

TERMS OF REFERENCE

Procurement :	Printing and Binding of the Energy Sector Accomplishment Report 2019-2020 with Digital Format saved in USB OTG Flash Drive
Particulars :	200 pieces printed copy 200 pieces USB OTG Flash Drive (with adapter for Type C and Iphone/Ipad) containing saved files of ESAR (pdf) and digital file
ABC :	PhP 950,000.00

I. Background

The Energy Policy and Planning Bureau, through its Planning Division annually submits the Energy Sector Accomplishment Report (ESAR). The report outlines and highlights the development and accomplishments of goals established and achieved in the energy sector as well as the challenges encountered in the implementation of the various energy plans and programs.

The latest report with the title "**Energizing Pathways to Resiliency and Inclusive Growth: The Energy Sector Accomplishment Report 2019-2020**" will likewise cover the energy sector's response and initiatives on the challenges brought about by the natural calamities faced by the country and the COVID-19 pandemic.

SCOPE OF WORK

A. Graphic Conception, Layout and Design of the ESAR 2019-2020 (with text, original stock photos, infographic tables and graphs, infographics)

- At least 3 Layout Design Studies for Cover
- At least 3 Layout Design Studies for Inside (templates)
- Layout design (Specialized for concept/layout design)
- Design prepared for offset printing specs (AP CS2/ AI CS2/ INDESIGN CS)
- Layout design for the approved concept (1-2)

B. Printing of ESAR 2019-2020

A.1 Offset printing of books

- Progressive proofing – digital printout (3-4 Revisions)
- Pages – cover to cover
- With free concept studies (Specialized concept for book designing)
- 3 Concept studies for cover and inside (Templates)

A.2 Off-set printing specifications:

- No. of Pages : 125 pages including cover
- Size : A4 size
- Stock : Cover – C2S 220 lbs; Inside – C2S 100 lbs
- Color : Cover – 4/4 colors; Inside – 4/4 colors
- Binding : Perfect binding
- Other : With 3D UV spot matte lamination on cover

C. ESAR 2019-2020 Digital Format*

The service provider shall undertake the following:

- Transform the ESAR 2019-2020 contents into digital format (7-10 minutes FHD) saved in USB OTG Flash Drive**
- *Pre-production*: Conceptualize, in consultation with Planning Division the digital format through submission of pre-production visuals (storyboard)
- *Production Shoot*: Location shoot within Metro Manila and provincial area, and on-cam interviews of stakeholders
- *Post-production*: Full HD editing and animation, professional voice over, digital non-linear editing on sound forge software, adobe audition or equivalent, musical scoring using original soundtrack production, original musical scoring, studio recording, soundtrack mix, sound effects, audio mixing and lay-in, color grading, post production editing/effects, 2D graphics
- Use own production staff, professional camera, drone, video, audio, and other support equipment
 - Production staff: *Script Writer, Director/DOP, Cameramen, Lighting Crew, Editor, Editor, Talents (optional), Graphic Lay-out Artist, Production Manager, Production Assistant, Computer Graphics Editor/Animator*
 - Video Equipment: *Three (3) Professional Cameras with complete standard and zoom lens, Drone; Camera accessories (Zoom and Prime EF Lenses 35mm F1.4, 85mm F1.8), filter and time-lapse controller; Action Camera*
 - Audio Equipment: *Audio System – Wireless lapel, Boom Microphone with 10 ft. pole, Zoom h1 digital audio recorder*
 - Camera Support: *Portable Jib, Glide Cam Pro, Camera Glide Track, Camera Dolly with three tracks, LED monitor, Tripod*
 - Professional Lights and Other Accessories: *LED Lights, Arri Fresnel and Red Head*
 - Full HD Capable Editing: *HD – Professional Editing Software and Equipment, Animation Software and Equipment*

*Note: Digital production can be sub-contracted

**USB OTG Flash Drive

- 200 pieces USB OTG flash drive with digital and e-file copy of the ESAR 2019-2020;
- Interface: Hi-speed USB 3.0 OTG;
- Capacity: 32 GB
- Plug-and-play function into any USB port;
- Operating System: Windows Vista/XP/2000/ME/98/95/7 AND Mac OS 9.2 0r above, Linux 2.4X;
- PC, Notebook/Laptop with USB interface and mobile phone with OTG compatibility;
- With adapter for Type C and Iphone/Ipad; and
- With customized packaging (carton box).

II. Approved Budget for the Contract

The approved budget for the contract is Nine Hundred Fifty Thousand Pesos (**Php950,000.00**) inclusive of all applicable government taxes and service charge, professional fees, and other incidental and administrative costs.

III. Qualifications/Eligibility

The Service Provider shall comply the following:

- a. Certification that the company is established in the Philippines and operating for at least three (3) years.
- b. Registered with the Philippine Government Electronic Procurement System;
- c. Must have produced at least three (3) printing and digital production projects;
- d. Provide satisfactory certificate from at least two (2) previous clients.

IV. Responsibilities

The Service Provider shall:

- a. Ensure timely delivery of outputs;
- b. Conceptualize, propose, photoshoot and produce the ESAR 2019-2020 hard copies, transform into digital format, and save the files in USB OTG Flash Drive;
- c. Closely coordinate with EPPB-PD during the production stage (printing and digital production);
- d. Use own visual materials and audio equipments during the digital production including voice-over talent and copyrighted images, video footages, effects and music;

The DOE-EPPB shall:

- a. Be responsible in the overall management and direction of the printing and digital transformation of the ESAR 2019-2020;
- b. Review draft prints and digital copy and make recommendation/s;
- c. Determine final acceptability of the deliverables and shall be the approving authority.

V. Ownership

All materials developed with this project shall be owned by DOE with exclusive rights on future use.


VI. Timeline and Duration

Delivery of Printed and Digital Material: Forty-five (45) days upon receipt of final and duly approved design and concept. Please see attached Table of Timeline for reference.


VII. Terms

- Prices quoted shall be firm and irrevocable and not subject to any change whatsoever, even due to increase in cost of components and fluctuations in foreign change rates and excise duties.
- Payment will be released upon the issuance of certificate of acceptance by the end user.

Recommended by:


Michael O. Sinocruz
Chief, PD

Approved by:


Jesus T. Tamang
Director, EPPB

Timeline and Duration of Deliverables

Stages of Work	Deliverables	Responsible Office	Wk	Wk	Wk	Wk	Wk	Wk	Wk	Wk	
			1	2	3	4	5	6	7	8	
Pre-Production	Briefing/meeting on ESAR 2019-2020 printing and digital production	End-user Service Provider									
	Conceptualization, lay-out design studies for cover and inside templates for the printing and digital production	Service provider									
	<ul style="list-style-type: none"> • Printing: <ol style="list-style-type: none"> 1. Submission of drafts (1st, 2nd and final drafts) for comments of EPPB/PD 2. Presentation of mock-up print of final draft of the ESAR 3. Final review and approval by DOE to proceed with printing process 	Service provider									
	<ul style="list-style-type: none"> • USB OTG: Submission of sample piece of flash drive with packaging 	Service provider									
	<ul style="list-style-type: none"> • Digital Format: Submission of draft scripts and storyboard for comments- Digital Format (1st, 2nd and final presentation) 	Service provider									
Production	a) Printing of hard copies	Service provider									
	b) Digital production (shooting)										
Post-Production	Digital Format: Full HD editing and animation; professional voice over talent, presentation of rough/final digital format to EPPB for initial/final review and approval	Service provider									
	Delivery of ESAR 2019-2020 printed copies, USB OTG, and digital format to EPPB-PD	Service provider									

Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20___ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]