

TECHNICAL SPECIFICATIONS / TERMS OF REFERENCE

OFFICE OF PUBLIC DIPLOMACY'S PROCUREMENT OF PRINTING SERVICES FOR 'THE HISTORY OF THE DEPARTMENT OF FOREIGN AFFAIRS (1992-2024)' BOOK

1.	<p>Background:</p> <p>The Office of Public Diplomacy (OPD) intends to publish 'The History of the Department of Foreign Affairs (1992-2024),' a book for distribution to Foreign Service Posts (FSPs), Consular Offices (COs), and stakeholders of OPD, as part of the Department's public diplomacy initiatives.</p> <p>The project is a follow-up to the first edition, which covers the history of the Department from 1898-1991. It contains information on the achievements and milestones, not only of the Department, but also of Philippine Foreign Policy in general.</p>
2.	<p>Objective:</p> <p>'The History of the Department of Foreign Affairs (1992-2024)' aims to document and analyze the Department's evolution, and will include archival recordings and reflections on the Department's milestones.</p> <p>It is aimed at:</p> <ul style="list-style-type: none">● Promoting transparency,● Serving as an educational resource,● Encouraging public engagement, and● Inspiring future Foreign Service Officers/personnel <p>Overall, the publication aims to create a foundational text that captures the complexities and dynamics of DFA during a critical period of its existence.</p>
3.	<p>Budget:</p> <p>The budget allocation for the printing of 'The History of the Department of Foreign Affairs (1992-2024)' amounts to PHP 310,000.00, chargeable against OPD's FY2024 MOOE under Printing and Publication Expenses-Book on the DFA History. 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 the printing of 'The History of the Department of Foreign Affairs (1992-2024)' book in accordance with the technical specifications and requirements that the DFA will provide.2. Handle the packaging and delivery to OPD of the finished 'The History of the Department of Foreign Affairs (1992-2024)' book.

	<p>Confidentiality</p> <p>All information, materials, and content provided for this project will be treated as confidential and will not be shared or used for any purpose beyond the scope of this project.</p>
5.	<p>Technical Specifications</p> <p>Item: Book</p> <p>Specifications:</p> <p>Size: Spread: (16.52 x 8.66 inches) + 7.09” Flap <u>Front and Back</u> Folded: 8.26 x 8.66 inches</p> <p>Stocks Cover: C2S 220 Inside: Matt 120</p> <p>Colors Cover: Full x Full Inside: Full x Full</p> <p>No. of Pages 100 pages + cover</p> <p>Others With Smythe Sewing With Perfect Binding With Matt & Spot UV Lamination 1 side on the cover File Supplied (1 set of Digital Proof only)</p> <p>Process: Offset Printing</p> <p>QTY: 1,000 pieces ABC: P 310,000.00 inclusive of taxes and other fees</p> <p>Post-Press/Packaging:</p> <ol style="list-style-type: none"> 1. Printing company must conduct thorough quality assurance of the final printed copies before delivery 2. Printing of one (1) mock-up before submission of final draft before printing 3. Inclusive of delivery and packaging of items (pre-packed in 20 pieces per packaging)
6.	<p>Other Requirements</p>
	<p>Important:</p> <ol style="list-style-type: none"> 1. Within ten (10) days after sending a quotation, the bidding entity is required to provide a sample of a finished book using a similar type of paper for the cover

	<p>and inside pages 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 to/compliant with the technical specifications set by the end user. Failure to provide a sample (not necessarily the exact book to be printed) within the set time frame will automatically disqualify a prospective supplier.</p> <ol style="list-style-type: none"> 2. Supplier must be or has been ISO certified and recognized/won awards in the printing industry 3. Supplier must have worked previously with reputable private and government agencies/printed government/GOCCs on publications
<p>7.</p>	<p>Terms of Payment / Delivery</p> <ol style="list-style-type: none"> 1. Printed copies of the book shall be delivered within or before (30) calendar days after approval of final proofs. 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. 2. All deliveries shall be made with one (1) day prior notice to the Office of Asset Management and Support Services-PSSD from Monday to Friday, 8:00 am to 5:00 pm. 3. Deliveries shall be subject to the usual inspection procedures by the Office of Financial Management Services-FRMD 4. Payment shall be by send-bill arrangement and made after thirty (30) days upon receipt of the invoice with complete requirements through the 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>8.</p>	<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 (2) Copy of current Mayor's Permit (3) ITR 2023 (4) BIR Registration (5) ISO Certification (6) Company Profile (7) Sample Publication (to be submitted within 10 days after the submission of 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: <ol style="list-style-type: none"> a) Notarized copy of Secretary's Certificate for corporations or b) Notarized Special Power of Attorney for single proprietorships/partnerships

NOTE:

The Provider must state compliance with 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]