

Annex A

TERMS AND SPECIFICATIONS

PROCUREMENT/PRODUCTION OF 2024 TO 2025 CORPORATE WALL AND DESK CALENDARS

I. OBJECTIVE

To select the supplier/s with the lowest calculated and responsive quotation for the procurement/production of 2024 to 2025 Corporate Wall and Desk Calendars.

II. ITEMS TO BE PROCURED AND THEIR APPROVED BUDGET

Item	Description	Quantity	Approved Budget for the Contract in Php (inclusive of all applicable taxes)
1. Creative Advise	<ul style="list-style-type: none"> • Provide PHILGUARANTEE guidance in creative development • Concept Design and Layout will be provided by PHILGUARANTEE • Final Artwork to be supplied by PHILGUARANTEE • All copy write up to be supplied by PHILGUARANTEE 	1 lot	
2. Digital Photography Services	<ul style="list-style-type: none"> • Digital Photo Shoot (20 megapixels) with soft proofs and DVD format • Minimum of two (2) photography locations within Metro Manila • Profile photography of 1-President and Chief Executive Officer, 8-Senior Vice Presidents, 24-Vice Presidents and 1-CorSec • Action photos of SMC Meetings, Seminars, Group Meetings • Artworks and paintings Photo Shoot (selected) maximum of 24 pieces • Pre-production with client and photographer • Photo direction and supervision 	1 lot	Php180,000.00

3. Proofing and Printing Services	<ul style="list-style-type: none"> • Proofing (CTP) • Proofing Supervision • 2024 to 2025 Wall & Desk Calendar <p>A. Wall Calendar</p> <p>Printing Specifications:</p> <ul style="list-style-type: none"> ○ Size: Flyleaf & Inside pp: W- 32 cm. x H- 48 cm. ○ Page: 14 leaves / 28 pp ○ Stock: Flyleaf and Leaves: C2S #100 ○ Colors: Flyleaf & Leaves: Full Color ○ Binding: Wire “O” 5/16” dia. (or can accommodate 27 leaves) With 10” Hanger ○ Process: Offset, BSP ○ Finish: Spot UV on flyleaf <p>Quantity: 1000 pieces</p> <p>B. Desk Calendar</p> <ul style="list-style-type: none"> ○ Printing specifications: ○ Size: Flyleaf and Inside pp: W-20.7 cm. x H-16 cm. ○ Standee Folded: W-20.7cm. x H-18 cm. ○ Standee Spread: W-20.7 cm. x H-44 cm. ○ Envelope: To Fit ○ Page: 14 leaves/28 pp ○ Stock: Flyleaf & Leaves: C2S #120; Standee: Imported pasteboard #30 covered with C2S #120; Envelope: Bk#80 ○ Colors: Flyleaf & Leaves: Full color; Standee: 1 solid color / OC / with logo gold or silver stamping both on lower portion of standee; Envelope: 1 C/O ○ Binding: Wire “O” ○ Process: Offset, BSP ○ Finish: Matt Lam on Flyleaf <p>Quantity: 1000 sets</p>	1 lot	
		Php360.00	Php360,000.00
		Php280.00	Php280,000.00
	T O T A L		Php820,000.00

III. OTHER REQUIREMENTS

- a. Interested suppliers must quote for Items 1, 2 and 3 in set; by which the lowest calculated and responsive quotation shall be determined.
- b. The project shall be awarded to the bidder with the lowest calculated and responsive quotation.
- c. Winning bidder must submit a sample/prototype of the items within 15 calendar days upon receipt of the Notice to Proceed.
- d. Upon final approval of the sample/prototype, winning bidder may proceed with mass production.
- e. PHILGUARANTEE reserves the right to reject items upon delivery and 15 calendar days thereafter, should the items be found to not conform to approved design and prototype or were found to be faulty, defective, and substandard.
- f. Replacement must be delivered within 15 calendar days after the turnover of defective items.

IV. DELIVERY


- a. Delivery shall be made within **60 calendar days** upon final approval of the design and prototype.
- b. Failure by the supplier/s to deliver within the said period shall be subject to the penalties provided for in R. A. 9184.

V. TERMS OF PAYMENT

- a. Payment shall be made **15 calendar days** after the issuance of the Certificate of Job Completion and Acceptance by PHILGUARANTEE.
- b. No advance nor partial payments shall be made.

VI. APPROVED BUDGET

The approved budget for the contract is **Php820,000.00**, inclusive of all applicable taxes.


ATTY. RONCES ANNE S. REYES-DE LEON
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