



REQUEST FOR QUOTATION

The Philippine Ports Authority, through its Bids and Awards Committee for the Procurement of Goods and Consultancy Services (BAC-PGCS) will undertake the procurement of Service-Provider for the project specified hereunder, based on the attached Terms of Reference (TOR).

NAME OF PROJECT : **Design, Lay-out, Photography, Manuscript Preparation, Copyediting and Proofreading, and Printing of CY 2018 PPA Annual Report**

APPROVED BUDGET : **One Million Pesos and 00/100 (Php1,000,000.00), Inclusive of any and applicable taxes to the government**

DEADLINE FOR SUBMISSION OF QUOTATION : **23 JANUARY 2019**

All quotations to be submitted must be duly signed by the company's authorized representative. In addition, interested Service-Providers are required to submit their valid Mayor's/Business Permit, PhilGEPS Registration Certificate, latest Income/Business Tax Return, and Omnibus Sworn Statement.

Quotations may be hand-carried to the Corporate Planning Department (5F PPA Building, Bonifacio Drive, South Harbor Port Area, Manila) or sent via e-mail at ngtuazon@ppa.com.ph.

Submitted quotations are considered responsive if they achieve at least Ninety Percent (90.00%) rating. PPA reserves the right to reject any or all quotations at any time prior to award of the contract, and to accept quotations as may be considered advantageous to the government. Moreover, PPA will only respond to quotations that can suffice the above-stated requirements.

For inquiries, you may contact Mr. Neil G. Tuazon at (02) 527-4755 or at (02) 527-8356 loc. 509.

For further information, please refer to:

BAC Secretariat, Philippine Ports Authority
5th Floor, PPA Bldg., A. Bonifacio Drive,
South Harbor, Port Area, Manila
Telephone/Fax No. 527-4735
527-8356 to 83 loc. 539
PPA Website: www.ppa.com.ph



MARK JON S. PALOMAR
Chairperson
HO-BAC-EP/PGCS
Philippine Ports Authority

**TERMS OF REFERENCE
FOR PROCUREMENT OF SERVICE-CONTRACTOR THE DESIGN, LAY-OUT,
PHOTOGRAPHY, MANUSCRIPT PREPARATION, COPYEDITING AND
PROOFREADING, AND PRINTING OF
PPA ANNUAL REPORT FOR CY 2018**

A. BACKGROUND / OBJECTIVE

The Annual Report is a regular publication of the Philippine Ports Authority (PPA) that presents the performance review and highlights of PPA accomplishments in the development and operation of ports under its area of jurisdiction. It serves as a record of PPA's significant achievements during the year on key result areas, i.e., port operations, port development and maintenance, and organizational and human resource development, among others. The Report comes in textual form supported by data in graphical/tabular formats and photographs.

For the 2018 Annual Report, the components of the publication shall include, among others, the status of different port development and maintenance programs/projects, the implementation of various policy initiatives, and other related developments in the port industry. The Report shall likewise include the disclosure of additional information in accordance with the good governance requirements of the Governance Commission for GOCCs or GCG in keeping with current shift towards disclosure of information related to corporate social responsibility (CSR), non-financial key performance indicators, and mandatory requirements of oversight bodies. With the inclusion of other relevant information useful to both local and international markets, the Report also serves as a vehicle for promoting the Authority's services and facilities nationwide while enhancing corporate disclosure for the benefit of the stakeholders and the general public.

B. APPROVED BUDGET FOR THE CONTRACT (ABC)

1. Approved Budget for the Contract (ABC) for the Design, Lay-out, Photography, Manuscript Preparation, Copyediting and Proofreading, and Printing of **300 copies** of the 2018 PPA Annual Report is **One Million and 00/100 Pesos (Php1,000,000.00)**, inclusive of any and all applicable taxes and charges to the government.

C. SCOPE OF WORK

For the Design, Lay-out, Photography, Manuscript Preparation, Copyediting and Proofreading, and Printing of the PPA Annual Report for 2018, the winning Service-Contractor shall be responsible for the provision, among other works, of the following:

2. **Conceptualization of Design.** The Service-Contractor shall develop and present a minimum of three (3) Comprehensive Artwork Designs for the cover, inside pages, and envelope based on the theme selections indicated on **Item No. 7 of this Terms of Reference (TOR)**.

The presentation of each comprehensive artwork design shall include a brief cover story describing the concept or the suggested theme. Likewise, it should reflect the

relevance and significance of the Port Authority to both domestic and international trading, maritime transportation, and port community development.

The design for the envelope shall likewise match the proposed designs for the cover and inside pages.

3. **Lay-out.** The inside pages present the major accomplishments of PPA in sections as per functional area, e.g., Port Operations, Finance, Port Development, etc. The Service-Contractor shall prepare a minimum of three (3) lay-out proposals for the inside pages which should complement all of the design proposals for the cover. Lay-out shall include, but not limited to the (i) application of artworks appropriate for the approved concept design and chosen theme; photographs that capture port operations, facilities, and services; presentation charts in graphical and tabular forms as well as infographics, (ii) arrangement of manuscript (i.e., selection of font style; quality and color; pagination, etc.), and (iii) enhancement of PPA-supplied photos, if any.
4. **Photography.** The Service-Contractor shall execute and supervise the pictorial set-ups inclusive of but not limited to photo sessions for the (i) approved cover design; (ii) PPA Board of Directors, Board Committees, Board Technical Working Group, PPA Executive Officers, PPA Management Team, Head Office Managers and Port Managers, and other personnel activity photos; (iii) port facilities and operations photos based on the approved concept design and chosen theme; and, (iv) other activities and port facilities which are not captured by PPA-supplied photos.

The pictorial shall be held at the PPA Head Office or in other venue/s as determined by the Authority for the photos of PPA Board of Directors/Board Committees/PPA Executive Officers/PPA Management Team/ Head Office Managers/Port Managers. Other photography requirements/photo shoots for the 2018 Annual Report shall be done at the following ports: **Currimao (Ilocos Norte), Puerto Princesa, Bataraza (Palawan), Bohol, Catagbacan (Bohol), Culasi (Bohol), Maribojoc (Bohol), Tacloban, Iligan, Surigao, Jubang (Surigao), and Dapitan.**

5. **Manuscript Preparation, Copyediting, and Proofreading.** The preparation of the PPA Annual Report manuscript shall be undertaken by the Service-Contractor based on the Report outline generally covering major sections on Shipping and Trade Performance; Port Services; Physical Infrastructure Development and Maintenance; Sustainability, Environment, and People; and, other sections as may be determined necessary by the Authority for inclusion in the Report or as required by oversight government agencies.

The Financial Performance section, on the other hand, shall be included in the Report should the COA Audited Financial Report be released or become available during the production period. Otherwise, the Financial Performance section shall be excluded from the Report.

The Service-Contractor shall, likewise, provide copyediting, i.e., reviewing and correcting the Annual Report manuscript to improve accuracy, readability, and fitness for its purpose, and to ensure that it is free of error, omission, inconsistency, and repetition., and proofreading services to ensure that the content of the Report is accurate, and free from omission and inconsistency.

6. **Production, Printing, and Packaging.** Details of production works and materials to be used should strictly conform to the Technical Specifications provided in **Item No. 7**

of this Terms of Reference and inclusive of other requirements as may be agreed upon during the Pre-Production Conference (see *Annex A – Activity No.3*). All attendant activities needed to satisfactorily complete the production work shall be undertaken in accordance with the acceptable technical practice and production procedures.

The production work, specifically preparation of mock proofs and editorial works on final manuscript, printing, and packaging, including all attendant activities, shall be completed within the maximum duration of sixty (60) calendar days reckoned from the issuance of the Notice to Proceed (NTP). Production time may be adjusted accordingly upon written request of the Service-Contractor 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-Contractor.

For purposes of the 60-day period, it is also understood that web posting of the final approved manuscript is deemed as the reckoning date of the official dissemination of the PPA Annual Report, i.e., it may proceed ahead of the official distribution of the hard copies (printed output) to PPA Responsibility Centers nationwide and to other recipients. **The Proposed Schedule of Activities is presented in Annex A.**

D. OTHER TERMS & CONDITIONS

Technical Specifications

7. The technical specifications for the Design, Lay-out, Photography, Manuscript Preparation, Copyediting and Proofreading, and Printing of the 2018 edition of the PPA Annual Report shall include the following:

a. Conceptualization of Design and Layout

The Service-Contractor shall develop and present a minimum of three (3) Comprehensive Artwork Designs for the Cover, Envelope, and Inside Pages based on the suggested theme selection listed below:

1. **Towards a Fresh New Look**
2. **Sailing Beyond Possibilities**
3. **Upon the Lookout**
4. *Transformation through Economic Upgrading of Ports*
5. **TransPORT: Connecting the Nation**

The Service-Contractor may also recommend other theme selections which it may find appropriate.

Each design shall include a brief story describing the Concept. The Service-Contractor shall likewise prepare a brief sample write-up on PPA's key result areas, i.e., port operations, finance, port development and maintenance, and organizational and human resource development.

Layout of inside pages shall cover that arrangement, organization and formatting of text, financial statements/presentations, statistical tables, graphs/infographics, and photographs.

b. The Service-Contractor shall present/submit three (3) samples of printed corporate annual reports made for at least three (3) different clients.

c. Photography

- There shall be pictorial set-ups for photo sessions for the PPA Board of Directors/Board Committees, Board Technical Working Group, PPA Executive Officers, PPA Management Team, Head Office Managers, and Port Managers. The photo sessions shall be scheduled by PPA. The location and extent of photo sessions is subject to the discretion of the PPA Management.
- The principal as well as the assistant photographer/s shall possess tact, flexibility, and good communication and interpersonal skills.
- A make-up artist(s), who is(are) experienced in photo shoots for corporate annual reports, is(are) required in at least one (1) executive photo session who will ensure that the PPA Board of Directors, Board Committees, PPA Executive Officers, PPA Management Team, Head Office Managers, and Port Managers have been physically prepared or touched up for each photo shoot/session. S/he(They) will likewise consult with the principal photographer on angles and lighting, and other matters.
- The photo shoot at the ports shall cover staff, facility (ongoing and completed engineering projects), and port operations/activity photos at the ports. The ports to be featured in the Annual Report are **Currimao (Ilocos Norte), Puerto Princesa, Bataraza (Palawan), Bohol, Catagbacan (Bohol), Culasi (Bohol), Maribojoc (Bohol), Tacloban, Iligan, Surigao, Jubang (Surigao), and Dapitan.**
- Professional fees, transportation/travel expenses for location photo shoot, cost of materials, processing and data-filing shall be shouldered by the Service-Contractor.
- The Service-Contractor shall turn over within a week after the completion of each photo shoot the CD/s containing all the photos in digital format, sorted and properly identified/labeled as to name of port and description of subjects of activity and operations shots taken to give PPA ample time to suggest additional photos that can be included in the Annual Report and decide whether any images need to be re-shot or "photoshopped".

d. Manuscript Preparation, Copyediting, and Proofreading

- The Annual Report manuscript shall confer, among others, the Authority's highlights of performance in the development and operation of ports under its jurisdiction. A detailed discussion of PPA's key result areas, such as but not limited to port operations, port development and maintenance, and organizational and human resource development must be presented in the major sections of the Report as referred to **Item No. 5 of this Terms of Reference (TOR).**

The Report shall likewise include discussion in PPA's compliance with Good Governance Conditions, such as but not limited to disclosure of corporate objectives, disclosure of activities implemented for customer health and

safety, code of ethics or conduct, and details of whistle-blowing policy, among others; and other reports/disclosures which may be required or decided to be reflected in the Report.

On the other hand, the finance portion shall be included in the Report should the COA Audited Financial Report for CY 2018 be released or become available within the 60-day production period. Otherwise, the finance portion shall be excluded from the Report.

- The manuscript shall be prepared taking into account the following criteria/parameters:
 - *Grammar* – refers to the correctness of statements based on standard rules of grammar, e.g. verb tense, number (plural/singular), subject-verb agreement, spelling, capitalization, sentence structure, and punctuation, among others.
 - *Choice of words/terms* – refers to the choice of most appropriate terms particularly when applied to ports.
 - *Discussion* – refers to familiarity with the subject as may be indicated by the conciseness and comprehensiveness of the discussion of each topic. Any abbreviation or acronym must be spelled out in full when it first appears in the text, followed by its abbreviation in parentheses.
 - *Organization of ideas/topic* – refers to the systematic organization of topics or idea and seamless transition from one topic to the next.
 - *References* – this refers to citing or attribution of information/data from sources other than its own.
 - *Use of Graphical Elements (tables/charts/pictographs/infographics)* – refers to the use of graphic components as well as its relevance of narratives vis-à-vis tables, charts or pictures/photos being described. Tables must be properly labelled. Acronyms and footnotes, if any, must be defined and identified using superscript letters (not asterisks and special symbols) at the bottom of the table/chart/pictograph. Judicious use of graphical elements is strongly encouraged as space and the number of pages of the Annual Report is limited.
- Copyediting and proofreading must be taken carefully for both errors and inconsistencies in spelling (specially port/maritime terminologies and proper names), numerical values in tables/charts/text, punctuation, perspective/context, and grammar construction.

e. Others

e.1. Printing

Production : Full Color Over Full
Process : Offset or Equivalent

e.2. Cover

Size : Open with spine and pocket
Finish : With Spot Lamination where appropriate
Material : Special paper appropriate to the approved
Concept Design

- e.3. Inside Pages
 - Size : 11" x 8 ½ ", vertical or horizontal
 - Finish : None
 - Material : Matte, #100
- e.4. Envelope
 - Size : Fit, appropriate to the design
 - Material : Book, # 80
 - Others : Die-cutting, pasting and gumming
- e.5. Number of Pages
 - e.5.1. Maximum of 90 pages including cover
 - e.5.2. With two (2) inserts, open size, optional
- e.6. Binding
 - e.6.1. Smyth Sewn Perfect

Supervision of Production Job

8. The Service-Contractor shall assign an official representative who will be permanently coordinating with PPA in the execution of this Job until the completion of the production work.
9. The PPA, through its duly authorized representative, shall be closely monitoring the progress of the Job. For this purpose, the Service-Contractor shall make available information pertinent to the development of the Job 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 job.
10. In case of failure on the part of the Service-Contractor to satisfactorily complete the work within the specified timetable, plus all approved time extensions, the Service-Contractor shall pay the PPA 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 each calendar day of delay (Sundays and holidays included), but not to exceed ten percent (10%) of the total contract price, in which case PPA shall automatically rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid.

The amount of liquidated damages shall be deducted from any money due or which may become due the Service-Contractor and/or collect such liquidated damages from the retention money or other securities posted by the Service-Contractor, whichever is convenient to PPA.

Project Duration

11. Production Duration shall be within the period agreed by the parties but not to exceed **sixty (60) calendar days from the issuance of Notice to Proceed (NTP).**

Completion and Acceptance of Job

12. PPA reserves its property rights over all materials provided to and prepared by the Service-Contractor which were intended for the production of the 2018 PPA Annual Report. No article or photograph may be used or reproduced by the Service-Contractor

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/materials produced in relation to the Job shall be turned over by the Service-Contractor to PPA upon completion of delivery of all the copies of the printed Annual Report.

13. The Certificate of Completion may be issued only upon receipt of the following materials:

- a) Complete and acceptable copies of printed Annual Report.
- b) Electronic/soft copy of the Annual Report in PDF format contained in a flash drive with a memory/storage capacity sufficient to store the same and those mentioned in the succeeding paragraph, i.e. **(13.c)**.
- c) Electronic/soft copy of all photographs taken for the production work converted to *jpeg* image or other Windows-compatible format, with standard size or image resolution appropriate for high-quality inkjet image reprinting. This shall include those digital photos that were not specifically used in the completed publication.
- d) All other materials used in the production.

14. 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-Contractor to comply with the Specifications presented in this Terms of Reference, and/or to incorporate the corrections indicated in the Final Proof.

15. Payment to the Service-Contractor of the Contract Price shall be made upon delivery and acceptance of the 300 copies of the 2018 PPA Annual Report.



ANGELINA A. LLOSE
Manager, Corporate Planning Department