

# TERMS OF REFERENCE

## PROCUREMENT FOR THE PUBLICATION (PRINTING SERVICES) OF THE ANNUAL REPORT FOR CALENDAR YEAR (CY) 2020 AND 2021 Contract No. MWSS-2021-PAR

### A. OBJECTIVES

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

### B. MODE OF PROCUREMENT

The mode of procurement shall be small value as prescribed under Section 53.9 and Annex "H" of the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act.

### C. MINIMUM 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:	Annual Report, 126 pages (more or less)
Layout and design:	Maximum of three (3) revisions in accordance with the indicative time schedule (1 <sup>st</sup> draft to be submitted within 15 calendar days from submission of contents of the Annual Report by MWSS; 2 <sup>nd</sup> and 3 <sup>rd</sup> 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 Annual Report

### D. DELIVERABLES

#### For CY 2020 Annual Report:

1. Layout and design of the 2020 MWSS Annual Report
2. Printed 2020 MWSS Annual Report according to the required specifications and design approved by MWSS
3. Fifty (50) reproduced copies

#### For CY 2021 Annual Report:

1. Layout and design of the 2021 MWSS Annual Report
2. Printed 2021 MWSS Annual Report according to the required specifications and design approved by MWSS
3. Fifty (50) reproduced copies

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**E. INDICATIVE TIME SCHEDULE**

ACTIVITY	CALENDAR DAYS
<b>CY 2020 Annual Report</b>	
Design and Layout including 2 revisions from first submission of draft layout (max 3 submissions)	45
Approval of final layout by MWSS	10
Printing	22
<b>CY 2021 Annual Report</b>	
Design and Layout including 2 revisions from first submission of draft layout (max 3 submissions)	45
Approval of final layout by MWSS	10
Printing	22

**F. PAYMENT SCHEME**

**For CY 2020 Annual Report:**

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 2020 Annual Report ready for mass printing.

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 all the copies of the 2020 Annual Report.

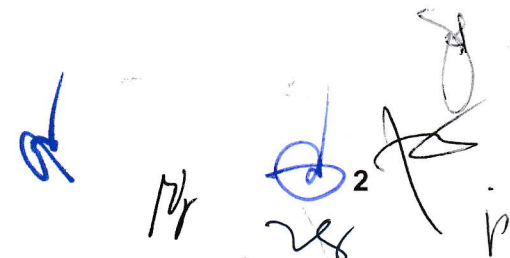
**For CY 2021 Annual Report:**

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 2021 Annual Report ready for mass printing.

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 all the copies of the 2021 Annual Report.

**G. OTHER DOCUMENTS REQUIRED FOR AWARDING OF CONTRACT**

1. Proof of PHILGEPS Registration Number (1 Certified True Photocopy);
2. DTI or SEC Registration, Mayor's Business Permit (1 Certified True Photocopy);
3. Latest Income/Business Tax Return (1 Certified True Photocopy)
4. Notarized Omnibus Sworn Statement.





Prepared by:


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