



REQUEST FOR PROPOSAL

1. The Philippine Institute for Development Studies (PIDS) invites all eligible individual consultants to submit proposals for the **Layout Artist for PIDS Publications**.
2. The Approved Budget for the Contract (ABC) is **PhP70,000.00**.
3. Interested consultants must submit the following documents using PIDS the prescribed forms:
 - a) Curriculum Vitae of the proposed Consultant(s)¹
 - b) Technical Proposal Form¹
 - c) Financial Proposal Form¹
 - d) Filled out Data Privacy Notice and Personal Data Protection Form¹
 - e) Statement of Completed contracts²
 - f) Statement of All Ongoing and Awarded But Not Yet Started Contracts²
 - g) Notarized Omnibus Sworn Statement (for ABC above PhP50,000.00)¹
 - h) Income/Business Tax Returns (for ABC above PhP500,000.00)¹
 - i) PhilGEPS Registration Number (certificate or screenshot)¹
 - j) Valid Mayor's/Business Permit (Firm) or BIR Certificate of Registration³ (Individual).
4. Interested consultants may obtain further information from the Procurement Management Division at telephone via email at procurement@pids.gov.ph.
5. The Institute shall adopt the Quality-Based Evaluation procedure in selecting consultants based on the attached Terms of Reference.
6. The deadline for submission of proposals is on **15 April 2025 (5:00 PM)** addressed to:

The BAC Chairperson for Consultancy
Services c/o The BAC Secretariat
Procurement Management Division
18/F Three Cyberpod Centris – North Tower, EDSA cor. Quezon Ave., Quezon City

Proposals may also be submitted through email at procurement@pids.gov.ph.

7. PIDS reserves the right to reject any or all of the proposals, declare a failure of bidding, or not award the contract if there is evidence of collusion, including any act that restricts, suppresses, or nullifies competition, or if there is a failure to follow the prescribed bidding procedures. PIDS also reserves the right to waive any required formality in the proposals received and select the proposal it determines most advantageous to PIDS.


DR. AUBREY D. TABUGA

Chairperson
PIDS-BAC for Consultancy Services

Reference No.:2025-087

¹Applicable for individual consultants and firms

²Applicable for firms only

³ Individual consultants must issue Official Receipt (OR) during payment.

Philippine Institute for Development Studies

TERMS OF REFERENCE

One Layout Artist for PIDS Publications

1. Background and Objective

The Philippine Institute for Development Studies (PIDS) conducts policy-oriented studies to assist policymakers and decisionmakers in crafting evidence-informed plans, policies, and programs. These are disseminated through different types of publications, such as Books, Research Paper Series, Philippine Journal of Development, Development Research News, Policy Notes, Economic Policy Monitor, Annual Public Policy Conference proceedings, and Annual Report.

The Institute upholds a quality policy in the conduct and dissemination of its research studies. It, therefore, seeks to engage the services of a **Layout Artist** to ensure the quality of its publications and their timely release.

2. Scope of Work, Deliverables, and Schedule of Payment Release/s

Under the technical oversight of the Director/Manager of the PIDS Research Information Department, assisted by the Division Chief of the Publications and Circulation Division, the Layout Artist is expected to do the following:

- 1) Layout the manuscript (text, figures, tables, images) using Adobe InDesign and other appropriate software following the template of the PIDS publication;
- 2) Proofread and enter corrections;
- 3) Submit the electronic files of the final laid-out pages (both in Adobe InDesign and Adobe PDF) ready for uploading and printing;
- 4) Submit three cover designs for each PIDS book; and
- 5) Incorporate the comments of PIDS on the selected cover and submit the final cover (both in Adobe Photoshop/Illustrator and Adobe PDF).

Note: At least two galley proofs (and a third one as the need arises) shall be produced by the Layout Artist for PIDS' approval prior to finalization. The final output must include all the linked files.

In addition, he/she must submit three cover designs for each PIDS book and the final covers.

Deliverables and schedule of payment release

The Layout Artist is expected to submit the outputs within the timeline set by PIDS. Payment shall be PHP **150/page**. The total fee will depend on the final number of pages laid out. The publication size is 6" x 9".

Around 15 manuscripts shall be laid out with texts, tables, figures, and images. There will be additional pages for the preliminaries and back matters.

Activities	Deliverables	Due Dates
A. Layouting		
Layouting of the papers	Formatted Manuscript according to PIDS-specified guidelines in Adobe Indesign and PDF.	7 calendar days after the layout artist's receipt of the files from PIDS.
Submission of the final laid-out pages following the feedback and corrections of PIDS	Final Laid-Out Pages , incorporating all feedback and corrections from PIDS in both InDesign format and PDF.	5 calendar days after the layout artist's receipt of the files from PIDS.
B. Cover design		
Submission of cover studies and final cover design	Cover Studies: A set of initial cover design concepts or drafts for review, showcasing different design directions, layouts, and visual elements.	7 calendar days after the layout artist's receipt of the files from PIDS.
Submission of the final cover design following the feedback and corrections of PIDS	Final Cover Design: The completed, polished cover design, incorporating feedback and finalized for submission, in high-resolution formats suitable for printing and digital use (Illustrator/Photoshop, PDF).	5 calendar days after the layout artist's receipt of the files from PIDS.

3. Project Cost

The project costs approximately **PHP 70,000**, covering around 15 manuscripts, including the cost of cover design at PhP6,000 per completed cover. The payment for the page layout shall be per page of the laid-out manuscript at PhP150 per page. Any increase/decrease in the total number of laid-out pages shall be charged/deducted accordingly at PhP150.00 per page.

Payment can be made after the submission of each final output/laid out pages and their acceptance and approval by PIDS.

4. Project Duration

The engagement is **from May 1, 2025 to April 30, 2026** from the issuance of the notice to proceed.

5. Qualifications of the Consultant and Evaluation Criteria:

Below are the required qualifications of the Layout Artist and the evaluation criteria:

a. Associate or Bachelor's degree (preferably in graphic design, communication arts, and other related discipline);	30%
b. Strong layouting skills and experience of at least five (5) years; and	40%
c. Extensive knowledge and background in layouting publications, especially policy-oriented and data-intensive studies.	30%
Total	100%

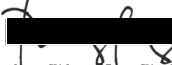
6. Ownership of Data

All information, data, reports, or any other material, graphic software, or otherwise prepared, collected, and gathered by the Layout Artist under the project's duration shall belong to and remain the exclusive property of PIDS. Said materials should be properly documented and turned over to the Institute before the end of the engagement. The Contractor shall not use in any manner the information and data gathered for commercial or other purposes, and such information and data shall be for the exclusive use of PIDS.

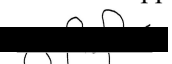
7. Compliance with PIDS Data Privacy Policy

Before the commencement of work for this specific project, the Layout Artists shall be asked to sign a nondisclosure agreement with PIDS. Any information gathered and generated in the implementation of the project shall be processed subject to the applicable provisions of the Republic Act 10173, known as the "Data Privacy Act of 2012" and its Implementing Rules and Regulations and relevant issuances of the National Privacy Commission (NPC).

Prepared by:


Maria Gizelle G. Manuel
Division Chief III, Publications and Circulation Division
Research Information Department

Reviewed and approved by:


Digitally signed by Quinones
Melinda Tormes
Date: 2025.04.07 16:53:36 +08'00'
Melinda T. Quiñones
Department Manager III
Research Information Department