



PURCHASE REQUEST

23-0049

Entity Name: _____

Fund Cluster: _____

Office/Section : OCP		PR No.: _____		Date: 10 Oct 2023	
		Responsibility Center Code : _____			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Lot	Annual Report Lay-Out, Graphic Design, and Photography per the attached Terms of Reference (TOR)	1	190000	190,000.00

GOVERNANCE COMMISSION FOR GOCCs
 R.A. No. 11034 ALLOTTED
 Fund Available (Voucher) _____
 Function Project 1000 (600) _____
 502163002 Consultancy
[Signature]

Purpose: For the procurement of a service provider for the 2022 Annual Report Lay-Out, Graphic Design, and Photography per the TOR. The delivery of services by the winning bidder shall be rated by the end-user after the completion of the project.

Requested by: *[Signature]*
 Signature : _____
 Printed Name : Bernard Jonas Trinidad
 Designation : OIC-Planning Officer V

Approved by: *[Signature]*
 Signature : _____
 Printed Name : Jaypee O. Abesamis
 Designation : Head Executive Assistant

CGG PMD Received by: Meilka Moyal
 Receipt date: 11 Oct. 2023



TERMS OF REFERENCE

2022 ANNUAL REPORT LAY-OUT, GRAPHIC DESIGN, AND PHOTOGRAPHY

I. INTRODUCTION

As mandated by Republic Act (RA) No. 10149, "the GCG shall prepare an semi-annual report on the performance of the GOCCs and submit it to the President and the Congress." The said annual report contains the progress made by the Governance Commission in the Government Corporate Sector and the latest information on the performance of the GOCC Sector.

In this regard, the services in graphic design are necessary for the creation of the 2022 GCG Annual Report. This material will be a key communication tool to report the reforms instituted, initiatives implemented and progresses made in the Government Corporate Sector since 2011 pursuant to the mandates of the GOCC Governance Act of 2011, as well as educate the various stakeholders of the GCG on the latest information on the performance of the GOCC Sector.

II. NEED FOR A SERVICE PROVIDER

The estimated contract amount for the said project/engagement is **ONE HUNDRED NINETY THOUSAND PESOS ONLY (₱190,000.00)** inclusive of Value-Added Tax (VAT).

III. QUALIFICATIONS OF THE SERVICE PROVIDER

1. Type

Firm Individual

2. Expertise Required:

- Must have produced at least two (2) creative projects which are similar in nature to the requirement of GCG (e.g., annual reports, glossy magazines, coffee table books).
- Must have at least one (1) year of experience in either lay-outing, graphic design, or photography.

IV. SCOPE OF WORK OF THE SERVICE PROVIDER

The scope of work of the Service Provider shall include, but is not limited to the following tasks:

1. Present three (3) possible concepts/themes for the layout following the preferred color scheme of GCG;
2. Design graphics and provide artistic and technical inputs for the communication materials for the 2022 GCG Annual Report;



3. Create the graphics according to the agreed concept, specification, and standards;
4. Take and submit quality photos of GCG Officials and Personnel, or of related subjects to GCG and GOCCs, to update stock photographs;
5. Utilize existing stock photos to be provided by GCG as materials for the design layout of the 2022 Annual Report, as needed;
6. Utilize and share an online repository of all approved design and photos that may be used in the annual report;
7. Provide complete drafts of the communication materials;
8. Submit revised drafts on agreed timelines;
9. Submit final and complete output and other necessary elements on agreed timelines;
10. Provide assistance and prompt action when needed in accessing the drafts and final output;
11. Anticipate and account for the fact that draft revisions may be done; and
12. Receive feedback through a client satisfaction survey conducted by GCG with the project's end-users and participants.

V. CONFIDENTIALITY

1. The Service Provider will ensure that all information shared by GCG under this project will remain confidential even after the termination of the contract.
2. The Service Provider will be required to follow the rules on confidentiality and the code of ethics as applicable to officials of the public service.

VI. TIME FRAME AND PAYMENT

1. The project shall last (including the delivery of final outputs) for a maximum of ninety (90) calendar days after the issuance of the Notice to Proceed (NTP).
2. The project shall be undertaken following the timeline of milestone and activities indicated in Section VIII of this Terms of Reference (TOR) after receipt of the NTP, which may be modified as mutually agreed and formalized by both Parties.
3. The payment shall be made on a one-time basis after the delivery and completion of the project.
4. Payment shall be made within twenty (20) working days from receipt of all required outputs or documents, acceptance of the project terminal report, and receipt of the invoice and complete supporting documents in accordance with applicable government rules and regulations.

VII. TIMELINE OF MILESTONES AND ACTIVITIES

The Service Provider shall be in close coordination with the Strategy Management and Communications Division (SMCD). The Service Provider shall be readily contacted through electronic means to schedule meetings as may be needed to accomplish the scope of work under this TOR.

The Service Provider is also expected to submit/produce the following outputs/deliverables based on the schedule below after receipt of the Notice to Proceed (NTP):

MILESTONE	DESCRIPTION	RESPONSIBLE	CALENDAR DAYS
Concept Design	Turnover of Draft 2022 GCG Annual Report	GCG	On the 1 st calendar day from receipt of NTP
	Design pegs and layout Overall theme of the report Proposed cover page design	Service Provider	Before the 15 th calendar day from receipt of NTP
	Approved Design pegs and layout Approved Overall theme of the report Approved Proposed cover page design	GCG	Before the 22 nd calendar day from receipt of NTP
	Schedule and Conduct Photoshoot* <i>*Allotted Timeline will Depend on Availability of Offices and Service Provider</i>	GCG	Before the 29 th calendar day from receipt of NTP
1 st Complete Draft	Draft 1 layout of articles and infographics based on approved design	Service Provider	Before the 36 th calendar day from receipt of NTP
	Feedback on Draft 1 layout of articles and infographics based on approved design	GCG	Before the 43 rd calendar day from receipt of NTP
	Revised Draft 1 layout of articles and infographics based on feedback	Service Provider	Before the 50 th calendar day from receipt of NTP

MILESTONE	DESCRIPTION	RESPONSIBLE	CALENDAR DAYS
	Feedback on Revised Draft 1 layout of articles and infographics based on approved design	GCG	Before the 57 th calendar day from receipt of NTP
2 nd Complete Draft	Draft 2 layout of articles and infographics based on revisions on Draft 1 Quality Photos	Service Provider	Before the 71 st calendar day from receipt of NTP
	Feedback on Draft 2 layout of articles and infographics	GCG	Before the 78 th calendar day from receipt of NTP
	Revised Draft 2 layout of articles and infographics	Service Provider	Before the 78 th calendar day from receipt of NTP
	To route to the Commission Proper the revised 2 nd Draft layout of articles and infographics for additional comments	GCG	Before the 85 th calendar day from receipt of NTP
	Final Feedback of the Office of the Commission Proper on Draft 2 layout of articles and infographics	GCG	Before the 91 st calendar day from receipt of NTP
Final Complete 2022 GCG Annual Report	Revised and Final Draft 2 layout of articles and infographics	Service Provider	Before the 91 st calendar day from receipt of NTP

VIII. REQUIRED DOCUMENTS TO BE SUBMITTED

In addition to the required eligibility documents, as required in Annex “H” for Small Value Procurement (SVP) of the Revised Implementing Rules and Regulations (IRR) of the R.A. No. 9184, to be submitted, the Service Provider shall also submit supporting documents that confirm its qualifications specified in Section III of the TOR. These supporting documents include but are not limited to the following:

1. Samples of at least two (2) creative projects produced which are similar in nature to the requirement of GCG (e.g., annual reports, glossy magazines, coffee table books).
2. List of completed government and private contracts similar or related to either lay-outing, graphic design, or photography. The list shall include the following details:

Project Name	Client's Name, Address, Contact Information	Project Start Date	Project End Date	Amount of Contract	Description of Service Provided
1.					
2.					
3.					

3. Certificates of Completion or Acceptance, copy of contracts, or similar documents based on the list of completed government and private contracts submitted in item no. 2 of Section IX.