

TECHNICAL SPECIFICATIONS/ TERMS OF REFERENCE
OPD'S PROCUREMENT AND PRODUCTION OF 2025 DFA
DESK CALENDARS

1.	<p>Background:</p> <p>The Office of Public Diplomacy (OPD) intends to produce and procure 2025 DFA Desk Calendars for distribution to FSPs, COs, and stakeholders of OPD, as part of the Department's public diplomacy initiatives..</p> <p>The project showcases Philippine Art with particular focus on selected paintings that are part of the art collection of several Foreign Service Posts.</p>
2.	<p>Objective:</p> <p>The production and procurement of the 2025 Cultural Diplomacy Desk Calendar has been part and parcel of the Department's public and cultural diplomacy program since 2023. The project is in line with DFA branding initiatives as well as a concrete manifestation of the Department's significant role and contribution in the preservation of the Philippines' cultural heritage.</p>
3.	<p>Budget:</p> <p>Budget allocation amounting to PHP 575,000.00 for the printing of desk calendars chargeable against OPD's FY2024 MOOE under Representation Expenses - DFA 2025 Calendar. This allocation includes taxes, delivery, 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 2025 Cultural Diplomacy Desk Calendar in accordance with the technical specifications and requirements that the DFA will provide. 2. Handle the packaging and delivery of the finished 2025 Cultural Diplomacy Desk Calendars to the DFA.
5.	<p>Technical Specifications and Requirements</p> <p>Item: Table/Desk Flip/Ring bind Calendar Specifications: 30-page (15 sheets) calendar with base tent Cover: Process: Offset Stock: White high-bulk paper with tactile surface. Matte with ink-lift feature for</p>

excellent print result. 240 gsm
Size Flat: 6 x 9 in
Color: Full color x Full color
No. of Sheet/s: 2 sheets

Inside (12 months)

Process: Offset
Stock: White high-bulk paper with tactile surface. Matte with ink-lift feature for excellent print result. 240 gsm
Size Flat: 6 x 9 in
Color: Full color x One color
Finishing: Perforation
Binding: White wire twin-loop binding that allow sheets to flip a full 360. Semi-secure binding method that can only be un-bound if cut off.
No. of Sheet/s: 12 sheets

Back Cover/Sheet

Process: Offset
Stock: White high-bulk paper with tactile surface. Matte with ink-lift feature for excellent print result. 240 gsm
Size Flat: 6 x 9 in
Color: Full color x Full color
No. of Sheet/s: 1 sheets

Standee with Full Lining

Process: Others
Stock: Royal blue embossed paper made of woodfree, high-strength FSC-certified pulp; solid light-fast colours and surface-coated with anti-fingermark treatment. High abrasion resistance, with excellent tear and folding strength. 125 mounted CB 50
Size Flat: 7.5 x 24.5 in
Size Folded: 6 x 9.5 x 4 in
Color: No Printing
Finishing: Pasting

QTY: 2,800 pieces

ABC: P 575,000.00 inclusive of taxes and other fees

Inclusive of delivery and packaging of items

Important:

1. Within ten (10) days after sending a quotation, the bidding entity is required to provide a sample of a finished calendar using a similar type of paper for the cover and inside pages (i.e. with perforation and post-card quality, 240 gsm or higher) as well as the print process applied as specified in this TOR. This sample will be used to gauge the quality of the final product to be supplied and therefore will be used as one of the criteria in evaluating, i.e., if the bidder is responsive/compliant to the technical specifications set by the end user. Failure to provide a sample (not necessarily the exact calendar to be printed) within the set time frame will automatically disqualify a prospective supplier.

	<p>2. Bidder should be ISO certified.</p>
	<p>Terms of Payment / Delivery</p> <p>1. All items shall be delivered on or before (30) calendar days upon receipt of Notice to Proceed. Failure to deliver within the set time frame will result in a penalty to be deducted from the payment amount. The penalty is equivalent to one-tenth (1/10th) of one (1) per cent for every day of delay.</p> <p>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.</p> <p>3. Deliveries shall be subject to the usual inspection procedures by the OFMS-FRMD</p> <p>4. Payment shall be by send-bill arrangement and made after 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.</p> <p>5. The payment shall be inclusive of all applicable taxes and other lawful charges</p>
	<p>Supplier's Documentary Requirements</p> <p>The supplier should submit the following requirements:</p> <p>(1) Valid PhilGeps Registration (2) Copy of current Mayor's Permit (3) ITR 2023 (4) BIR Registration (5) ISO Certification (6) Company Profile (7) Sample Calendar (to be submitted within 10 days after the price quotation) (8) Duly-Notarized Omnibus Sworn Statement. If signatory of this document is not the owner/head/president of the business entity, the bidder should submit:</p> <p style="padding-left: 20px;">a) Notarized copy of Secretary's Certificate for corporations or b) Notarized Special Power of Attorney for single proprietorships/partnerships</p>

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]