



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
MALACAÑANG, MANILA

**REQUEST FOR QUOTATION**

The Department of Budget and Management (DBM), through its Fiscal Planning and Reforms Bureau (FPRB), will undertake a Negotiated Procurement for the Hiring of an Information Designer for the Program Expenditure Classification (PREXC) Advocacy Materials, in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project	Hiring of an Information Designer for the Program Expenditure Classification (PREXC) Advocacy Materials
Location	DBM, Malacañang, Manila
Brief Description	Hiring of an Information Designer for the design of a Booklet and a Briefer for PREXC
Approved Budget for the Contract	Thirty Five Thousand Pesos (Php 35,000.00)

Attached is the Terms of Reference for this project.

Submission of quotation is not later than September 21, 2015 thru email at [cbautista@dbm.gov.ph](mailto:cbautista@dbm.gov.ph), [gservida@dbm.gov.ph](mailto:gservida@dbm.gov.ph), [rgumasing@dbm.gov.ph](mailto:rgumasing@dbm.gov.ph) or [ivalerio@dbm.gov.ph](mailto:ivalerio@dbm.gov.ph).

For inquiry, you may contact Mr. Imman Van B. Valerio at telephone number +632.735.4916 and +632.7912000 local 3217.

Very truly yours,

  
**TESSIE C. GREGORIO**  
Acting Director III, FPRB

## Terms of Reference Information Designer

### 1.0 Background

- 1.1 The Program Expenditure Classification (PREXC) is the allocation of resources by structuring an agency's budget into a program expenditure classification. It requires putting performance information for each program making PREXC a management tool to monitor the effectiveness of an agency's program. As a result, the adoption of PREXC will unify the government-wide definition of *program*, and make the form of the national budget more consistent and intuitive. PREXC will likewise improve the current Performance Informed Budget (PIB) to help agencies manage their finances for better results.
- 1.2 To facilitate the preparation of communication materials on PREXC to create buy-in from Congress and the whole of government, there is a need to engage an information designer.

### 2.0 Scope of Work and Deliverables

- 2.1 The Information Designer shall be responsible for the development of information graphics, lay-outs and other visual and graphic content for the communication materials and its publication – including but not limited to the design and layout of brochures, presentation slides, pamphlets, booklets, posters on PREXC. His/her outputs will all be submitted to the Reforms Division of the Fiscal Policy and Reforms Bureau (FPRB), the PREXC team, Usec. Laura B. Pascua and other DBM officials for technical vetting and approval, as the case may be.
- 2.2 The information designer shall fulfill his/her deliverables in line with the following timeline (subject to the submissions for editing and consolidation provided by the DBM technical team):

Timeline	Information Designer's Deliverables
4 <sup>th</sup> week of September	Design for communication materials for PREXC – booklet

- 2.3 In addition, the information designer shall attend and participate in meetings, if any, with DBM Bureaus and Offices for input on PREXC communication materials, to be organized by the Reforms Division of FPRB.

### 3.0 Required Minimum Expertise:

- At least two (2) years of experience in graphic design, multimedia production, publishing, mass media, or other related fields.
- Bachelor's degree, preferably in information design, communication, mass media, social sciences, public or business administration, or other related courses.
- Above-average proficiency in the use of computer applications.

### 4.0 Submission of Proposals

- 4.1 Interested applicants may send through e-mail ([ivalerio@dbm.gov.ph](mailto:ivalerio@dbm.gov.ph)) their application letters, sample work in printable form, and Curriculum Vitae not later than **21 September 2015** addressed to:

**MS. TESSIE C. GREGORIO**

Acting Director III

Reforms Division

Fiscal Planning and Reforms Bureau

2nd Flr., Bldg. 3, Department of Budget and Management

General Solano St., San Miguel, Manila

- 4.2 For inquiries, you may contact Imman Van B. Valerio at 735-4916, 791-2000 loc. 3217 or through e-mail at [ivalerio@dbm.gov.ph](mailto:ivalerio@dbm.gov.ph).

## Financial Proposed Submission Sheet

Date: \_\_\_\_\_

Sir/Madam:

After having carefully read and accepted the terms and conditions in your Request for Quotation, hereunder is our quotation for the printing of the Program Expenditure Classification (PREXC) Advocacy Materials:

Venue	P _____ (VAT inclusive) In words: _____
Total Contract Price	P _____ (VAT inclusive) In words: _____

Very truly yours,

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Name/Signature of Representative

\_\_\_\_\_  
Date