

**OFFICE OF POLICY PLANNING AND COORDINATION  
DEPARTMENT OF FOREIGN AFFAIRS**

**TERMS OF REFERENCE  
Procurement of Printing Services for the  
2024 DFA Accomplishment Report**

Approved Budget for the Contract: **PHP 52,000.00 inclusive of taxes, delivery and all fees**

Mode of Procurement: **Sec. 53.9 (Small Value Procurement)**

I.	<p><b>BACKGROUND</b></p> <p>The Office of Policy Planning and Coordination (OPPC) of the Department of Foreign Affairs (DFA) intends to have the 2024 DFA Accomplishment Report printed for distribution to the Office of the President, various DFA Offices, and other stakeholders.</p> <p>DFA-OPPC intends to procure the services of a reputable printing service provider to print the 2024 DFA Accomplishment Report in accordance with Section 53.9 Negotiated Procurement - Small Value Procurement of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.</p> <p>For this purpose, DFA-OPPC invites proposals and price quotations from interested and qualified printing service providers, subject to the terms and conditions and technical specifications provided for under the Terms of Reference (TOR) of this procurement project, for the printing and delivery to DFA of the 2024 DFA Accomplishment Report.</p> <p>Interested printing service providers may submit their best price quotes/proposal via email <a href="mailto:oppc@dfa.gov.ph">oppc@dfa.gov.ph</a> addressed to:</p> <p>ROBESPIERRE L. BOLIVAR Assistant Secretary Office of Policy Planning and Coordination Department of Foreign Affairs 11/F, DoubleDragon Tower, Meridian Avenue, EDSA Extension, Pasay City,</p> <p>A Request for Quotation (RFQ) may also be posted on the Philippine Government Electronic Procurement System (PhilGEPS) website, pursuant to existing government procurement regulations.</p>
II.	<p><b>SCOPE</b></p> <p>The procurement of printing services covers the following:</p>

	<ol style="list-style-type: none"> <li>1. The service provider/contractors' sending of a proposal/price quotes and documentary requirements in accordance with government procurement guidelines;</li> <li>2. Coordination between the winning service provider/contractor and DFA-OPPC with regard to the project technical specifications in preparation for the actual printing of the Report;</li> <li>3. The service provider/contractor's submission of a sample final product and the approval of the final product by DFA-OPPC;</li> <li>4. The printing and binding of the complete set of Report; and</li> <li>5. The delivery of the Report to DFA-OPPC.</li> </ol>
III.	<p><b>QUALIFICATIONS OF THE CONTRACTOR</b></p> <p>The contractor should possess the following qualifications:</p> <ol style="list-style-type: none"> <li>1. Duly Registered with PhilGEPS;</li> <li>2. Holder of Valid Business/Mayor's Permit; and</li> <li>3. Located within Metro Manila.</li> </ol>
IV.	<p><b>TERMS AND CONDITIONS</b></p> <ol style="list-style-type: none"> <li>1. Proposal/Price Quote should provide correct and accurate information requested. It should also include the bidder's Company/Business Name, Business Address, <b>copies of Business/Mayor's Permit, PhilGEPS Registration</b>, Name and Mobile/Telephone Number and Email Address of the Authorized Representative.</li> <li>1. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the company owner or his/her duly authorized representative.</li> <li>2. Price quotations shall be denominated in Philippine Pesos and shall include all taxes, duties, and/or other levies payable.</li> <li>3. Quotations exceeding the Approved Budget for the Contract shall be rejected.</li> <li>4. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the DFA shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.</li> <li>5. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.</li> <li>6. The item/s shall be delivered according to the accepted offer of the bidder.</li> <li>7. Item/s delivered shall be inspected on the scheduled date and time of the DFA. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specification (if applicable).</li> <li>8. Payment shall be made after delivery and upon the submission of the complete, required supporting documents that includes the original billing statement/ invoice and original provisional receipt (copy attached), subject to government accounting, budgeting, procurement and auditing rules and regulations. The corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.</li> <li>9. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value</li> </ol>

	<p>of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DFA may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it (if applicable).</p> <p>10. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.</p> <p>11. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.</p>
V.	<p><b>TECHNICAL SPECIFICATIONS</b></p> <p><i>1. Printing Specifications for the 2024 DFA Accomplishment Report:</i></p> <ul style="list-style-type: none"> <li>a. Quantity: Fifty (50) copies</li> <li>b. Number of Pages: 118 pages (from cover to cover)</li> <li>c. Paper size: 7.87" x 10.24" (20cm x 26cm)</li> <li>d. Stock: Front and back covers - C2S 180 lbs.; Inside - C2S 80 lbs.</li> <li>e. Color: 4x4 (full color)</li> <li>f. Binding: Perfect Binding</li> <li>g. Lamination: Matte lamination on cover-1S</li> </ul> <p><i>2. Printing and Delivery Schedule:</i></p> <ul style="list-style-type: none"> <li>h. <u>Printing schedule</u>: The printing and binding of all fifty (50) copies of the 2024 DFA Accomplishment Report should be completed within seven (7) working days from the date of approval by DFA-OPPC of the sample of the final product</li> <li>i. A sample of the final product should be delivered to the Department of Foreign Affairs, DoubleDragon Tower, Meridian Avenue, EDSA Extension, Pasay City, <u>for approval</u>, before the printing of the remaining forty-nine (49) copies of the Report</li> <li>j. <u>Schedule of delivery</u>: Within ten (10) working days from the date of the approval by DFA-OPPC of the sample of the final product, all fifty (50) copies the 2024 DFA Accomplishment Report should be delivered to the Department of Foreign Affairs, DoubleDragon Tower, Meridian Avenue, EDSA Extension, Pasay City</li> </ul> <p><i>3. Modifications:</i></p> <p>No alterations/changes on the substance, design, and layout of the Report shall be made without the approval of DFA-OPPC.</p>

VI.	<b>EVALUATION AND SELECTION CRITERIA</b>  Award of contract shall be made to the lowest quotation, based on compliance with the technical specifications, as well as in accordance with relevant provisions of the IRR of RA 9184.
VII.	<b>PAYMENT SCHEME</b>  Payment shall be made through Send Bill Arrangement, within thirty (30) working days upon the submission of the official sales invoice and complete supporting documents.  The Contractor shall indicate its official bank account details in the official invoice. All payments shall be inclusive of all applicable taxes and other lawful charges.  Failure to comply with the Terms of Conditions of the Contract may result in the payment of corresponding penalties/liquidated damages based on the Contract Price.

By affixing my signature below, I confirm my Understanding and Compliance to the above Terms and Conditions, and Technical Specifications:

\_\_\_\_\_  
Printed Name and Signature

Date: \_\_\_\_\_

Company: \_\_\_\_\_