



**TERMS OF REFERENCE**  
**PRINTING OF THE COMMEMORATIVE COFFEE TABLE BOOK**

**I. BACKGROUND AND PURPOSE**

The Zamboanga City Water District proudly celebrated its 50th anniversary on April 1, 2024. This long standing water utility ensures the distribution of clean, potable water to around 69,633 active service connections across 62 barangays, as of December 2023.

In 2014, the ZCWD unveiled its first Coffee Table Book, capturing the significant milestones of its first forty years and marking the completion of its inaugural Strategic Plan (2009-2014). To commemorate its golden jubilee, the ZCWD is now preparing a second Coffee Table Book, which will vividly chronicle the achievements and progress of the past 50 years, highlighting its dedication to serving the community and its ongoing commitment to excellence.

**II. OBJECTIVE**

To print and deliver printed outputs of the Commemorative Coffee Table Book.

**III. TARGET AUDIENCES**

The materials shall primarily form part of the ZCWD's archive, as well as, for distribution to LWUA, PAWD, MAWD, convergence partners, high profile guests and other stakeholders of the water district.

**IV. SCOPE OF WORK**

**A. Coffee Table Book Specifications**

<b>Size</b>	Cover: Approx. 12" (width) x 9.25" (height) (folded)
<b>Orientation</b>	Landscape
<b>No. of Pages</b>	200 pages, excluding cover and flyleaf
<b>Quantity</b>	100 quality copies
<b>Paper Cover</b>	Hard Bound , Matte Laminate, Spot 3D print
<b>Inside Pages</b>	120 C2S matte coated
<b>Color</b>	Full Color CMYK Digital Print with UV Lamination Cover Inside: Full Color CMYK Digital Print
<b>Finishing</b>	Glossy UV Laminated Cover with Perfect Binding
<b>Process</b>	Full Color CMYK Digital Printing

**Special instructions:**

(1) **Printing Supplier must submit atleast one (1) quality printed copy the latest similar project which shall be included in the submission of bid documents;**

(2) Winning Supplier to provide printed blue print/dummy for review by the CTB Team and OGM as stipulated under item V.;



(3) Final Copies of the Coffee Table Book shall be subject to inspection by the CTB Team. Any defective copies shall be returned to the Winning Supplier which must be replaced and received by the End-User within ten (10) calendar days from receipt of the notice, otherwise Liquidated Damages shall be attached.

### **B. Roles of the Winning Supplier**

The Winning Supplier is mainly tasked to serve as described hereunder:

#### **1. Consultation and Planning**

- **Initial Meetings:** Engage in discussions with the Zamboanga City Water District (ZCWD) team to understand their vision, objectives, and requirements for the coffee table book.
- **Project Scope Definition:** Clarify the scope of the project, including the number of copies, page count, dimensions, paper quality and special finishes.

#### **2. Printing Services**

- **High-Quality Printing:** Utilize advanced printing technology to produce high-quality prints that capture the essence and details of the book's content.
- **Paper Selection:** Source suitable paper types that enhance the book's visual and tactile appeal.

#### **3. Quality Control**

- **Quality Assurance:** Conduct thorough quality checks throughout the printing process to ensure that each copy meets the highest standards.

#### **4. Logistics and Delivery**

- **Packaging:** Ensure that the quality copies are packaged securely to prevent damage during transit.

### **C. Roles of ZCWD**

#### **1. Project Initiation and Vision**

- **Concept Development:** Define the vision, themes, and goals for the coffee table book, ensuring it reflects the significance of the 50th anniversary.

#### **2. Content Creation**

- **Gathering Material:** Collect historical data, photographs, documents, and other relevant materials that showcase the history and achievements of ZCWD.
- **Writing and Editing:** Develop and edit the written content for the book, including articles, captions, and other narratives.
- **Image Selection:** Choose high-quality images that best represent the milestones and significant moments in the history of ZCWD.

#### **3. Collaboration with Winning Supplier**

- **Briefing:** Provide a detailed brief to the Winning Supplier, including specific requirements, preferred styles, and any special features desired.



- **Ongoing Communication:** Maintain regular communication with the Winning Supplier to ensure the project stays on track and any issues are promptly addressed.
- 4. Content Approval:** Ensure all text and image content are accurate, appropriately edited, and aligned with the overall vision of the book.
- 5. Quality Assurance**
- **Quality Checks:** Final quality copies shall be inspected to ensure they meet the desired quality standards.
  - **Feedback Loop:** Provide notice to the Winning Supplier for any necessary appropriate actions on defective copies.
- 6. Delivery and Logistics Support:** Coordinate the delivery of the final quality copies to the specified delivery address.

## V. ELIGIBILITY REQUIREMENTS

The supplier must meet the minimum requirements as provided under RA 9184 and its 2016 Revised Implementing Rules and Regulations.

## VI. PROFESSIONAL FEES AND SCHEDULE OF PAYMENT

The total approved budget for this contractual engagement is **PHILIPPINE PESO FOUR HUNDRED THOUSAND (Php 400,000.00)**, which shall be inclusive of all applicable taxes and fees. The Winning Supplier shall receive payment upon the submission of the following:

- 1) An official billing statement;
- 2) Delivery receipt/s; and
- 3) Inspection and Acceptance Report from the ZCWD attesting to the satisfactory rendition of services.

## VII. DELIVERABLES AND TIMELINE

The Winning Supplier shall deliver the following within the prescribed deadline:

PARTICULARS	DEADLINE
1. Submission of (1) printed 'Blue print" or Dummy	1. September 18, 2024, 5 days after receipt of E-copy from ZCWD
2. Final Copies of the Coffee Table Books	2. Five(5) printed copies to be submitted on October 8, 2024 and
3. Signed billing statement	Ninety five(95) printed copies to be submitted on October 18, 2024



## VIII. TERMS AND CONDITIONS

### A. Instructions

1. Winning Supplier shall be responsible for the source/s of its goods/equipment, and shall make the deliveries in accordance with the schedule and specifications of the TOR, and/or purchase order.
2. Failure of the Winning Supplier to deliver within the specified period under Section V (2) shall result to attachment of Liquidated Damages in accordance with RA 9184 and its 2016 Implementing Rules and Regulations
3. All applicable taxes and fees shall be paid by the Winning Supplier.

### B. Packing

The Winning Supplier shall provide such packing of the final printed quality copies as provided in the technical specifications or any appropriate manner to prevent their damage or deterioration during delivery. The final printed quality copies shall be packed with label identifying content and other applicable packaging symbols with name of the purchaser.

### C. Final Inspection and Acceptance

All deliveries of final printed copies by Winning Supplier shall be subject to final inspection, and acceptance by ZCWD CTB Team and/or the End-User within two (2) days from delivery date.

### D. Payment

Payment shall be processed in accordance with the government accounting rules and regulations.

#### Delivery Address and Contact Person:

<b>Name</b>	Maria Dolores Concepcion
<b>Position</b>	Project Lead, Coffee Table Book
<b>Office/Unit</b>	Office of the General Manager
<b>Contact Number</b>	0977-806-4915
<b>Email Address</b>	pmd@zcwd.gov.ph
<b>Office Address</b>	Zamboanga City Water District, Pilar Street, Zamboanga City


## IX. CONFIDENTIALITY OF DATA AND INFORMATION

All data, documents, records, which may be disclosed to or accessed by the Winning Supplier for purposes of delivering the Services are considered confidential and shall remain the sole



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Pilar Street, Zamboanga City

property of the ZCWD. The Winning Supplier shall prevent the unauthorized transfer, disclosure, or use of the information by any of its officers, employees, or representatives, to any third person or entity. The Winning Supplier shall not use the information for any purpose other than what is reasonably necessary to perform the Services. Upon completion of the Services, the Winning Supplier shall not keep any copy of the information in either digital or physical format, including, but not limited to notes, documents, memoranda, and other writing, electronic records, communications, and the like.

	Name & Position	Signature	Date signed
Preparer	<b>Maria Dolores Concepcion</b> Project Lead - Coffee Table Book Team		8/21/2024
Approved by	<b>Reynaldo R. Cabilin</b> General Manager	