

TERMS OF REFERENCE

PRINTING OF THE PHILIPPINE TOURISM HUMAN CAPITAL DEVELOPMENT PLAN 2021 – 2025

1. PROJECT TITLE: PRINTING SERVICES FOR THE PHILIPPINE TOURISM HUMAN CAPITAL DEVELOPMENT PLAN 2021–2025

2. BACKGROUND

RA 9593 mandates the Office of Industry Manpower Development (OIMD) to implement a 5-year tourism human capital development plan to detail strategic actions needed to upgrade the capacity of human capital and to meet the projected needs of the sector in the succeeding years.

This Philippine Tourism Human Capital Development Plan 2021-2025 is the continuation of the Philippine Tourism Human Resource Development Strategy and Action Plan (2015 -2020). It builds upon past achievements of the plan as well as forges new strategies and action items, keeping in mind that as human capital, there is a trigger to constantly ensure that the workforce is always a valuable asset throughout its work life cycle.

3. OBJECTIVES

The DOT-OIMD seeks the service of a printing company capable of providing necessary services for the production and printing of the **Philippine Tourism Human Capital Development Plan 2021-2025** to serve as guideline in the implementation of the strategic plans and actions for the development of human capital in the tourism industry.

4. TARGET AUDIENCES

The materials shall be used primarily for distribution to Convergence Partners, (DepEd, CHED, TESDA, TIBFI and DOT), National Government Agencies, Academe and tourism industry stakeholders.

5. ELIGIBILITY REQUIREMENTS

- 5.1. Must be registered with the Philippine Government Electronic Procurement Systems (PhilGEPS).
- 5.2. Must be a reputable company with printing capabilities and/or printing company specializing in tourism communications with at least 5 years' experience in the business.
- 5.3. Must have experience in lay-outing and printing of a government agency report for at least 3 years.
- 5.4. Must be able to provide 3 to 5 samples of quality brochures/manuals/annual report produced/printed within the last three (3) years (for presentation purposes only).

6. SCOPE OF WORK AND DELIVERABLES

The printing company shall print the 700 copies of PTHCD PLAN 2021-2025 in close coordination with the DOT-OIMD, including but not limited to the following tasks:

- 6.1. Revise the selected layout in consultation with DOT-OIMD
- 6.2. Submit Press Proof and obtain a final sign-off from DOT-OIMD before submitting electronic files for printing/mass production.
- 6.3. Submit a digital copy of the PTHCD PLAN 2021-2025 to the DOT-OIMD to be stored in three (3) USB devices and should be in print-ready format compatible for commercial printing.

7. DESCRIPTION AND SPECIFICATIONS

PTHCD PLAN 2021-2025 MANUAL

QUANTITY	:	700 copies
SIZE	:	A4 (Folded) (Tall) A3 (Spread)
COLORS	:	Cover – Full Color Inside - Full Color
PAPERSTOCK	:	Cover: C2S 220 lbs. Inside: C2S 100 lbs
NO. OF PAGES	:	144 Pages including Cover
BINDING	:	Perfect Binding
LAMINATION	:	Cover - Matte with Spot UV lamination, 1 side
PROCESS	:	Offset printing; file supplied
OTHERS	:	1. Submission of press proof 2. Digital copies saved in three (3) flash drives

8. APPROVED BUDGET:

The allotted budget is **PHP 235,900.00** inclusive of all applicable Government taxes and charges. The said amount shall be charged to the OIMD 2021-WFP Continuing Appropriation.

9. SCHEDULE OF DELIVERY

The engagement must be completed within a period of twenty-five (25) working days from receipt of approved and funded Purchase Order.

10. TERMS AND CONDITIONS

- 10.1. All materials produced during the period of engagement shall be amenable to edits at no cost to the DOT for a maximum of five (5) revisions for each material.

- 10.2. All concepts and materials formulated and designed in conjunction with this project shall be owned by DOT with full and exclusive rights on future use thereof, both in the Philippines and internationally. The bidder must observe strict confidentiality of the information and data in the said materials.

11. PAYMENT PROCEDURE

Payment shall be processed in accordance with the government accounting rules and regulations.

12. CONTACT PERSONS

Name: Ms. Elenita M. Pareja / Mr. Francis T. Franco

Contact Number: 459-5200 local 218

Email: empareja.oimd@gmail.com / kasepdanmanis@gmail.com

Prepared by:

ELENITA M. PAREJA

Project Officer

Manpower Planning and Monitoring Division

Approved by:

ARLENE A. ALIPIO

OIC-Director

Office of Industry Manpower Development