



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

TERMS OF REFERENCE

I. TITLE:

PRINTING AND PRODUCTION OF DA-BAFE 2023 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 One Hundred Sixty-Three Thousand Seven Hundred Fifty Pesos (Php 163,750.00) 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 2023.

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, excluding DA, from previous government clients for the last two years (2021-2022).



VII. QUANTITY, TOTAL COST AND SPECIFICATIONS

Item Description	Quantity	Unit	Unit Cost	Total Cost	Specifications
DA-BAFE 2023 Annual Report	500	pcs	327.50	163,750.00	<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 - 70</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 2023.

IX. OTHER TERMS AND CONDITIONS:

1. All electronic copies and the design and layout of DA-BAFE Annual Report for 2023 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 five mock copies to BAFE within five (5) calendar days upon receipt of the electronic copies of the documents.



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4. BAFE will conduct review and proofreading of the five submitted sample blueprints. The supplier will be given five (5) calendar days to revise and finalize.
5. The supplier shall provide the end-user with one (1) sample printed copy incorporating the comments/suggestions for further review and approval prior to mass production.
6. The approved sample blueprints will be forwarded to the supplier one day after the approval of the BAFE Director;
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 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. RALPH ANGELO T. ONGKA

Information Officer I/ Permanent Procurement Coordinator