

**OFFICE OF ASSETS MANAGEMENT AND SUPPORT SERVICES**

**TERMS OF REFERENCE**

NAME OF PROJECT	DESCRIPTION	AMOUNT	STATEMENT OF COMPLIANCE
Printing and Binding of Coffee Table Book on Artworks	Quantity: 300 copies		
	Size: Cover – 27 cm. x 27 cm. Pages – 26 cm. x 26 cm.		
	Stock: Cover - Chipboard #20 covered with C2S#120 (Matte laminated); cover title, spine title, spine logo, and back logo is embossed  Pages – GSM 120; Matte#120  Color: Full colors - both sides print (inside pages) Full colors, 1 side printing (cover & jacket)		
	No. of pages: 300 pages (content); 8 pages (cover)		
	Process: Computer to Plate (CTP) printing with matte lamination, folding, scoring, smyth sewing and perfect binding (hardbound)		
	Others: With hardbox (Pasteboard 20) Cover title is embossed		
	Printing of one (1) mock-up before submission of final draft before printing		
	Delivery: Twenty (20) days after approval of final proofs		
	Mode of Payment: Send Bill		

Conforme:

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Contact number

\_\_\_\_\_  
Email address

Business Permit No. \_\_\_\_\_

Tax Identification No. \_\_\_\_\_