



**DEPARTMENT OF TOURISM**  
Planning Service

## **TERMS OF REFERENCE**

### **I. PROJECT TITLE**

**PRINTING OF THE 2023 DEPARTMENT OF TOURISM'S ANNUAL REPORT**

### **II. BACKGROUND**

Pursuant to its mandate, the Department of Tourism (DOT), together with its regional offices and attached agencies, developed its Programs, Activities, and Projects (PAPs) to promote responsible and sustainable tourism industry as a major contributor to the economy.

To give a clear picture of how the DOT has fared in attaining its targets for CY 2023, it is essential that an Accomplishment Report is prepared to provide an overview and highlights of its achievements for the year.

The Accomplishment Report will serve as the Department's report card to be shared to the Office of the President, Congress, and especially to tourism stakeholders in order to show transparency of its programs and to hold the agency accountable to its mandate as reflected in R.A. 9593 or the Tourism Act of 2009.

### **III. OBJECTIVES**

Within the above premise, the DOT seeks the service of an Agency or Firm capable of providing necessary services for the development and production of DOT's **2023 Annual Report** to boost its information and advocacy campaign.



#### **IV. TARGET AUDIENCES**

The materials shall be used primarily as presentation materials for multi-level and multi-sectoral stakeholders:

- a) Government (Office of the President, the Congress, and other Government Agencies); and
- b) Private Sector (all DOT-accredited tourism establishments and potential members, etc.).

#### **V. ELIGIBILITY REQUIREMENTS**

- a) Must be registered with the Philippine Government Electronic Procurement Systems (PhilGEPS).
- b) Must be a reputable agency/firm with printing capabilities and/or printing company specializing in tourism communications with at least 5 years' experience in the business.
- c) Must have experience in layout and printing of an Annual Report of a government agency for the past 5 years.
- d) Must be able to provide 3 to 5 samples of quality brochures/manual/annual report produced/printed within the last three (3) years (for presentation purposes only).

#### **VI. SCOPE OF WORK AND DELIVERABLES**

The printing company shall print the two hundred (200) copies of the 2023 Department of Tourism Annual Report in close coordination with the DOT Planning Service, including but not limited to the following tasks:

1. Revise the selected layout as discussed with DOT.
2. Submit Press Proof and obtain a final sign-off from DOT before submitting electronic files for printing/mass production.
3. Submit a digital copy of the Accomplishment Report to the DOT to be stored in five (5) USB devices and should be in print-ready format compatible for commercial printing and E-book Enabled Copy.

4. Printing Specifications are as follows:

QUANTITY	:	200 copies
SIZE	:	(A4) 8.27" x 11.69" (Folded) (Tall) 16.54" x 11.69" (Spread)
COLORS	:	Full Color 4 x 4
PAPERSTOCK	:	Cover: C2S 180 lbs. + matte lamination (1 side) Inside: Matte 100 lb
NO. OF PAGES	:	65 to 70 pages including cover
BINDING	:	Soft Binding
LAMINATION	:	3D Matte with UV spot lamination and embossed gloss / Raised Spot for the title and logo
PROCESS	:	Offset printing; file supplied
OTHERS	:	(a) Submission of press proof; (b) Digital copies saved in five (5) flash drives

**VII. APPROVED BUDGET FOR THE CONTRACT (ABC)**

The allotted budget is **PhP250,000.00** inclusive of all applicable Government taxes and charges. The said amount shall be charged to the OTDPRIM FY 2024 funds.

**VIII. SCHEDULE OF DELIVERY**

The printing of the DOT Annual Report 2023 must be completed within a period of thirty (30) working days from receipt of the Notice of Award.

**IX. TERMS AND CONDITIONS**

- a) All materials produced during the period of engagement shall be amenable to edits at no cost to the DOT for a maximum of three (3) revisions for the material.
- b) 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.

**X. PAYMENT PROCEDURE**

The procurement of the service provider shall be through Small Value Procurement pursuant to Republic Act (R.A.) No. 9184, or the Government Procurement Reform Act (GPRA), and its Revised Implementing Rules and Regulations (IRR).

Payment shall be made upon complete delivery of the 2023 DOT Annual Report.

**XI. CONTACT PERSONS**

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