
TERMS OF REFERENCE FOR PROCUREMENT OF PRINTING SERVICES FOR THE MWSS 2017 ANNUAL REPORT

Rationale

The MWSS Annual Report is an essential document of MWSS that highlights and appraises MWSS' publics of the projects, accomplishments and activities of MWSS in the year covered.

The publication of the MWSS Annual Report for CY 2017 under small value procurement mode at a total cost of P300,000.00 is included in the CY 2018 MWSS CO Annual Procurement Plan (APP) which was approved by the MWSS-CO Board of Trustees, along with the MWSS Corporate Office's Corporate Operating Budget, via Board Resolution No. 2017-167-CO and BAC Resolution No. 2018-25.

Objective

To hire the services of a qualified printing firm to undertake the design, layout and printing of the 2017 MWSS Annual Report

Implementation

The mode of procurement shall be in accordance with R.A 9184, specifically, Sec 53.9 (Small Value Procurement) of its Revised Implementing Rules and Regulations (IRR).

Deliverables

The Contractor shall have the following outputs:

1. Layout and design of 2017 MWSS Annual Report
2. Printed 2017 MWSS Annual Reports according to the required specifications and design as approved by MWSS.
3. One Hundred Eighty (180) reproduced copies

Technical Specifications

Size	8.5" x 11" (Folded)
Cover Page	C2S 220 lbs matte laminated
Inside Page	100 lbs matte
Color	Full
Finish	Perfect Binding
Page including cover	2017 Annual Report : 112 pages (more or less)
Quantity	180 copies

Layout & 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; 2 nd and 3 rd 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 2017 Annual Report.

Payment Schedule

First Payment

10% of the Contract Price upon the submission by MWSS of the materials for the design and layout of the 2017 Annual Report

Second Payment

30% of the Contract Price upon the submission by the winning bidder to MWSS of the 2nd draft of the 2017 Annual Report

Third Payment

60% of the Contract Price upon delivery and acceptance of 180 copies of the 2017 Annual Report

Documentary Requirements

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

Indicative Time Schedule

Activity	Calendar Days
Publication at PhilGEPS	7
Submission of Quotations/ Requirements	1
Detailed Evaluation	7
Post Qualification	7
Approval of BAC and BOT Resolution / Issuance of Notice of Award/Contract Signing	7
Approval by Higher Authority	5
Issuance of Notice to Proceed	5
Design and Layout Including 2 Revisions	45
Approval of Final Layout by MWSS	10
Printing	22

Delivery	2
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Approved Budgetary Cost

Three Hundred thousand pesos (Php 300,000.00) chargeable against the Corporate Operating Budget for CY 2017 per Certificate of Availability of Funds dated 18 June 2018, (Annex "A").