

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 2018 NNAC Souvenir Program with the following specifications:

1. Hiring of professional services to design and lay-out 2018 NNAC Souvenir Program (ABC-P25,000.00)
2. To print 2018 NNAC Souvenir Program, digital (ABC-P500,000.00)  
Specifications:  
Quantity: 500 copies  
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

**Timeline:**

Approval of proof: within 2 CD upon issuance of Purchase Order

Delivery Period: within 5 CD from receipt of approved final proof


**Terms of Payment:** charge

Prospective bidders must submit the following eligibility documents:

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

**Total Approved Budget for the Contract (ABC) – P525,000.00**

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 Graphic Artist to Design the Layout of the Souvenir Program  
for the 2018 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). This year, the interagency team will conduct the visits from March to May 2018. The interagency NET also conducts the Search for the National Outstanding Barangay Nutrition Scholar to recognize the most outstanding BNS from among 40,000 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 for the NNAC souvenir program.

**B. Objective**

To design the layout for the NNAC souvenir program

**C. Expected Output**

Electronic copy of the editable layout design of the NNAC Souvenir Program

**D. Duration**

Four (4) 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 layout of the NNAC Souvenir Program which includes profile of LGUs and highlights of projects of the 32 LGUs (awardees of the CROWN, 1<sup>st</sup> and 2<sup>nd</sup> Year CROWN Maintenance, NHA) and the 2017 NOBNS 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) size: A4, may be landscape or portrait depending on recommendation of the contractor
    - c) 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 3 revised drafts)
  - b.5. Submit soft copy of the layout design for final approval of NNC

### 2. NNC Secretariat

- a. Provide the contractor with the sample contents of the souvenir program: write-ups of the LGUs and OBNSs.
- 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 (50%) – within 7 working days after submission of the 1 <sup>st</sup> draft of all the inside pages of the souvenir program	10, 000
Final payment (50%) – within 7 working days after the submission of deliverables	15,000
<b>TOTAL</b>	<b>P 25,000</b>

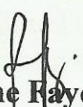
G. Fund Source


PhP 25,000 chargeable against NSD funds (A.IIIB) inclusive of taxes

H. Timetable of activities

Schedule	Specific Activity	In-Charge
Week 1	1. Submission of concept for cover design and inside pages	Contractor
	2. Provision of sample write-ups and pictures	NNC
Week 2-4	Submission of first draft of the layout	Contractor
Week 5-7	Revision of lay-out of NNAC souvenir program	Contractor, NNC
Week 8	Final prototype of NNAC souvenir program for NNC's approval	NNC

Prepared by:


  
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Nutrition Officer II  
Nutrition Surveillance Division

  
**Hygeia Ceres Catalina B. Gawe**  
Nutrition Officer V and Chief  
Nutrition Surveillance Division

Recommending Approval :

  
**Azucena M. Dayanghirang, MD, MCH, CESE**  
Deputy Executive Director

Approved:

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

National Nutrition Council  
Office of the Executive Director

**RECEIVED**

Date/Time (OB) 5.29.2018 4:30  
By: [Signature]

National Nutrition Council  
Office of the Deputy Executive Director

**RECEIVED**