

APPROVAL PAGE

**TECHNICAL SPECIFICATIONS/SPECIFICATIONS/
TERMS OF REFERENCE (TOR)**

PRINTING OF G-NEWS

**Research, Innovation and Strategic Advisory
Corporate Communications Office
Corporate Affairs Department**

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1.1 Project Title: Printing of G-News

1.2 Total Approved Budget: Php420,000.00

1.3 Brief Discussion Why the Goods and Services to be Procured are Necessary

G-News is the official newsletter for members, pensioners, and other external stakeholders of the GSIS. Prepared and distributed by the Corporate Communications Office (CCO), *G-News* is one of the most effective information dissemination tools to keep them abreast with GSIS policies, programs, and services. For 2020, six (6) issues of *G-News* will be published through the services of a printing company.

1.4 and 1.5 Scope of the Project and Specifications

The service provider must be able to offer the following from February to December 2020:

Quantity	270,000 total number of copies (45,000 copies per issue)
No. of issues	Six (6) issues
No. of pages	Two (2) pages
Size	8.5 in. x 11 in. (back to back)
Paper	Book # 60 (BK 80gsm)
Color	Full color; full bleed
Printing	Offset (computer to plate)
Packing	500 copies per pack; in brown wrapping paper

The winning bidder/printer must submit three sets of color proof for CCO's approval two (2) calendar days after its receipt of the layout file.

All files used for the printing of *G-News* (saved in CD format) must be returned in good condition with the printed copies on the delivery date.

1.6 Manpower Requirements

The service provider must designate a personnel who will handle the printing of the newsletter, facilitate its compliance with the other requirements/specifications, and coordinate with the end-user.

1.7 Support Service Requirements

The service provider must provide status update on the printing/delivery via email.

1.8 Warranty and After-Sales Service Requirements

The service provider represents and warrants that the newsletter shall be printed with the highest level of standards.

1.9 Clear Statement of the Required Standards of Workmanship, Materials, and Performance of the Goods and Services to be Procured

The newsletter must be printed properly in terms of readability and in accordance with the specifications stated above.

GSIS reserves the right to reject the copies upon delivery if they do not conform to the specifications stated above.

Copies that were rejected must be replaced within three (3) calendar days after they are returned to the service provider.

1.10 Brand and Specifications of the Existing Items, Materials, Equipment/Hardware/Software and Accessories, if the Former are Related to the Goods and Services to be Procured

Not applicable

1.11 Drawings/Plans and Other Necessary Information

Not applicable

1.12 Schedule and Place of Delivery

Printed copies must be delivered within seven (7) calendar days from receipt of the color proof approved by the Vice President of the CCO at the Materials Management Department, 1/F GSIS Head Office, Roxas Boulevard, Pasay City

1.13 Terms of Payment

Check payment will be on a ***per-issue-delivered basis***.

All payments shall be VAT-inclusive and are subject to existing GSIS rules and regulations, as well as relevant COA requirements and auditing rules and regulations.

Each day of delay shall be subject to a penalty rate pursuant to RA 9184 and its Implementing Rules and Regulations (IRR).

1.14 End-User Unit Responsibilities During Project Implementations

The End-User Unit is responsible for the following:

- Provision of the file for proofing and printing;
- Processing of payment.