

Republic of the Philippines  
Department of Health  
NATIONAL NUTRITION COUNCIL  
2332 Chino Roces Avenue extension, Taguig City  
Tel./Fax No. 816-4239  
Website: [www.nnc.gov.ph](http://www.nnc.gov.ph)

Request for Quotation

The National Nutrition Council is requesting quotation to design, lay-out and print 2017 NNAC Souvenir Program with the following specifications:


Design, lay-out and print 2017 NNAC Souvenir Program  
No. of pages should not be more than 100 pages including cover  
Front and back cover: full color; C2S 220 grams, UV lamination one side only;  
With print at the inside front and back cover  
Inside page: matte, 80 grams, full color  
Size: A4, may be landscape or portrait  
2 pages per LGU or BNS to include profile and highlights of project  
Including 4-6 color photos

Prospective bidders must submit the following eligibility documents:

1. Mayor's Permit
2. Philgeps Certificate of Registration

Total Approved Budget for the Contract (ABC) – P300,000.00

The NNC reserves the right to reject any or all bids, to declare the bidding a failure or waive any or all information or to award such bids to the supplier whose bid is considered most advantageous to government. For more details, please call the BAC Secretariat at telephone number 816-4239.

  
CHONA M. FERNANDEZ  
Chief, Administrative Division and  
Chair, Bids and Awards Committee

Republic of the Philippines  
Department of Health  
NATIONAL NUTRITION COUNCIL

**Hiring of Creative Group to Layout, Edit and Print the Souvenir Program  
for the 2017 National Nutrition Awarding Ceremony**

**Terms of Reference**

**A. Background**

The NNC annually leads the conduct of the interagency Monitoring and Evaluation of Local Level Program Implementation (MELLPI) at regional and national levels. It assesses program efficiency and effectivity of the local nutrition program through interview of program implementers and beneficiaries, project site visits, desk review of records and documentation of provincial/city/municipality/barangay nutrition committee programs and projects during the visit of the interagency National Evaluation Team (NET) from April to September 2017. The interagency NET also conducts the Search for the National Outstanding Barangay Nutrition Scholar to recognize the most outstanding BNS from among 42,400 BNSs deployed nationwide.

Local government units (LGUs) with outstanding implementation and management of nutrition programs and sustained improvement of nutritional status among preschool and school children are recognized through the conferment of the Nutrition Honor Award (NHA), Consistent Regional Outstanding Winner in Nutrition (CROWN) award and the National Outstanding Barangay Nutrition Scholar (NOBNS) during the National Nutrition Awarding Ceremony (NNAC).

For said special event, a souvenir program will be developed to highlight the good practices of the outstanding LGUs and outstanding BNSs.

In view of the limited staff and capacity of NNC to develop the said materials, a contractor (individual or group) will be hired to layout, edit and print the NNAC souvenir program.

**B. Objective**

To design, edit and print the NNAC souvenir program

**C. Expected Output**

1. 600 printed copies of the NNAC souvenir program

**D. Duration**

Seven (7) weeks from receipt of Notice to Proceed

**E. Roles and Responsibilities**

**1. Contractor**

- a. Develop the overall creative concept of the NNAC souvenir program in terms of color, theme, background design, and layout design of all pages.



b. NNAC Souvenir Program

b.1. Submit to NNC for approval:

- a) at least 4 studies for the cover design
- b) lay-out of other pages including, among others, messages, description of awards, working committees consistent with the cover design
- c) lay out of pictures and write-up of LGU/BNS nutrition programs/projects

b.2. Design style and lay out the NNAC Souvenir Program which includes profile of LGUs and highlights of projects of the 27 LGUs (awardees of the CROWN, 1<sup>st</sup> and 2<sup>nd</sup> Year CROWN Maintenance, NHA) and the 2016 NOBNS award and the 2 runners-up, based on inputs of the NNC Secretariat.

b.3. Design the layout of other pages including the programme, VIP messages, award descriptions, members of NNC Governing Board, Technical Committee, Regional Nutrition Program Coordinators, National Evaluation Team, Chairs of the Regional Nutrition Evaluation Teams, and NNAC Working Committees

The specifications are as follows:

- a) should not be more than 100 pages including cover
- b) front and back cover: full color; C2S, 220 grams, UV lamination one side only; with print at the inside front and back cover
- c) inside pages – matte, 80 grams; full color
- d) size; A4 size, may be landscape or portrait depending on recommendation of the contractor
- e) 2-pages per LGU or BNS to include profile and highlights of project including 4 – 6 color photos

b.4. Revise the layout based on the comments and suggestions of NNC (maximum of 2 revised drafts)

b.5. Submit hard/soft copy for final approval of NNC

b.6. Deliver to NNC 600 copies of the NNAC souvenir program and e-copy of the final souvenir program one to two days before set date

2. NNC Secretariat

- a. Provide the contractor with the write-ups of the 27 LGU and 3 OBNS which include the nutrition situation of areas, innovative programs and projects, strength of the programs, photos, and description of the awards
- b. Review and approve the concept design and outputs of the contractor  
Pay the contractor within 7 working days upon approval of the deliverables

F. Terms of Payment


Terms	Amount (P)
First payment (15%) – within 7 working days after approval of concept for the cover design and layout of inside pages	45,000
Second payment (50%) – within 7 working days after submission of the 1 <sup>st</sup> draft of all the inside pages of the souvenir program	150, 000
Final payment (35%) – within 7 working days after the submission of deliverables	105,000
<b>TOTAL</b>	<b>P 300,000</b>


- G. Fund Source  
Php 300,000 chargeable against NSD funds (A.IIIB)

H. Timetable of activities

Schedule	Specific Activity	In-Charge
1. Week 1	Submission of concept for cover design and inside pages	Contractor
2. Week 2 – 3	Provision of LGU/BNS draft write-ups and pictures	NNC
3. Week 4	Submission of first draft of the lay-out	Contractor
4. Week 5	Revision of lay-out of NNAC souvenir program	Contractor, NNC
5. Week 5	Final prototype of NNAC souvenir program for NNC's approval	NNC
6. Week 7	Delivery of NNAC souvenir program at NNC	Contractor

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Recommending Approval :

  
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Deputy Executive Director

Approved:

  
Assistant Secretary of Health Maria-Bernardita T. Flores, CESO II  
Executive Director IV