

DEPARTMENT OF TOURISM
Office of Tourism Development Planning, Research, and Information Management

TECHNICAL SPECIFICATIONS

I. Project Name

Printing of the Philippine Hotel Industry Strategic Action Plan (PHISAP) 2023-2028 Reports

II. Eligibility

1. Proponent must be willing to provide a portfolio of sample works.
2. Must have experience in producing manuals in printing form and e-book design. Works related to tourism and/or statistics is desirable.
3. Must submit a list of ongoing contracts to indicate current workload
4. Proponent must be willing to provide services on a send bill arrangement as per standard government procedure.

III. Requirements/Description

The project requires the procurement of services of a publishing house that will perform the following activities and produce the following deliverables:

Deliverables

1. Submission of a press-proof copy in PDF and Adobe InDesign formats
2. Production of 200 sets composed of PHISAP Portfolio Folder, PHISAP Full Report, and PHISAP Executive Summary
3. E-book-enabled copy of PHISAP Full Report and Executive Summary
4. Compilation of related materials in a USB storage

Specifications of Printed Copy

A. Portfolio-Style Folder

Quantity	:	200 pieces
Size	:	9.5" x 12.5" (Folded) 19.0" x 0.5" x 12.5" (Spread)
Color	:	Full color
Paper Stock	:	C2S 220 lbs.
Others	:	With matte lamination for the cover With scoring, folding, and die-cutting With metal eyelets and elastic straps

B. PHISAP Full Report

Quantity	:	200 pieces
Size	:	A4 size 8.27" x 11.69" (Folded) 16.54" x 11.69" (Spread)
Color	:	Full color
No. of Pages	:	90 pages
Paper Stock	:	C2S 180 lbs. (Cover); C2S 1000 lbs. (Inside Pages)
Binding	:	PUR Binding
Others	:	With matte lamination

C. PHISAP Executive Summary

Quantity	:	200 pieces
Size	:	A4 size 8.27" x 11.69" (Folded) 16.54" x 11.69" (Spread)

Color : Full color
 No. of Pages : 12 pages
 Paper Stock : C2S 180 lbs. (Cover); C2S 1000 lbs. (Inside Pages)
 Binding : Perfect Binding
 Others : With matte lamination

IV. Target Schedule of Activities


Below is the target schedule of activities and proposed to completely deliver the items **on or before 20 December 2024:**

PERIOD	SCHEDULE	ACTIVITY
Week 1-2	December 2-13, 2024	<ul style="list-style-type: none"> • Submission of the approved final versions and layout design of the PHISAP reports
Week 3	December 16-20, 2024	<ul style="list-style-type: none"> • Submission of press-proof copy in formats (2) formats: PDF and Adobe InDesign • Enabling of e-book design • Review and approval of the layout and e-book samples • Print Production of 200 copies • Delivery of printed copies and compiled materials in a USB storage

V. Approved Estimated Budget

The project has an approved estimated budget amounting to **Two Hundred Ten Thousand Three Hundred Pesos (PhP 210,300.00)** chargeable against the OTDPRIM GAA Funds for FY 2024, subject to the usual accounting and auditing rules and regulations.

VI. Project Officer


 Ryan R. Carlos
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