



TERMS OF REFERENCE

I. TITLE:

PRINTING AND PRODUCTION OF DA-BAFE 2022 ANNUAL REPORT

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 DA-BAFE Annual Report for 2022.

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

Item Description	Quantity	Unit	Unit Cost	Total Cost	Specifications
DA-BAFE 2022 Annual Report	500	pcs	400	200,000.00	<p>Size: 22 inches (W) x 9 inches (H) - spread 11 inches (W) x 9 inches (H) - folded</p> <p>Color: Cover - Full Color, Hard and Glossy, with UV lamination Inside Pages - Full Color, Glossy</p> <p>Process: Offset Printing</p> <p>Paper Stock/Material: Cover (front and back) – C2S 220gsm Inside Pages - C2S 120 gsm</p> <p>No. of Pages: Cover page (front and back) - 1 Inside pages - 80</p> <p>Binding: *Perfect Binding *with printed spines</p>

VIII. DELIVERY DATE

Within Sixty (60) calendar days upon receipt of the approved final soft copy of the DA-BAFE Annual Report 2022.

IX. OTHER TERMS AND CONDITIONS:

1. All electronic copies and the design and layout of DA-BAFE Annual Report for 2022 will be provided by BAFE to the supplier.
2. All technical content, images and layouts used in the Annual Report must not be reproduced or altered without written consent and approval by BAFE and shall remain the intellectual property of BAFE.
3. The supplier shall submit a sample blueprint to BAFE within five (5) calendar days upon receipt of the electronic copies of the documents.
4. The end-user will provide the comments/suggestions to the supplier within five (5) calendar days upon receipt of sample blueprint
5. 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.



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6. A maximum of two (2) revisions is allowed.
7. The supplier shall provide the end-user with 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 one day after the approval of the end-user;
8. Freight-on-Board (FOB) Destination. The supplier shall shoulder the delivery expense to the Drop-off point; and
9. Drop-off point is at the Bureau of Agricultural and Fisheries Engineering office building, 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:

MR. MARSHALL LOUIE M. ASIS

Permanent Procurement Coordinator, OD