



"ANNEX D"

Republic of the Philippines
Department of Education
REGION I

**TERMS OF REFERENCE FOR THE PRINTING AND DOOR-TO-DOOR DELIVERY
OF STORYBOOKS FOR THE LIBRARY HUBS IN REGION I**

1. The contract covers the Printing and Door-to-Door Delivery of Storybooks for the Library Hubs in Region I.
2. The technical specifications for the items shall be complied:

Number of Titles: 95

Number of Pages: 6,592,120

Number of Copies: 208,751

Book size: 8.27" x 11.69"

Paper Requirement:

Cover: C2S 180 lbs. or Foldcote cal. 12, solid white, with one side UV lamination

Inside Pages: C2S 100 lbs

Colors:

Cover: 4/4 color

Inside Pages: 4/4 color

Binding: Saddle stitched

3. PROPOSED PACKAGING DETAILS

- * The storybooks shall be wrapped and sealed in plain plastic for adequate protection against moisture and water damage before placing in a plastic.
 - * Package shall be reinforced with 30x23x0.002 Polyethylene (PE) plastic.
 - * Each package shall be properly labeled to indicate the following:
Title, Quantity, Purchaser's name and Address, Supplier's Name, Destination, DepEd logo (with flame), International Symbol, Linear Specifications, Volume, and Gross Weight.
- *100 pcs per bundle

4. A hard copy of each item shall be forwarded to the Regional Office for evaluation or conformance checking prior to mass production. Certification that the storybooks are ready for mass printing will be issued by the end-user to the supplier. The supplier shall ensure that there is ample time for the end-user representatives to do the conformance checking and for the supplier also to have enough time to incorporate the recommendations and findings from the end-user representatives.

5. Pre-delivery Inspection

Inspection or pre-delivery inspection (PDI), where applicable for goods to be delivered, shall be conducted by DepEd through the duly designated Inspectorate Team. The inspection or PDI shall be made upon notice to the DepEd of the readiness of the goods for inspection. The designated Inspectorate Team shall conduct inspection Team during the scheduled PDI.

The Pre-delivery Inspection shall be conducted on the **40th day** from receipt of Notice to Proceed. The Supplier shall coordinate with DepEd ROI, through CLMD,

on the conduct of PDI.

6. Goods shall be packed according to the allocation list.
7. Attached are the Lists of Storybooks with Corresponding Qty./No. of Copies and Place of Delivery.

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