

TERMS OF REFERENCE

I. PROJECT AND LOCATION

PROJECT : TO PROVIDE PRINTING SERVICES FOR THE FOLLOWING:

- a. 150 pcs Coconut Food Product Catalogue with design and layout submitted
- b. 150 pcs Philippine Coconut Food Products with design and layout submitted
- c. 400 pcs booklet of PNS-Code of GAP For Coconut
- d. 400 pcs booklet of PNS-Coconut Peat
- e. 400 pcs booklet of PNS-Coco coir
- f. 200 pcs Business Card

LOCATION : PCA R&D Bldg. Diliman, Quezon City

II. SCOPE OF WORK

Provide printing services with the following specifications:

1. 150 pcs of Coconut Non- Food Product Catalogue (**₱25,500.00**)

- 40 pages including cover/ 20 leaves
- Size: 8.5” X 11” folded; 11” x 17” spread
- Stock Cover Material: C2S 220lbs
- Stock Inside Material: Matte 120lbs
- Color Cover: Full Color, 2 sides
- Color Inside: Full Color (Bleed)
- Binding: Saddle Stitch (Perfect Binding)
- With Matte Lamination (Spot UV)
- **Quantity: 150 PCS COPIES**

2. 150 pcs of Coconut Food Product Catalogue (**₱18,750.00**)

- 40 pages including cover/ 20 leaves
- Size: 5.8” x 8.3” folded; 8.3” x 11.17” spread
- Stock Cover Material: C2S 160lbs
- Stock Inside Material: Matte 100lbs
- Color Cover: Full Color, 2 sides
- Color Inside: Full Color (Bleed)
- Binding: Saddle Stitch (Perfect Binding)
- **Quantity: 150 PCS COPIES**

3. 400 pcs each kind Booklet of **PNS-Code of GAP for Coconut**, booklet of **PNS-Coconut Peat**, and booklet of **PNS-Coco coir** (**₱96,000.00**)

i. 400 pcs of PNS-Code of GAP for Coconut

- Cover:
Front and back: full color
Cover Material: C2S 160 lbs
- Color: Full
- Inside pages:
Color: Black and white
Material: C2S 80 gsm
No of pages: 40 pages
- Size: 9" x 6"
- Binding: Saddle-stitched
- **Quantity: 400 PCS COPIES**

ii. 400 pcs of PNS-Coconut Peat

- Cover:
Front and back: full color
Cover Material: C2S 160 lbs
- Color: Full
- Inside pages:
Color: Black and white
Material: C2S 80 gsm
No of pages: 20 pages
- Size: 9" x 6"
- Binding: Saddle-stitched
- **Quantity: 400 PCS COPIES**

iii. 400 pcs of PNS-Coconut coir

- Cover:
Front and back: full color
Cover Material: C2S 160 lbs
- Color: Full
- Inside pages:
Color: Black and white
Material: C2S 80 gsm
No of pages: 20 pages
- Size: 9" x 6"
- Binding: Saddle-stitched
- **Quantity: 400 PCS COPIES**
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4. Business Card with layout and design (₱1,000.00)

- Front and backL Full Color
- Material: Matte laminated
- Size: 3.5" x 2.0"

TOTAL ABC: (₱141,250.00)

III. Delivery Schedule

- a. Upon receipt of the Purchase Order (P.O), the winning supplier shall submit sample print within **seven (7) working days** for proofreading and approval.
- b. The supplier shall deliver the complete items per P.O within **ten (10) working days** from approval of the final sample.

IV. Deadline for Submission of Proposal

Deadline for submission of proposal in a sealed envelope is on or before **December 9, 2022 09:00am** at Procurement Unit, 5th Floor PCA R&D Building, Diliman, Quezon City.

III. OTHER TERMS AND CONDITION

2. The prospective bidder shall submit the following eligibility documents as prescribed below:

- a. SEC or DTI Registration certificate
- b. Mayor's Permit
- c. PhilGEPS Registration
- d. Prescribed Omnibus Sworn Statement

Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from December 6 to December 9, 2022 9:00am

- a. Manual/physical submission in a sealed envelope at the General Services Division's Office 5th floor, PCA R&D Building, Diliman Quezon City
- b. Via online or electronic submission at pcagc@yahoo.com

Delivery/Payment terms: The delivery period from approval of final sample is 10 working days. Payment is 15 days upon acceptance.

The quoted price shall be valid 30 days upon receipt of Purchase Order.

CONFORME:

Authorized Bidders Representative
(Printed Name and signature)