



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Intramuros, Manila



Publication of 2022 Philippine Labor Terms of Reference

A. Brief Description

The **Philippine Labor** is the institutional carrier and documenter of DOLE programs and efforts in the promotion of employment and human resource development; ensure workers' protection and welfare; and promotion of industrial peace. The **Philippine Labor** has been effective in communicating the Department's programs and services in uplifting the lives of the Filipino workers.

The **Philippine Labor** is intended to provide a major channel through which the DOLE encourages target clients to avail of DOLE programs and services, and subsequently, inspire them to give their feedback on these programs and services.

B. Contents of the Philippine Labor newsmagazine

1. Humanized stories of DOLE programs and services
2. Regional, bureaus, and attached agency news briefs
3. Overseas accomplishments/highlights
4. News story on featured DOLE official
5. Best practices and organizational outcomes depicting the impact of the Department's projects and activities
6. News stories on the DOLE's local and international milestones
7. Letters, commentaries, and feedback from readers

C. Expectations from the printer

The printing company is expected to perform the following:

1. Printing of the **Philippine Labor** based on the following specifications:

Size: Spread – 24 in. x 18 in.
Folded – 12 in. x 18 in.
No. of pages: 8 pages
Color: Front and back cover – Full color
Inside Pages – Full color
Paper: Bookpaper 60 lbs. (cover and inside pages)
Process: Offset printing
Binding: Folded
No. of copies: 3,000 copies per month
Frequency: Monthly

2. Finished layout in Indesign format will be submitted to printer
3. A digital proof from the printer is required, prior to final printing
4. An approved and signed proof will be required for final printing.

D. Delivery Date

Five (5) working days after submission of approved and signed proof.

E. Estimated Project Cost

P600,000.00

F. Penalty Clause

1. In case of delayed delivery, a penalty of 1/10 of 1% of the total amount of the job contract shall be imposed for each day of delay.
2. All works not complying with the above specifications shall be returned and shall be replaced by the supplier. Otherwise, the amount of said rejected works shall be deducted from the total price.
3. The printing company shall be responsible for damaged goods due to careless packing/handling.

Prepared by:



RAUL M. FRANCIA

Director

Information and Publication Service

Recommending Approval:



ATTY. PHILIP A. PAREDES

Undersecretary

Legal, Legislative Wages and Productivity, and Internal Auditing Cluster

Approved by:



SILVESTRE H. BELLO III

Secretary

Department of Labor and Employment