

**TERMS OF REFERENCE
PRINTING OF ASEAN TOUR HANDBOOKS**

I. SPECIFICATIONS

a. The handbook must include the following information to be provided by the Department of Tourism (DOT):

- General information on the Philippines
- Tourism Related Information
- Tourism Destinations
- Contact Details
- Tour program : Itinerary and Description of tourism destinations

b. Layout design conforms to the ASEAN theme and "It's More Fun in the Philippines" slogan, layout design is already available.

c. Venue/Number of booklets/Date of delivery:

Venue ¹	Number of booklets ²	Date of delivery ³
Makati	25	31-July
Manila	80	11-Aug
Albay	85	18-Aug
Cebu	80	17-Aug
Manila	225	31-Aug
Tagaytay	110	8-Sep
Manila	110	15-Sep
Manila	55	15-Sep
Manila	275	22-Sep
Manila	30	2-Oct
Manila	80	2-Oct
Pampanga	110	19-Oct
Tagaytay	80	23-Oct
Manila	100	30-Oct

¹ Subject to changes. Based on ASEAN schedule as of 19 July 2017

² Subject to changes. Based on ASEAN schedule as of 19 July 2017

³ Subject to changes. Based on ASEAN schedule as of 19 July 2017

- d. Size: 5.75"x4.25"
- e. Color: White paper with black, grayscale and colored texts and graphics
- f. Number of pages: Maximum 25 pages
- g. Material:
 - Cover pages: 120# dull/matte lamination
 - Inside pages: 80#dull/matte
- h. Other requirements:
 - Editing: Proof reading and editing of texts provided by the DOT
 - Quality: CMYK quality
 - Design: Layout design is already available.
 - Content: Content in the handbook can be used by the DOT even after the delivery of handbooks for other purposes that it may serve.
 - Bidders should submit a company portfolio.

II. **PAYMENT PROCEDURE:** Government Procedure

III. **TOTAL BUDGET ESTIMATE:** PHP 108,375 (PHP 75/booklet)
Note: Total amount quoted should be inclusive of tax

IV. **CONTACT PERSONS:**

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