



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

**Philippine Atmospheric, Geophysical and Astronomical Services
Administration (PAGASA)**

TERMS OF REFERENCE

Printing and delivery of 15 kinds of flyers and 6 kinds of posters

a. Overview

According to study conducted by Center for Research on the Epidemiology of Disasters (CRED), United Nations International Strategy for Disaster Reduction (UNISDR) and Universite Catholique de Louvain (UCL), the Philippines encountered multiple storms in 2018. The tropical cyclone-prone country ranked 2nd as an estimate of 6.5 million people were affected in disasters, reaching a death toll of 221.

As a technical warning agency, it is important to inform the general public on DOST-PAGASA's products and services through simplified printed materials in support to the agency's advocacy campaigns, especially when it comes to hydro-meteorological hazards. Using such materials, we inform the public about the agency, different hydro-meteorological hazards with corresponding precautionary measures, other products and services.

Furthermore, these information materials are also disseminated in all advocacy campaigns to serve as collaterals and ready reference-at-hand for the target audience which contributes to the disaster preparedness aspect. As a result, the people may act accordingly on the warnings and advisories released by the agency whereby contributing to lessen—if not totally—eradicate the loss of lives, properties and livelihood of the Filipino people.

b. General objective

To inform and educate the general public on different products and services of DOST-PAGASA with an end goal of becoming a hydromet disaster resilient country through infographic materials with sleek and minimalist design.

c. Approved budget for the contract

The approved budget for the said item is ONE MILLION, SIX HUNDRED FIFTY-SIX THOUSAND PESOS (P 1,656,000.00).

d. Target audience

The general public and all sectors

e. Scope of work

1. Printing and delivery of materials
2. Specifications (please see Annex A)
3. Other conditions

a. The End user will provide the design and final layout of all the specified materials for printing in digital form

b. The End user should be provided with first draft for approval before the final printing

c. Attach samples in your bidding documents the specified materials to be used in printing both for flyers and posters

"tracking the sky...helping the country"

f. Bid validity

The bid shall remain valid for a period of one hundred twenty (120) calendar days from the date of the opening of bids.

g. Date and place of delivery

The winning bidder shall print, supply the materials and deliver within thirty (30) calendar days commencing upon the receipt of Notice to Proceed (NTP). All printed materials specified should be delivered in:

DOST-PAGASA Central Office

PAGASA Science Garden, Agham Road, Diliman, Quezon City