



## TERMS OF REFERENCE

**I. REQUIREMENT: BOOK LAYOUT, TYPESET, DESIGN SERVICES  
BOOK PRINTING SERVICES  
HEADSHOT PHOTOGRAPHY SERVICES**

**II. BACKGROUND**

The Philippine Department of Tourism (PDOT), in partnership with the Philippine Embassy in Australia and in commemoration of the 75th bilateral relations between Australia and the Philippines, aims to strengthen the Filipino heritage through the printing of documentary featuring 75 Filipino – Australian Women in Australia.

**III. OBJECTIVE**

This campaign focuses on the 75<sup>th</sup> Philippines-Australia Friendship year and the Filipino-Australians as a market segment. This documentary series aims to promote and reinforce the Filipino heritage among Filipino-Australians, as well as encourage travel to the country when restrictions are lifted.

**IV. DELIVERABLES**

**1. BOOK TYPESETTING, COVER/ BOOK DESIGN AND LAYOUT SERVICES**

Inclusive of GST, design brief, publication plan, copy editing, proofreading, cover and text design, typesetting, one edit round, licensed fonts, and proof in print-ready PDF

**Size:** 224 mm (W) x 270 mm (H)

**Colour:** Full colour throughout

**Content:** featuring 75 women with a short bio and narrative; with headshot image/s

**# of pages:** 4pp case cover + 8 pp endpapers +148 pp text

**Headshot images:** to be provided by client

**Text/ Narrative:** to be provided by client as MS Word document

**Title, Author, and other pertinent details:** to be provided by client

## **2. CASE BOUND BOOK PRINTING WITH SHAREABLE ONLINE FLIPBOOK**

Inclusive of GST and delivery to 1 Moonah Pl, Yarralumla ACT 2600

**Finished Size:** 224 mm (W) x 270 mm (H)

**Quantity:** 200 copies

**# of pages:** 4pp case cover + 8 pp endpapers +148 pp text

**Print:** Full colour throughout on cover and text; endpapers do not print

**Stock:** 4pp case cover – 157 gsm matt art paper; mounted to 2.0mm screen board

8pp endpapers – 140 gsm uncoated woodfree

148pp text – 157 gsm matt art paper

**Finish:** Gloss laminate, fold, collate, section sewn, H & T bands, affix covers onto square back spine, loose back, trimmed to finished size, carton packed and delivered to metro address provided by PDOT

**Estimated Delivery Date:** TBC

**Delivery Address:** 1 Moonah Place, Yarralumla, ACT 2600

## **3. HEADSHOT PHOTOGRAPHY SERVICES**

Inclusive of 2-5 final headshots per pax, GST, travel to locations, parking and other charges

**Locations:** Australian Capital Territory, New South Wales, Victoria, South Australia, other states TBC

**Number of pax:** 10 pax (ACT), 17 pax (NSW), 14 pax (VIC), 2 pax (SA)

PDOT will take charge of the following for the three (3) above-mentioned services:

- Cost of the typesetting, cover/book design and layout
- Provide text/ narrative and images with clear labelling for order of appearance for the book
- Provide title, author, and other pertinent details

Layout Artist will take charge of the following for the book typesetting, cover/book design, and layout:

- Cover and book design, and layout of the book
- Advice PDOT on the layout options/ outlines of the images and narrative relative to the book content

Book Printing Supplier will take charge of the following:

- Printing of 200 pieces book as per specifications of PDOT
- Delivery of the books to 1 ACT metro address

**V. DOCUMENTARY REQUIREMENT**

Bidders are required to provide their Australian Business Number (ABN) and an invoice after the Notice of Award from PDOT.

**VI. PROJECT COST**

Book Typesetting, Cover/ Book Design and Layout Services	\$2,200
Case Bound Book Printing with Shareable Online Flipbook	\$6,828
Headshot Photography Services	\$6,375
<b>TOTAL Project Cost</b>	<b>\$15,403</b>

**VII. PAYMENT PROCEDURE**

Electronic Fund Transfer of payment to winning bidder's nominated bank account and upon client's receipt of tax invoice

Prepared by:



**ELEANOR A. PALIMA**

Administrative Officer and OIC

Philippine Department of Tourism – Sydney