

TERMS OF REFERENCE

ARTICLE : CONCEPT AND PRINTING OF POLICY STUDIES AND ANALYSIS AND OTHER PUBLICATIONS

ABC : PhP955,000.00

A. Scope of Work

1. Concept, design and lay-out specialized for offset printing of (with text, pictures, tables, graphs and maps)

At least 3 layout design studies for each offset printing

Layout design (specialized for concept/layout design)

Design prepared for offset printing specs (at least AP CS2/ AI CS2/ Indesign CS to latest versions)

Layout design for the approved concept (1-3 revisions)

Progressive proofing – digital printout (4-6 revisions)

Pages – cover to cover

With free concept studies (specialized concept for book designing)

3 concept studies for each offset printing (templates)

2. Offset printing of one book with following specifications:

a. Policy Studies and Analyses

Quantity: 200

No of pages: 80-100 pages (including annexes; excluding front and back covers)

Colors: Full colors + special colors; 2 sides printing (cover page and inside page including annexes; emboss (cover front and back covers)

Spread size: 11 x 8.5 inches

Folded size: 5.5 x 8.5 inches

Cover: C2S#200 with embossed glossy printing and matte with matte lamination with spot UV coating

Inside: Matt coated C2S#150

With concept, design and lay-out

Quantity: 200 pcs. USB/Flash Drive OTG 32 GB

USB 2.0 port compatible

Plug and play

With light indicator

b. Policy Studies and Analysis Retractable Roll-Up Banner

Quantity: 10 pieces various design

Quick to assemble and easy to use

Better Durability and Lightweight High-End Roll-up/Pull-up Banner

Base Materials: Sturdy aluminum frame for longer life span

Dimension: Adjustable Size up to 33x78 Inches
Quality : Lightweight & Durable
Weight: Estimated 800 grams (0.8 kgs)
Includes carry bag
With concept, design and lay-out

c. Policy Studies and Analysis Poster / Calendars

Quantity: 2,500 pcs
Size: Width: 18 inches, Length: 24 inches
Cover and back: C2S 120
Inside Pages: C2S 100
Pages: 14 pages
Binding: James Burn Wire "O" 18 inches long with 8-inch hanger
Color: Full color
With concept, design and lay-out

Quantity: 2,500 pcs
Size: 8" x 8" [8" + 8.25" + 4" (Stand)]
Cover and Stand: 14pt. Gloss AG.
Inside Pages: CS2 # 120 lbs with pasteboard #30
Pages: 14 pages
Front page (cover) printed full color
Front Cover: Matte lamination with spot UV coating with computer-to-plate process
Binding: Wire-O Bound, Hardbound
Stande: Imitlin Blue Paper Hardbound to pasteboard #30
Color: Full color
With concept, design and lay-out

d. Packaging / Tote Bag

Quantity: 200 pcs
Material: Polyfine with zipper and handle/strap (26")
Size: 20 x 15 x 4 inches

3. Bidder must provide:

- a. Submit at least three (3) samples of previously printed and bounded materials to verify the quality of the service;
- b. Submit sample concept/layout for cover and inside pages for Policy Studies
(https://www.doe.gov.ph/sites/default/files/pdf/energy_statistics/2017_philippine_energy_situationer.pdf);
- c. Submit certification of very satisfactory rating from previously awarded similar contract;
- d. Have a dedicated artist for the project to facilitate immediate coordination and proper understanding between client and printer/publisher on conceptualization and creative input during the layout design.


4. Proofing

- a. Initial submission of proofing for review and correction – within 20 days after receipt and concurrence of work order
- b. Progressive proofing should be done within two (2) days for minor correction and three (3) days for major correction

Terms and conditions:

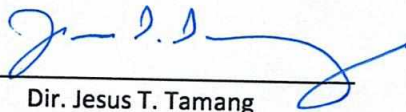
- Total bid price is inclusive of cost of duties and taxes
- The prices quoted shall be firm and irrevocable and should not be subject to any price fluctuation due to increase in cost of raw materials, foreign exchange rates, tax and duties
- Supplier should warrant that all components shall be new and of first quality according to specifications and shall be free from defects. The defects, if any, during the guarantee period is to be rectified free of charge by arranging free replacement whenever necessary
- Bid price must cover all costs such as freight, brokerage, duties, taxes, etc., attendance to the delivery of the Publications
- Delivery Terms: should be done within 30 days upon approval of final blueprint
- Payment terms: Net 30 working days upon final acceptance of end-user and submission to DOE of the original invoice
- Total bid price is inclusive of cost of duties and taxes

Recommended and Endorsed by:



Danilo V. Vivar
Chief, PFRD

Approved by:



Dir. Jesus T. Tamang
Director, EPPB

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]