



Republic of the Philippines  
 Department of Interior and Local Government  
 Philippine Public Safety College  
**PHILIPPINE NATIONAL POLICE ACADEMY**  
 Camp General Mariano N Castañeda, Silang, Cavite 4129  
 Tele Fax # (049) 545-5940/ (02)396-4076  
 Website: [www.pnpa.edu.ph](http://www.pnpa.edu.ph) Email Add: [info@pnpa.edu.ph](mailto:info@pnpa.edu.ph)



## INVITATION FOR SELECTION PROCESS

A. The Cadet Corps Philippine National Police Academy, through the Corps Publications, invites potential service providers for the **Production and Printing of KAMPILAN Year book 2017 for AY 2016 – 2017** to be held at PCAI Hall, PNPA, Camp Gen. Mariano N Castañeda, Silang, Cavite. Indicated are the specifications for the KAMPILAN 2017:

<b>Page Size:</b>	<b>8.75" x 11.75"</b>
<b>No. of Pages</b>	<b>800 pages + ends + cover + slip case</b>
<b>Stock</b>	<b>Cover- Coated 2 Sides 120 lbs on pasteboard (with Metal Class Seal of MASIDLAK Class 2017)</b>
	<b>Inside- Matte Coated 80 lbs</b>
	<b>Flyleaf- Specialty Paper (color to match the Color scheme)</b>
	<b>Slipcase- C2S 120 lbs. on Pasteboard # 20 with diecut</b>
<b>Color</b>	<b>Cover: Full color; Matt lamination w/ spot UV</b>
	<b>Flyleaf: No print</b>
	<b>Inside: Full colors, 4/4</b>
	<b>Slipcase: Full color with matte lamination</b>
<b>Processing</b>	<b>Complete Production including professional copy editing and proofreading. Digital proof required actual size for approval. Prototype of cover required for clients approval.</b>
<b>Printing Process</b>	<b>Offset</b>
<b>Others</b>	<b>With 2 sets of digital proof for clients approval</b>
<b>Binding</b>	<b>Smyth-sewn, hardbound with headband, Reinforced binding, square back</b>
<b>Others</b>	<b>With 2 sets of digital proof for clients approval</b>
<b>Quantity</b>	<b>153 cps. + 10 complimentary copies (1 copy /graduating cadet x 153 copies= 153 copies + 10 complimentary copies)</b>

B. The following are the guidelines and procedures for the Selection Process:

1. The list of minimum requirements for Eligibility Requirement is indicated in the Selection Process Data Sheet (See *below*). Eligibility documents of the prospective service provider must be submitted on the day of Selection Process on **July 24, 2016 at about 1:00 PM** which shall be checked by the Selection Committee.

2. Selection process will be conducted through a competitive selection procedure. The potential service provider will be required to bring samples (Completed Samples must be accompanied by an Acceptance Certificate) on the day of selection proper which were completed within the last three (3) years from the date of submission of proposal and must be similar in terms of scope of work and specifications of project to be produced and an Audio-Visual Presentation of the participating service provider to be rated both by the Selection Committee.

3. Interested service providers are required to submit their Letter of Intent and Company profile, which includes the company history, list of printing equipment and binding/finishing equipment and list of clientele and organizational structure to PCINSP RODEL GUROBAT TRUMATA, OIC, Corps Publications, PNPA for the Selection Process scheduled on or before July 24, 2016 (Sunday).

4. The Corps Publication Selection Committee will hold the Selection Process on July 24, 2016 at about 1:00 PM at PCAI Hall, PNPA, Camp Gen. Mariano N Castañeda, Silang, Cavite.

5. The quotation shall be sealed in a long brown envelope and must be submitted to OIC, Corps Publications on July 24, 2016; 1:00 PM. The sealed quotation shall be opened and evaluated by the Selection Committee in the presence of the service provider and/or his or her official representative who signifies to participate in the Selection Process. Late submission of Project Proposal shall not be accepted.

6. Price Proposal should be inclusive of additional requirements for the benefit of Cadet Corps Philippine National Police Academy.

7. Interested service provider may inquire for other details from the Officer in-Charge that can be contacted thru Mobile Phone No. 0927-580-9853. Interested service providers should not directly coordinate and transact with the members of the Corps Publications without the approval of the Officer-in-Charge.

8. The Cadet Corps Philippine National Police Academy– Corps Publications reserves the right to accept or reject any proposal, to annul the selection process, and to reject all proposals at any time prior to the awarding of contract, without thereby incurring any liability to the affected service provider/s.

# **SELECTION PROCESS DATA SHEET**

## **A. ELIGIBILITY REQUIREMENTS:**

Indicated are the eligibility requirements, which should be presented to the selection committee in order for the projected service provider to qualify for the selection process.

1. Original cover letter certifying under oath (duly notarized) the authenticity or correctness of all documents submitted;
2. Original Company Profile and/or Brochure;
3. Certified True Copy of Mayor's Permit;
4. Certified True Copy of Tax Identification Number (TIN) and VAT Registration;
5. Certified True Copy of Audited Financial Statements (Balance Sheet and Income Statement) for the last 3 years (2013, 2014, 2015);
6. Certified True Copy of Company/Business Income Tax Return (ITR) for the last 3 years (2013, 2014, 2015);
7. Original Letter of Authorized or Secretary's Certificate showing the photograph of authorized representative/s;
8. List of clients/customers (past and present); and,
9. Sketch of Office/Plant/Factory

## **B. OTHER REQUIREMENTS:**

### **1. EQUIPMENT**

- a. Equipped with at least three (3) units of 4-color Offset Printing Machineries.
- b. In-house binding and finishing facilities.
- c. And other high-end equipment for printing.

### **2. PERSONNEL/MANPOWER**

- a. Personnel assigned are experienced computer graphic artist/designer.
- b. At least two (2) graphic artists to be assigned per publication project;
- c. With a competent proofreader and professional editor; and'
- d. Good working attitude and relationship with the clientele;

*(Note: Curriculum Vitae of the editor must be placed in separate folder and to be included in the sealed envelope of the price proposal.)*

**Signature of the members of the Corps Publications Selection Committee**

**CDT 1C ISIDRO VICTOR S. VILLAROSA**  
Editor-in-Chief, Corps Publications

**CDT 1C KENT B. GUDMALIN**  
Chairman, Selection Committee

**CDT 1C PRECY SAVINA B. SODELA**  
Ex-Officio Chairman, Selection Board/  
Production Manager

**CDT 1C MACDUM D. ENCA**  
Regimental Commander

**CDT 1C RHOSSEL S. ANIVERSARIO**  
Regimental Finance

**CDT 1C ERVIN KEITH U. URBIZTONDO**  
Chairman, Honor Committee

**CDT 1C JOHN REY-AN G. DONASCO**  
Associate Editor, Kampilan

**CDT 1C JAN ACE ELCID P. LAYUG**  
Associate Editor, Miscellaneous

**CDT 1C JOHN REY R. CASANOVA**  
Special Projects Head

**CDT 1C GENESIS L. MAGANGAT**  
First Battalion Commander

**CDT 1C CESAR A. MORFE JR**  
Second Battalion Commander

**CDT 1C JIM CRIS D. DAGDAG**  
Third Battalion Commander

**CDT 1C JOSE MARIE DC SABENIANO**  
Fourth Battalion Commander

**CDT 1C INAR VIC V. FLORECE**  
Class President CL 2017

**CDT 2C JESS T. AGUSTIN**  
Class President CL 2018

**CDT 3C RAZZEL ALDWIN U. MORENO**  
Class President CL 2019

**CDT 4C JOHN MARK J. MAANDAL**  
Class President CL 2020

Noted by:

**RODEL GUROBAT TRUMATA**  
Police Chief Inspector  
OIC, Corps Publications

Approved by:

**FROILAN PENA ELOPRE**  
Police Senior Superintendent  
Director PNPA