

TERMS OF REFERENCE

Procurement for the Publication (Printing Services) of the Annual Report for CY 2018 (Contract No. PS-2018AR)

I. Rationale

The Metropolitan Waterworks & Sewerage System-Corporate Office' (MWSS-CO) Annual Report is an essential document that apprises its readers of MWSS' initiatives, projects, accomplishments and activities in the year covered.

The publication of the MWSS Annual Report for CY 2018 under small value procurement mode at a total cost of Three Hundred Thousand Pesos (P300,000.00) is included in the CY 2018 Annual Procurement Plan (APP) as recommended by the Bids and Awards Committee per Resolution No. 2018-04 and approved by the MWSS Board of Trustees per Resolution No. 2018-013-CO.

II. Approved Budget for the Contract

The approved budget for the contract is **Three Hundred Thousand Pesos (P300,000.00)** including government taxes and all other charges.

III. Mode of Procurement

The procurement for the Publication (Printing Services) of the CY 2018 Annual Report shall be in accordance with Rule XVI, Section 53.9 (Alternative Method of Procurement – Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184 or the "Government Procurement Act."

IV. Deliverables

The Contractor shall have the following deliverables:

1. Layout and design of the 2018 MWSS Annual Report
2. Printed 2018 MWSS Annual Reports according to the required specifications and design as approved by MWSS.
3. One Hundred Eighty (180) reproduced copies

V. Technical Specifications

Size	:	8.5 x 11" (Folded)
Cover Page	:	C25 220 lbs matte laminated
Inside Page	:	100 lbs matte
Color	:	Full
Finish	:	Perfect Binding
Page including cover	:	2018 Annual Report, 126 pages (more or less)
Layout and Design	:	Maximum of two (2) revisions in accordance with the indicative time schedule (1 st draft to be submitted within 15 calendar days from submission

of contents of the Annual Report by MWSS; 2nd and 3rd drafts (if needed), to be submitted within 15 calendar days from the return of the reviewed draft by MWSS.)

Printing : 22 calendar days from approval of final layout and design of the 2018 Annual Report.

VI. Payment Schedule

1. First Payment amounting to 50% of the Contract Price shall be made not later than fifteen (15) days upon submission by MWSS of the final layout and design of the 2018 Annual Report ready for mass printing.
2. Second Payment amounting to the next 50% of the Contract Price shall be made upon the issuance of end-user of the Certificate of Inspection, Acceptance and Completion of the delivery of the 180 copies of the 2018 Annual Report.

VII. Documentary Requirements

1. Mayor's/Business Permit for the current year
2. PhilGEPS Registration Number
3. Income/Business Tax Returns
4. Omnibus Sworn Statement
5. Sample of Design and Layout Project with at least 60 pages

VIII. Indicative Time Schedule

ACTIVITY	CALENDAR DAYS
Publication at PhilGEPS	7
Submission of Quotations and Requirements	1
Detailed Evaluation	7
Approval by the BAC and BOT AND Issuance of Notice of Award/Contract	15
Issuance of Notice to Proceed	5
Design and Layout including 2 Revisions	45
Approval of Final Layout by MWSS	10
Printing	22



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