

**TECHNICAL SPECIFICATIONS/TERMS OF REFERENCE**  
**Procurement of UNSC Campaign Materials**

I.	<b>Background:</b> DFA-UNIO shall be procuring Campaign Materials for the Philippines' bid for the United Nations Security Council for the term 2027-2028.		
II.	<b>Scope of Work:</b> DFA-UNIO will procure production and printing services for the promotion of PH's UNSC 2027-2028 bid during bilateral meetings, side events, conferences, demarches, amongst others.		
III.	<b>Technical Specifications</b>	<b>Statement of Compliance</b>	
	1	<p><b>Production of the UNSC Campaign Material:</b></p> <p><b><u>Customized UNSC Cellphone, Gadget Holders and Magnets</u></b></p> <p><b>Cellphone Stand - 1120 pcs</b></p> <ul style="list-style-type: none"> <li>- Size: 4.75 x 2.25</li> <li>- UV printed directly on clear acrylic 9mm</li> <li>- Full color with light cyan, light magenta and white inks</li> <li>- Laser cut</li> <li>- Original illustration based on UNSC theme/style</li> <li>- Box: Paper: Foldcote 12, Full color print, UNSC logo, with diecut</li> <li>- Delivery: <u>150 pcs delivered by 25 April 2025.</u> <u>970 pcs delivered no later than 16 May 2025.</u></li> </ul> <p><b>Gadget Stand - 180 pcs</b></p> <ul style="list-style-type: none"> <li>- Size: 5 x 6.5in</li> <li>- UV printed directly on clear acrylic 4.5mm</li> <li>- Full color with light cyan, light magenta and white inks</li> <li>- Laser cut</li> <li>- Original illustration based on UNSC theme/style</li> <li>- Box: Paper: Foldcote 12, Full color print, UNSC logo, with diecut</li> <li>- Delivery: <u>all to be delivered by 16 May 2025.</u></li> </ul> <p><b>Magnets - 1700 pcs</b></p> <ul style="list-style-type: none"> <li>- Size: 2.3 x 3.5in</li> <li>- UV print directly on Opaque Acrylic 4.5mm</li> <li>- CMYK print with light cyan and light magenta on both sides</li> <li>- Print of artworks identified by UNIO on the face of the magnet</li> </ul>	

		<ul style="list-style-type: none"> <li>- With magnet</li> <li>- UNSC logo and artwork details, etc. on the magnet side</li> <li>- Packaging: customized packaging based on UNSC theme/style</li> <li>- Delivery: <u>all to be delivered by 16 May 2025.</u></li> </ul> <p><u>Prototype of the items are to be approved by UNIO first before full production.</u></p> <p><b>PHP 800,000.00</b></p>	
	<b>2</b>	The provider must be a PHILGEPS member and provide documentary requirements in compliance of BAC (Sec 53.9) 2016 IRR 1984; Latest Business/Mayor's Permit; Copy of PHILGEPS Certificate of Membership	
	<b>3</b>	All rates shall be inclusive of government taxes, service charge (design fee) and mobilization fees	
<b>IV.</b>	<b>Confidentiality Clause</b>		
	The provider shall agree to not disclose any information to any third party without prior permission of the subscriber		
<b>V.</b>	<b>Terms of Payment</b>		
	<ul style="list-style-type: none"> <li>- Payment: Send Bill Arrangement. Payments shall be made through List of Due and Demandable Accounts Payable (LDDAP).</li> <li>- Payment will be affected by strict compliance with the government prescribed accounting and auditing requirements.</li> <li>- All payments shall be inclusive of all applicable taxes and other lawful charges.</li> <li>- UNIO reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.</li> </ul>		
<b>VI.</b>	<b>APPROVED BUDGET FOR THE CONTRACT (ABC)</b>		<b>PHP 800,000.00</b>

Date: 11 April 2025



**RIGOBERTO D. BANTA JR.**

**Acting Director, Division 3**

Office of the United Nations and International Organizations