



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 7768747
Procuring Entity PHILIPPINE RICE RESEARCH INSTITUTE
Title Professional Services in Editing of Developmental Project Terminal Reports
Area of Delivery Nueva Ecija

Solicitation Number:	2021-06-1759	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods	Bid Supplements	0
Category:	Services		
Approved Budget for the Contract:	PHP 116,000.00	Document Request List	0
Delivery Period:	60 Day/s		
Client Agency:		Date Published	15/06/2021
Contact Person:	Abegail Tirante Donayre Admin Officer V Maligaya Science City of Muñoz Nueva Ecija Philippines 3119 63-44-4560650 63-44-4560650 ppmu.pmd@gmail.com	Last Updated / Time	14/06/2021 22:02 PM
		Closing Date / Time	18/06/2021 17:00 PM

Description

Item No. Quantity Unit Item and Description

1 1 Lot "Other Professional Services,
TERMS OF REFERENCE
Assignment: Editor on Development Project Terminal Reports
Location: Home based
Duration: 60 days

- 1) Review, edit, and proofread forty-three (43) project terminal reports under the Development Sector, with an estimate of 580 pages (electronic format, legal-size) to improve format, content, and flow.
 - 2) Check the accuracy of content and language used (e.g., correct errors in spelling, grammar, typographical/factual expressions), as well as the quality and overall projections of illustrations, graphics, and tables.
 - 3) Ensure that all terminal reports follow the editorial style guide and convention of PhilRice.
 - 4) Review and check statistical data used and referenced in the text. These must be consistent with the data in respective tables, figures, charts, and maps, as well as with the indicator tables.
 - 5) Ensure that the terminal reports are presented in a manner that will be relevant and functional to the end-users. He/she should consider a documentation concept and intended use, content, organization, and design.
 - 6) Meet with the Deputy ED for Development and assigned technical staff (through an online platform) to discuss the expected output/deliverables.
 - 7) Duration of the project is July-August 2021. A clean copy of the terminal reports should be forwarded to the Office of the Deputy Executive Director for Development by 31 August 2021.
 - 8) Perform related tasks as may be assigned/agreed.
- ELIGIBILITY/QUALIFICATIONS**
The Editor should have:
a. Excellent technical and copy-editing skills (minimum of 5 years of experience and with sample outputs showing

before and after or with tracks) especially of technical reports, using Microsoft Word
b. Experience working in M&E related to agriculture
c. Ability to adhere to deadlines
d. Ability to work effectively under pressure
e. Work flexibility"

Other Information

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Created by Abegail Tirante Donayre

Date Created 14/06/2021

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