



TERMS OF REFERENCE

I. **PROJECT TITLE: ORGANIZATION AND PRINTING OF DEPARTMENT OF TOURISM NEWSLETTER**

II. **PERIOD TO BE COVERED: JANUARY – DECEMBER 2023 (12 issues)**

III. **PROJECT BACKGROUND**

On the DOT (OTD) is the official newsletter publication of the employees of the Department as well as its attached agencies that was first published in October 2017.

It consist of articles, photos and infographics on project success reports, officials and employees profiles, new company policies and procedures, announcements, achievements and recognitions, contributions and other useful information for the employees.

IV. **SCOPE AND DELIVERABLES**

QUANTITY	:	300 copies per issue
SIZE	:	8-1/4 inches x 11-3/4 inches (A4 paper size)
MAXIMUM NO. OF PAGES	:	24 pages (self-cover)
STOCK	:	Book paper 60
COLOR	:	Full color
PROCESS	:	Offset
BINDING	:	Saddle stitch
DELIVERY DATE	:	10 calendar days after the approval of sample copy or earlier

NOTE: Winning bidder to provide actual sample copy (size, color and paper) to be proofread and approved by the end-user.

DOT to provide soft copy of articles and hi-resolution photos with each page laid-out already to the winning bidder

The payment for the printing of each issue can be processed after the on-time delivery as required/agreed upon.

Processing of payment for each issue will be facilitated as soon as complete newsletter delivery and documentation are received per issue *per month until December 2023.*

V. APPROVED BUDGET OF THE CONTRACT

Total printing package cost shall be **Php 523,188.00** (inclusive of all applicable taxes and other charges), chargeable against **A.2.a OPAA 2023 Funds**

VI. PAYMENT PROCEDURE

Amenable to government procedures and send-bill arrangement.

VII. CONTACT PERSONS

OFFICE OF PUBLIC AFFAIRS AND ADVOCACY (OPAA)

Department of Tourism Bldg., 351 Sen. Gil Puyat Avenue, Makati City
Telephone Numbers: 459-5200 to 30 local 306

1. PACMD Chief Edwin S. Martin – esmartin@tourism.gov.ph
2. Mr. Ramon T. Rebulado - rebramon@yahoo.com
3. Kyla Marisse B. Valdez - kbvaldez@tourism.gov.ph

****NOTE: Awarding of monthly printing job for the D.O.T. newsletter shall be determined based on the proposal with the most advantageous financial package cost provided that the amount of the bid does not exceed the above-mentioned total project budget.*

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APPROVED BY:



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