



BAGONG PILIPINAS

**PHILIPPINE
PORTS
AUTHORITY**



REQUEST FOR QUOTATION

(Small Value Procurement)

BAC-PGCS-155-2023

Name of Project : **PROCUREMENT OF SERVICE PROVIDER
FOR THE DESIGN, LAYOUT, MANUSCRIPT
PREPARATION, COPYEDITING AND
PROOF READING, AND PRINTING OF THE
PPA COFFEE TABLE BOOK AND
SUPPLEMENT**

Approved Budget for the Contract : **P 999,892.33**

Deadline for Submission : **October 24, 2023**

Please quote your best quotation in line with the attached specifications. Suppliers are required to submit their valid and current Mayor's/Business Permit and PhilGeps Registration Number, Income/Business Tax Return and Omnibus Sworn Statement with attached Secretary's Certificate or Special Power of Attorney .

Quotations shall be submitted in person to the Manager, Administrative Services Department, PPA Corporate Bldg., Bonifacio Drive, South Harbor, Port Area, Manila. Quotations/documents sent to any other department/s or email address will not be considered.

For further information, please refer to:

The BAC Secretariat, Philippine Ports Authority
5th Floor, PPA Bldg., Bonifacio Drive
South Harbor, Port Area, Manila
Telephone/Fax No. 527-4735
954-88-00 loc. 539
PPA Website: www.ppa.com.ph

Very Truly Yours,

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for: **MARK JON S. PALOMAR**
Chairperson, Bids and Awards Committee
Procurement of Goods and Consultancy Services

TERMS OF REFERENCE

FOR THE PROCUREMENT OF SERVICE PROVIDER FOR THE DESIGN, LAYOUT, MANUSCRIPT PREPARATION, COPYEDITING AND PROOF READING, AND PRINTING OF THE PPA COFFEE TABLE BOOK AND SUPPLEMENT

I. BACKGROUND

In time with the 50th milestone anniversary of the Philippine Ports Authority (PPA) come July 2024, the agency is set to produce a coffee table book containing various photos and articles that capture the highlights of accomplishments it attained through the years. This shall contain significant events which contribute to its current standing as among the top GOCCs with highest dividend remittance turned over to the national coffers.

The publication shall also include the brief history of the PPA incorporating the significant events and undertakings it has successfully conducted together with major policy issuances it implemented toward a more improved port services it offers to the public. This shall serve as a print-out gallery of the big stories evolving within the past five (5) decades since the establishment of the PPA.

Meanwhile, a supplement publication containing stories of people behind the PPA will also be produced to depict an in-depth narration of individuals who thrived and brought huge impact to the agency's overall operations and success.

II. OBJECTIVES

The PPA coffee table book and supplement aim to achieve the following objectives:

- a. To provide information to port stakeholder and the general public on PPA's milestone accomplishments and strategic initiatives throughout the years;
- b. To serve as a printed compilation of PPA's history while promoting the services and facilities it offers at ports under its jurisdiction nationwide;
- c. To further promote human interest stories backing the agency's success as relevant information that serve as good practices found effective in its service delivery; and
- d. To strengthen employees' sense of ownership and commitment as being part of an agency that values and uphold public interest as manifested in its accomplishments and successfully implemented initiatives.

To attain the maximum impact of the above-stated objectives, the PPA is procuring a service provider for the design, layout, manuscript preparation, copyediting, proofreading, and printing of the PPA Coffee Table Book and Supplement.

III. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) for the design, layout, manuscript preparation, copyediting and proofreading, and printing of 200 copies of the PPA Coffee Table Book and Supplement is Nine Hundred Ninety-Nine Thousand Five Hundred Pesos (Php999,500.00) inclusive of any and all applicable taxes and charges to the government.

IV. SCOPE OF WORK

For the design, layout, manuscript preparation, copyediting, and proofreading, and printing of the PPA Coffee Table Book and Supplement, the Service Provider shall be responsible for the provision, among other works, of the following:

1. Theme and Concept Design

- a. The Service Provider shall develop and present a minimum of two (2) PPA Coffee Table Book and Supplement comprehensive artwork designs and its corresponding theme and titles including the cover and interior pages.
- b. The presentation of each comprehensive artwork design shall include a brief story describing the cover design in relation to the theme. The brief story should reflect its relevance and significance with the PPA's milestone accomplishments in line with its 50th founding anniversary.
- c. The Service Provider shall prepare all the necessary write-up to further highlight PPA's milestone accomplishments including the conduct of research on available data at the PPA website (www.ppa.com.ph) and other reliable sources.

2. Manuscript Preparation and Editorial Services

- a. The Service Provider shall assign an editor and senior writer with the following minimum qualifications which shall be indicated in the curriculum vitae to be submitted as part of its quotation/proposal.

Editor

- a.1. Master's Degree in Communication, Journalism, Arts or other related field of study;
- a.2. Excellent communication and writing skills;
- a.3. With minimum of four (4) years professional writing and editing experience; and
- a.4. Highly analytical, resourceful, and creative

Writer

- a.5. Graduate of Journalism, English, Communication Arts or other related field of study;
 - a.2. Excellent communication and writing skills;
 - a.3. With minimum of two (2) years professional writing experience, to include but are not limited to, annual reports, press releases, web contents, essays, news/magazine articles, and speeches;
 - a.4. Attention to detail; and
 - a.5. Highly analytical, resourceful, and creative
- b. The preparation of the PPA Coffee Table Book and Supplement manuscripts shall be undertaken by the Service Provider based on their proposed outline to be approved by the end-user.
 - c. Drafting, sending and follow up of letter request, as may be needed in the preparation of stories and messages from officials shall be prepared by the Service Provider.

3. Layout Design

- a. The Service Provider shall compose a creative team comprised of at least two (2) members, to include but not limited to creative director and graphic designer. The creative director and graphic designer should be tact, flexible, creative, modern, artistic, resourceful, and attentive to detail.
- b. The inside pages shall depict the PPA's milestone accomplishments. The Service-Provider shall prepare layout design proposals for the interior pages which should complement the approved theme and concept design. Layout shall include, but not limited to the following:
 - b.1. Application of artworks appropriate for the theme and concept design; proper display or layout of photographs that capture port operations and activities, people, facilities, and services;
 - b.2. Presentation via infographics if needed;
 - b.3. Organization and formatting of text, (i.e., selection of font style; size and color; pagination, etc.); and,
 - b.4. Enhancement of PPA-supplied photos
- c. Photographs that will be used in the report shall be provided by PPA. All photos laid out and used in shall be properly captioned except for those used on the front and back cover page designs.

4. Production, Printing, and Packaging

- a. Details of production work and materials to be used should conform to the Technical Specifications provided in this Terms of Reference, and those which the Service Provider may propose and agreed during the Pre-Production Conference.
- b. All activities needed to satisfactorily complete the production work shall be undertaken in accordance with the acceptable technical practice and production procedures.

V. OTHER TERMS & CONDITIONS

5. Technical Specifications

- a. The Annual Report and its corresponding envelope shall conform to the following technical specifications:

Coffee Table Book

Printing	:	Full Color
Process	:	Offset or Equivalent
Cover	:	Board
Size	:	A3 Landscape
Finish	:	With Spot Lamination (where appropriate)
Inside Pages	:	A3 horizontal
Material	:	Glossy #100
Binding	:	Smythe Perfect
No. of Pages	:	Maximum of 50 pages
Quantity	:	200 pieces

Supplement Book

Printing	:	Full Color
Process	:	Offset or Equivalent
Finish	:	With Spot Lamination (where appropriate)
Cover Material	:	Special Paper (appropriate to the approved theme and concept design)
Inside Pages	:	Size: A4 (Trim/Folded), portrait
Cover Material	:	Glossy #100
Binding	:	Smythe Perfect
No. of Pages	:	Maximum of 50 pages
Quantity	:	200 pieces

6. Standard of Service

a. The Service Provider shall fulfill its obligations under the Contract and shall undertake the project in accordance with the best-accepted professional and industry standards. The Service Provider shall at all times exercise due diligence, employ reasonable skill in the performance of its obligations, and work in the best interest of PPA.

b. The Service Provider shall provide profile/curriculum vitae of the identified members of the proposed creative and editorial teams as, who shall work for the project, indicating therein their qualifications and experience to ensure the full and satisfactory completion of the publications.

c. The Service Provider shall also submit at least two (2) samples of printed corporate publication made for the same or different clients. In addition, the Service Provider, through its editorial team, shall prepare sample write-up on each of PPA's key result are referred to on item No. 1 (*Theme and Concept Design*) of this TOR.

d. The profile/curriculum vitae of the identified members of the proposed creative and editorial teams as well as the printed corporate publications shall be submitted together with Service Provider's quotation/proposal.

e. The project shall be conducted based on the directives and instructions of PPA. The Service Provider shall regularly conduct consultation with PPA as well as provide information on the progress of the project.

7. Supervision of the Production Job

a. The Service Provider shall assign an official representative who will be permanently coordinating with PPA in the execution of this project until the completion of the production work.

b. The PPA, through its duly authorized representative, shall be closely monitoring the progress of the project.

c. For this purpose, the Service Provider shall make available information pertinent to the development of the project whenever the same is required. PPA may conduct plant inspection anytime, within regular office hours on regular working days, if deemed necessary, to ensure the timely completion of the publications.

8. Project Duration

- a. The project shall be completed within sixty (60) working days from the effectivity of the Contract. See Annex A.
- b. The production work, specifically preparation of mock proofs and editorial works, printing and packaging, and all attendant activities, shall be completed within the maximum duration of sixty (60) working days reckoned from the effectivity of the Contract.
- c. Production time may be adjusted accordingly upon written request of the Service Provider and approval of the Head of the Procuring Entity in cases where there will be delay in the completion of tasks required from PPA or brought about by circumstances that are beyond the control of the Service Provider.
- d. The Service Provider shall also submit a detailed schedule of activities for the whole project duration (*Please specify when will be the submission of the schedule of activities*).

9. Liquidation Damages

When the Service Provider fails to satisfactorily deliver goods under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the Service Provider shall be liable for damages for the delay and shall pay the procuring entity liquidated damages, not by way of penalty, an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods scheduled for delivery for every day of delay until such goods are finally delivered and accepted by PPA. PPA need not prove that the Service Provider has incurred actual damages to be entitled to liquidated damages. Such amount shall be deducted from any money due or which may become due to the Service Provider, or collected from any securities or warranties posted by the Service Provider, whichever is convenient to PPA. In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, PPA may rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid.

10. Property Rights and Confidentiality Clause

- a. PPA reserves its property rights over all material provided to and prepared by the Service Provider which were intended for the production of the PPA Coffee Table Book and Supplement.
- b. No article or photograph may be used or reproduced by the Service Provider without the written consent of PPA. As such, the manuscript, draft, and mock copies of the report, including all digitally processed, stored and/or printed photos, and other articles or materials produced or used in relation to the project shall be turned over by the Service Provider to PPA upon delivery of all the copies of the printed Annual Report.

11. Completion and Acceptance of Job

- a. A Certificate of Completion shall be issued only upon receipt of the following materials.

- a.1. Complete and acceptable copies of printed PPA Coffee Table Book and Supplement;
- a.2. Electronic/soft copy of the publications in PDF saved in a flash drive with a memory/storage capacity sufficient to store the same and those mentioned in the succeeding paragraph;
- a.3. All raw and processed photos, and other materials used in the production.

- b. PPA reserves the right to reject the printed publication or require replacement at no cost to the government should there be failure on the part of the Service Provider to comply with the Technical Specifications presented in this Terms of Reference and those which have been agreed upon during the Pre-Production Conference, and/or to incorporate the corrections indicated in the final proof.

12. Terms of Payment

- a. Payment to the Service Provider of the contract price shall be made upon full delivery by the Service Provider and acceptance by PPA of the 200 copies of the PPA Coffee Table Book and 200 copies of the Supplement and submission by the Service Provider of its billing invoice.
- b. No payment shall be made except upon a certification by PPA's authorized representative that the 200 copies of the PPA Coffee Table Book and Supplement have been delivered as scheduled, that the same have been duly inspected and accepted, that all production materials listed down in item No. 11 of this Terms of Reference have been turned over to PPA, and that the project has been undertaken in accordance with the terms and conditions of the Contract.



EUNICE REAN L. SAMONTE

Acting Public Relations Officer V, Corporate Communications Staff