



MARITIME INDUSTRY AUTHORITY

TERMS OF REFERENCE (TOR) FOR THE ENGAGEMENT OF PROFESSIONAL LAY-OUT ARTIST FOR THE CAMPAIGN MATERIALS ON THE PHILIPPINE CANDIDATURE TO THE INTERNATIONAL MARITIME ORGANIZATION (IMO) COUNCIL

I. Introduction

The Maritime Industry Authority (MARINA), a government agency established pursuant to Presidential Decree No. 474 and attached to the Department of Transportation (DOTr), **wishes to invite quotations from interested persons/entities to provide the needed logistical requirements** for the engagement of professional lay-out artist for the campaign materials on the Philippine candidature to the IMO Council in November 2017.

II. Objective

To provide print-ready design and lay-out of a campaign material in newsletter format that will be used by the Philippines in its candidature for re-election in the IMO Council.

III. Inclusions

Print-ready Newsletter Format includes the following: editing, proof-reading, photo enhancements, creation of banner or header for the newsletter, illustrations where necessary and finished product in PDF with one set of prototype in digital print.

Digital Edition, a website version of the newsletter that is both mobile-and desktop-friendly for a more extensive distribution and to heighten awareness of all concerned.

IV. Lead time

At least six (6) weeks from the submission of all required materials to the lay-out artist.

V. Requirements for the Project

Materials:

1. Colored Photos (high resolution) and captions on photos
2. Articles
3. Others such that may be deemed necessary for a more substantive content

Handwritten signature
5 May 2017



Output:

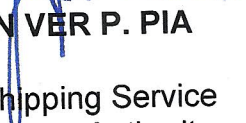
1. 2 spreads or 8 pages
2. A3 size
3. Full color
4. Back-to-back print
5. 600 copies

VI. Total Cost of the Service

The total cost for the engagement of the services of a lay-out artist and printing of 600 copies shall be ONE HUNDRED THOUSAND PESOS ONLY (Php 100,000.00) which shall be charged against OSS budget for the Fiscal Year 2017.

VII. Official Contact for Expression of interest

Interested persons and entities are invited to submit their letter of intent and quotation not later than _____ 2017 to:

 **ATTY. JEAN VER P. PIA**
Director II
Overseas Shipping Service
Maritime Industry Authority
984 Taft Avenue corner T. M. Kalaw Street,
Ermita, Manila