

## TECHNICAL SPECIFICATIONS / TERMS OF REFERENCE

**OFFICE** : Office of Public and Cultural Diplomacy (OPCD-CDD)  
**PROJECT** : **DFA Branding Project - Printing of Gift Bags**  
 Department of Foreign Affairs, Pasay, Philippines


<b>I</b>	<p><b><u>BACKGROUND</u></b></p> <p>The Department of Foreign Affairs-Office of Public and Cultural Diplomacy-Cultural Diplomacy Division intends to procure and print gift bags for the Department’s official use and for representational purposes of the Department for distribution to Foreign Service Posts, Consular Offices, and the Home Office.</p> <p>The standardized gift bag could also promote the DFA’s branding, which is an effective tool in communicating the Department’s functions and services.</p>	
<b>II</b>	<p><b><u>OBJECTIVES</u></b></p> <ul style="list-style-type: none"> <li>● To provide standardized gift bags that can be utilized by Foreign Service Posts, Consular Offices and the Home Office for various events, activities, initiatives and functions; and</li> <li>● To acquire a visual and functional tool that can project the DFA and the Philippines’ image/branding both in the Philippines and abroad.</li> </ul>	
<b>III</b>	<p><b><u>BUDGET</u></b></p> <p>The Approved Budget for the Contract (ABC) is Three Hundred Thousand Pesos Only (Php 300,000.00) for the procurement and printing of gift bags, inclusive of taxes, packaging, delivery and other applicable fees.</p>	
<b>IV</b>	<p><b><u>SCOPE OF WORK</u></b></p> <p>The Contractor shall provide the following:</p> <ol style="list-style-type: none"> <li>1. Proof/rendering and a sample of bags together with the price quotation. Sample provided should not necessarily be the exact bag (design) to be printed but must present the same kind of materials stated in the technical specifications. The quality of the print and materials of the bag sample should be acceptable to and subject to the approval of the end-user..</li> <li>2. Produce and print the gift bags in accordance with the</li> </ol>	


specifications and printing guidelines that the DFA will provide.

3. Package and deliver the gift bags to the DFA.

The DFA shall provide the following:

1. Gift bag design including logos, photos and other graphics to be used.

<b>V.</b>	<b><u>TECHNICAL SPECIFICATIONS</u></b>		<b>Statement of Compliance</b>
	<b>Unit</b>	<b>Item / Description</b>	<b>Quantity</b>
Piece	<p><b>Gift Bag (Standard Size)</b>            Process: Offset            Stock: Foldkote 15 x 2 pcs pasted together            Size Flat: 21.5 x 17.5 in            Size Folded: 15 x 12 x 5.5 in            Color: Full color x 0            Handle: 10 mm cord            Handle Color: Yellow (532)*            Finishing: Matte Lam 1S, Diecutting, Pasting            Notes:</p> <ul style="list-style-type: none"> <li>● With 18 x 1" blue grosgrain x 2pcs</li> <li>● Three (3) Designs x 1000 pcs each</li> </ul> <p><b><u>Supplier must be able to provide sample test print of the gift bag</u></b></p>	3,000 pcs.	
<p><b>Colors</b></p> <div style="display: flex; align-items: center; gap: 20px;">  <div style="text-align: center;"> <p>C 4 M 18 Y 84 K 0</p> <p><b>*YELLOW (532)</b></p> </div> </div>			

	 <p> C 100  M 88  Y 34  K 20      <b>NAVY BLUE</b> </p> <p> C 12  M 100  Y 87  K 3      <b>RED</b> </p> <p> C 0  M 0  Y 0  K 0      <b>PURE WHITE</b> </p>	
VI.	<p><b><u>TERMS OF PAYMENT/DELIVERY</u></b></p> <ol style="list-style-type: none"> <li>1. All items shall be delivered within thirty (30) calendar days upon receipt of the Purchase Order.</li> <li>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.</li> <li>3. Deliveries shall be subject to usual inspection procedures by the Office of Financial Management Service- Financial Resource Management Division (OFMS-FRMD).</li> <li>4. 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).</li> <li>5. All payments shall be inclusive of all applicable taxes and other lawful charges.</li> </ol>	

III.	<p><b><u>DOCUMENTARY REQUIREMENTS</u></b></p> <p>The Contractor should submit the following requirements:</p> <ol style="list-style-type: none"> <li>1. Quotation / Cost Estimate</li> <li>2. Copy of Valid PhilGEPS Registration</li> <li>3. Copy of Current Mayor's Permit</li> <li>4. Copy of Current Income Tax Return (ITR)</li> <li>5. Copy of Business Registration</li> </ol>	
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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:** \_\_\_\_\_