



PRODUCTION OF THE 2020 PHILGUARANTEE ANNUAL REPORT

TERMS OF REFERENCE

I. CREATIVE SERVICES

1. Annual Report 2020 (maiden issue) cover design and overall treatment revolving on the continued relevance of PHILGUARANTEE to socio-economic development, premised on the strength of the merger and transfer of Philippine Guarantee Programs and Agencies (PGPAs) as directed by Executive Order No. 58, s. 2018 by the President of the Philippines,
2. Design features dynamic business concept appreciation, visually illustrating the institution's developmental mandate and capturing its socio economic relevance and contributions to MSMEs, priority sectors, housing and agri- agra industries.
3. Conceptualization, development of layout and cover design, and presentation of at least three (3) best comprehensive studies (electronic copy of at least three (3) themes and design concepts for the cover and inside pages demonstrating the synergy amongst the merged GOCCs of the PHILGUARANTEE).
4. Graphic/Infographic concepts, artwork, and photo cropping.
5. Photography/scheming.
6. Editorial assistance based on materials made available by PHILGUARANTEE.
7. Revisions and refinements
8. Production includes man-hours/computer hours for artworks, generated computer backgrounds, photos with re-touch and manipulation.

II. COPYWRITING SERVICES

1. Copywriting, copy editing and proofreading services

III. DIGITAL PHOTOGRAPHY SERVICES

1. Digital photo shoot (22 mega-pixels) with soft proofs and DVD format
2. Maximum of two (2) days of photography inclusive of the following:
 - Management (9 SVPs/24 VPs) – 33 individual full shots or minimum of four (4) group shot as alternatives
 - One (1) full/half shot of the Chairman
 - One (1) full/half shot of the President and CEO
 - ○ One (1) cover shot or substitute shot (for cover page, etc)

3. Pre-production with client and photographer
4. Photo direction and supervision to be co-managed by PHILGUARANTEE
5. Professional make-up services during pictorial
6. Maximum of 110 pages (including front and back cover)

IV. OTHERS

1. The 2020 PHILGUARANTEE Annual Report should be in digital/electronic copy, accessible through QR Code, can be released via email blast of the PHILGUARANTEE technical support team, and via DVD copy with jacket (one copy only), and compatible in any operating system and/or browser (i.e. Google Chrome, Safari and Mozilla Firefox).
2. The vendor/supplier should include QR Code for the AR 2020 of PHILGUARANTEE.
3. All working files in 64GB USB flash drive.
4. Complimentary hard copy (at least 2 copies).
5. Interested bidders must be graphic design studios with full communications services as specified on the company's SEC/ DTI registration, or communications agencies with partnership with a graphic design studio.
6. The winning bidder must implement and observe at all times the maximum level of health protocols specially, during the photo session and conduct of make-up services.
7. Delivery Time/Schedule: 30 calendar days upon approval of the final proof from the supplier
8. Approved Budget for the Contract: The Approved Budget for the contract is Nine Hundred Thousand Pesos (P900,000.00), inclusive of all applicable taxes, chargeable against the Corporate Operating Budget for CY 2021.

Outline of the 2020 PHILGUARANTEE Annual Report

1. Message of the Secretary of Finance
2. Message of the President and CEO of PHILGUARANTEE
3. Mandates
4. Financial Highlights
5. Result of Operation
6. Major Events in 2020
7. Testimonials and Pictures
8. Board of Directors
9. Profiles of the Members of the Board
10. Reports of the Board Committees
11. Management Directory
12. Whistle Blowing Policy
13. Corporate Social Policies and Alliances
14. Corporate Governance
 - a. Citizen's Charter
 - b. Transparency Seal
 - c. Corporate Governance Seal
 - d. Freedom of Information
15. Gender and Development Program
16. Audit Report and Financial Statements *

****To comprise approximately a maximum total of 50 pages***



MILAGROS M. BAET
Vice President 
Corporate Communications Department