

TERMS OF REFERENCE

OFFICE : Office of Cultural Diplomacy
PROJECT : Habi Books

I	BACKGROUND The Department of Foreign Affairs - Office of Cultural Diplomacy intends to procure cultural books that the Department, specifically the Foreign Service Posts (FSPs) can use as a technical guide to conduct projects that introduce weaving as one of the Philippines' cultural heritage. These books contain a comprehensive manual that includes drawings and detailed descriptions of weaving procedures.	
II	OBJECTIVES This project aims the following: <ol style="list-style-type: none">1. Promote the unique traditional weaving styles and techniques used by Filipinos.2. Provide FSPs instructional materials/comprehensive manual on Philippine weaving so as to preserve the tradition.3. Raise awareness of the history and status of traditional weaving in the Philippines and its importance to our cultural heritage.	
III	BUDGET The Approved Budget for the Contract (ABC) is Four Hundred Thousand Pesos (PHP 400,000.00) chargeable to OUMAIER-CDU's FY 2024 MOOE for Semi-Expendables Fixtures, Furniture, and Books .	
IV	SCOPE OF WORK The Contractor shall provide the following: <ol style="list-style-type: none">1. Provide 120 copies of each book title.2. Ensure that books are not damaged or have incomplete pages, and replace any defective items free of charge within one (1) month upon acceptance.3. Guarantee the delivery to the Department of Foreign Affairs - Office of Cultural Diplomacy on or before its due date and ensure its proper condition.4. Books to be delivered shall be packed in paper bags, in 120 sets, with each set containing three (3) various titles.	

<p>V.</p>	<p>TECHNICAL SPECIFICATIONS</p> <p>1. 120 book copies each of the following titles:</p> <ul style="list-style-type: none"> ● <i>Piña Futures: Weaving Memories and Innovations</i> by Randy M. Madrid, PhD ● <i>Weaving Ways. Filipino Styles and Techniques</i> by Norma Absing Respicio and Gay Eiko Yoskikawa-Zialcita ● <i>Habi: A Journey Through Philippine Handwoven Textiles</i> 	<p>Statement of Compliance</p>
<p>VI.</p>	<p>DELIVERY</p> <ol style="list-style-type: none"> 1. All items shall be delivered within thirty (30) calendar days upon receipt of the Notice to Proceed. 2. All deliveries shall be made with 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-FRMD 4. Any delay to the delivery shall be subject to a penalty stipulated in the Government Procurement Reform Act. <p>TERMS OF PAYMENT</p> <ol style="list-style-type: none"> 5. The mode of payment shall be made through LDDAP-ADA within 30 days upon submission of the Second Party of the sales invoice and complete supporting documents and audited by the OFMS-FRMD. 6. The payment shall be inclusive of all applicable taxes and other lawful charges. 7. Deliveries shall be subject to usual inspection procedures by the Office of Financial Management Service- Financial Resource Management Division (OFMS-FRMD). <p>DELAY</p> <ol style="list-style-type: none"> 8. Delay of the delivery 	

VII.	Documentary Requirements The Contractor should submit the following requirements: <ol style="list-style-type: none">1. Service Quotation2. Copy of Valid PhilGEPS Registration3. Copy of BIR Registration4. Copy of 2023 Income Tax Return (ITR)5. Copy of Personal Profile	
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Conforme:

[Signature/s]

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

[Position]

Date: _____