TECHNICAL SPECIFICATIONS/TERMS OF REFERENCE

Procurement of Printed Collaterals for the UNSC Campaign

I.	**Background:** DFA-UNIO shall be procuring printed collaterals for the Philippines' bid for the United Nations Security Council for the term 2027-2028.
II.	**Scope of Work**: DFA-UNIO will procure printed collaterals for the promotion of PH's UNSC 2027-2028 bid during bilateral meetings, side events, conferences, demarches, among others.

III.	Technical Specifications		Statement of Compliance
	1	**Printing of the following UNSC Campaign Materials:** 1. **Branding** ● Must retain the UNSC logo and color scheme (please see attached logo) ● Supplier and DFA must come up with agreed design; to be discussed through meeting/s 2. **Notebook** (Quantity: 300 for each size) **Size:** A5 (5.8 x 8.3 inches) and A6 (3.5 x 5.5 inches) **Cover:** Hard cover and smooth texture Engraved text for the A5 notebook: Partner, Pathfinder, and Peacemaker Has elastic closure **Color:** Full color **Inside:** 80 leaves/160 pages Creambook specialized paper 80 gsm; ruled lines on page are light/gray Has bookmark ribbon ● Supplier to submit soft-copy preview/sample before proofing ● Submit two proofs before mass production 3. **Pen** (Quantity: 300) High quality metallic pen rotating ballpoint **Ink Type and Color:** Quick-drying/Smudge-resistant (important for left-handers) Black ink **Tip Size / Line Width**	

Fine (0.5 mm)
Branding/Customization
Partner, pathfinder, peacekeeper must be printed on the clip or barrel of the pen
- ● Submit two samples before mass production
4. **Lanyards** (Quantity: 150)
Lanyard Design
Lanyard with snap-on tag holder
Retractable badge reel
Breakaway release
Size
3/4" x 32" / 2cm x 82cm
Branding/Customization
UNSC Branding must be seen
- Submit a sample before mass production
5. **Pull-up Banners** (Quantity: 10)
Size:
2.5 x 6 feet
Color:
Full color
Print:
1 side print (UNSC logo and additional info must be included. DFA to provide final text to be printed)
Material
Material must be durable and resistant to wear and tear
Material should have material anti-curl or anti-static properties
W/ roll-up aluminum bannister and carrying case
Process
Large Format Printing
Binding
Loose
- ● Submit a sample before mass production
6. **Flyers** (Quantity: 1,000)
Size:
1-fold flyer, A4 spread size
Content: DFA to provide content, including pictures
Color:
Full color both sides
Print:
Two-side print; matte
Material:

		C2S 100# coated **Process:** Computer-To-Plate, Offset Printing **Binding:** Loose **Lamination:** None Others: Digital File supplied, w/ 1 set of proofs only before mass production 7. **Brochures** (Quantity: 1,000) **Size:** 8 x 8 inches (folded), 16 x 8 inches (spread) **Pages:** 20 pages, including cover **Content:** DFA to provide content, including pictures **Color:** Full color / Full color **Print:** Two-side print; matte **Material:** Cover – C2S 120# Inside – C2S 120# **Process:** Computer-To-Plate, Offset Printing **Binding:** Saddle Stitching Others: Digital File supplied - Submit 1 set of proofs only before mass production	
	2	The provider must be able to submit the above-mentioned materials 3-4 weeks after submission of final proofs/samples or as agreed with DFA	
	3	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	
	4	All rates shall be inclusive of government taxes, service charge and mobilization fees	
IV.	**Confidentiality Clause**		
	The provider shall agree to not disclose any information to any third party without prior permission of the subscriber		

V.	Terms of Payment	
	Payment: Send Bill Arrangement. Payments shall be made through List of Due and Demandable Accounts Payable (LDDAP) Payment will be affected by strict compliance with the government prescribed accounting and auditing requirements	
VI.	**APPROVED BUDGET FOR THE CONTRACT (ABC)**	**PHP 1,000,000.000**

Date: 11 July 2025

Annex I: PH UN Security Council Bid Logo