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TERMS OF REFERENCE

1. Project Overview

ISAT University seeks to procure the services of a Supplier for the production and delivery of 'Hammer', the official university newsletter, for a period of one year.

2. Scope of Work

2.1 Supplier Responsibilities

- Produce and deliver four (4) quarterly issues of 'Hammer' newsletter.
- Design, layout, and print the newsletter based on content provided by ISAT University.
- Ensure timely delivery of each quarterly issue.
- Submit invoice for payment after the delivery of each quarterly issue.

2.2 ISAT University Responsibilities

- The Public Information and Communications Office (PICO) will provide necessary assets including pictures and articles for each newsletter issue.
- Review and approve the design and layout before printing.
- Process payment for each quarterly issue upon receipt of invoice from the Supplier.

3. Deliverables

- Four (4) quarterly issues of the 'Hammer' newsletter over a one-year period.

4. Timeline

- The contract will cover a one-year period, with one issue to be delivered each quarter.

5. Payment Terms

- The approved budget for the contract covers one year (4 quarterly issues).
- Payment will be upon the full delivery of the newsletter.
- The Supplier shall submit an invoice after the delivery of each quarterly issue.
- ISAT University will process the payment upon receipt and verification of the delivered newsletters and the corresponding invoice.

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