

**TERMS OF REFERENCE (TOR) FOR THE PRINTING OF THE OVERSEAS
SHIPPING SERVICE (OSS) BIENNIAL REPORT
FOR THE YEAR 2016 TO 2017**

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/service-providers to provide the needed logistical requirements for the **printing of the Overseas Shipping Service (OSS) Biennial Report for CY 2016 to 2017.**

OBJECTIVE

To print and deliver printed outputs of the OSS Biennial Report for CY 2016 to 2017.

INCLUSIONS

The printing of the OSS Biennial Report includes the laying-out, designing and printing and delivering of five hundred (500) copies of the said biennial report from the reports, articles, write-ups, photos and other relevant information which will be provided by the end-user.

A representative of the prospective lay-out, design and printing service-providers shall be required to personally make a brief presentation of their works before and to the satisfaction of the end user prior to formal engagement. They shall bring sample-outputs of their previous works to assure the end-user that they have, indeed, performed the same or similar undertaking.

The project shall be posted thru Philippine Government Electronic Procurement System (PhilGEPS). The winning service provider will lay-out, design, print and deliver the final output, with envelope, to the end-user.

Upon contracting with the prospective service provider, an **additional one (1) copy** of the printed output **will be delivered as a sample**, subject to the approval of the Director of the end-user, before the printing of the 500 copies.

APPROVED BUDGET FOR THE CONTRACT

The total cost for the creative designing, lay-outing, copy editing, and printing of five hundred (500) copies shall be **FOUR HUNDRED THOUSAND PESOS ONLY (Php 400,000.00)**, inclusive of Value-Added Tax (VAT), which shall be charged against OSS budget for the Fiscal Year 2018.

LEAD TIME

Initial lay-out/draft shall be submitted seven (7) days after notice to proceed and sample report within seven (7) days after approval of final lay-out/draft.

for 23 mar 2018

REQUIREMENT FOR THE PROJECT

The end-user will provide a digital or soft copy of the reports, photos, and other relevant information, as may be determined by it, as reference of the designs and printing service-providers. No alterations/changes on the substance of the reports, articles, write-ups, or photos shall be made without the knowledge, consent and approval of the end-user, and unless necessary for the editing of the said reports, articles, write-ups, or photos.

REPORT

1. **Quantity** 500 pieces
2. **Page** Number 80 pages (including cover)
3. **Size** 17.25 inches x 11 inches (spread), 8.5 inches x 11 inches (folded)
4. **Paper** C2S 180 lb (cover pages), C2s 120 lb (inside pages)
5. **Color** Full Color
6. **Lamination** Matte (cover pages)

ENVELOPE

1. **Quantity** 500 pieces
2. **Size** 9 inches x 11.5 inches
3. **Color** Full Color

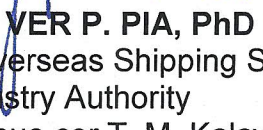
MODE OF PAYMENT

The MARINA shall pay the selected bidder within fifteen (15) days after full delivery and acceptance by the end-user through the List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA).

The selected bidder shall provide a Land Bank of the Philippines (LBP) account otherwise bank charges shall be borne by the said bidder pursuant to Department of Budget and Management Circular Letter No. 2013-16.

OFFICIAL CONTACT FOR EXPRESSION OF INTEREST

Interested persons and entities are invited to submit their letter of intent and quotation to:

 23 Nov 2010
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