



TERMS OF REFERENCE

I. TITLE:

PRINTING AND PRODUCTION OF NATIONAL NETWORK OF FARM-TO-MARKET ROADS DEVELOPMENT PLAN 2023-2028

II. IMPLEMENTING UNIT:

Bureau of Agricultural and Fisheries Engineering – Office of the Director

III. APPROVED BUDGET FOR THE CONTRACT (ABC):

The Approved Budget for the Contract is Two Hundred Thousand Pesos (Php 200,000.00) inclusive of all taxes.

IV. REPORTING RESPONSIBILITIES:

The Bureau of Agricultural and Fisheries Engineering (BAFE) of the Department of Agriculture shall acquire the services of a firm that will carry out the pre-production activities, printing and production of the National Network of Farm-To-Market Roads Development Plan 2023-2028.

V. SCOPE OF WORKS AND SERVICES

1. Submission of initial blueprints
2. Color Separation
3. Proofing
4. Production run
5. Binding (see specifications per item)

VI. EXPERIENCE/QUALIFICATIONS/REQUIREMENTS

1. The winning bidder must have at least two (2) years of experience in the field of publishing
2. The winning bidder must submit at least one (1) sample finished product (sample print) of previous engagement with a certificate of job satisfaction from previous government clients for the last two years (2021-2022).



Republic of the Philippines
 Department of Agriculture
BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING (BAFE)
 Sugar Center, Annex II Building Extension, North Avenue, Diliman, Quezon City
 Tel Nos. (02) 8351-8120s 8294-9741
 E-mail: bafe@da.gov.ph

VII. QUANTITY, TOTAL COST AND SPECIFICATIONS

National Network of Farm-To-Market Roads Development Plan 2023-2028				
SPECIFICATIONS	QTY.	UNIT	UNIT COST (Php)	TOTAL COST (Php)
<p>Paper Size and Orientation: Portrait (A4) 11.69 inches (H) x 8.27 inches (W) - when folded 11.69 inches (H) x 16.54 inches (W) - when spread</p> <p>Color: *Cover page (front and back): Full color, hard, and glossy with UV lamination, and Embossed Letters *Inside pages: *Colored (Matte)</p> <p>Paper stock/Material: Cover (front and back) -C2S 220 gsm; Inside Pages - Matte Paper, at least 100 gsm</p> <p>No. of pages: Cover page (Front and Back): 1 Inside pages: 70</p> <p>Binding: *Perfect binding *With Printed Spines</p> <p>Other requirements: *Inside Pages: Back-to-back printed copies *Inclusive of all applicable taxes and/or charges such as but not limited to layout service fee, delivery fee, cost of printing sample blueprints</p>	1,000	piece	200.00	200,000.00



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VIII. DELIVERY DATE

Within sixty (60) calendar days upon receipt of the approved final soft copy of the National Network of Farm-To-Market Roads Development Plan 2023-2028,

IX. OTHER TERMS AND CONDITIONS:

1. All electronic copies of the documents will be provided by BAFE-OD to the supplier;
2. The supplier shall submit the sample blueprint to BAFE-OD within five (5) calendar days upon receipt of the electronic copies of documents.
3. The end-user will provide comments/suggestions to the supplier within five (5) calendar days upon receipt of sample blueprint.
4. The supplier will be given five (5) calendar days to revise and finalize the initial blueprint based on the comments/suggestions provided by the end-user;
5. A maximum of two (2) revisions is allowed.
6. The supplier shall provide the end-user at least five (5) sample printed copies incorporating the comments/suggestions for further review and approval prior to mass production. All approved sample blueprints will be forwarded to the supplier after the approval of the end-user;
7. Freight-on-Board (FOB) Destination. The supplier shall shoulder the delivery expense to the Drop-off point; and
8. Drop-off point is at the BAFE Office, SRA Sugar Center, North Avenue, Diliman, Quezon City.

X. PAYMENT TERMS

1. One-time payment shall be made thirty (30) days after delivery and acceptance of the item (s) and upon the submission of the required supporting documents, i.e, delivery receipt and/or billing statement, by the supplier.
2. Inclusive of government tax.

Prepared by:

MARSHALL LOUIE ASIS

Permanent Procurement Coordinator