p> <p>Binding: perfect binding + smythe sewing</p> <p>Process: offset printing</p> <p>Color Full color: front and back covers Add: Spot color logo of DFA</p> <p>Inside pages: black and white with full color pages from each essay</p>	
VI.	<p>Terms of Payment / Delivery</p> <p>1. The Contractor shall deliver the printed books within the approved number of days from the receipt of the Purchase Order.</p> <p>2. Deliveries shall be subject to usual inspection procedures by the Office of Financial Management Service- Financial Resource Management Division (OFMS-FRMD).</p> <p>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> <p>All payments shall be inclusive of all applicable taxes and other lawful charges.</p>	

III.	<p>Documentary Requirements</p> <p>The Contractor should submit the following requirements:</p> <ol style="list-style-type: none"> 1. Quotation 2. Contract between Supplier and DFA 3. Copy of Valid PhilGEPS Registration 4. Copy of 2023 Mayor's Permit 5. Copy of 2022 Income Tax Return (ITR) 6. Copy of Company Profile 7. Copy of Business 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: _____