



## 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 and date:*  
5 May 2017



