



TERMS OF REFERENCE
Printing, Production and Delivery of 50,000 copies 2023
Baguio Water District (BWD) Calendar

I. PURPOSE

The Baguio Water District- Bids and Awards (BWD-BAC) invites all interested bidders engaged in the business of printing, production and delivery of 2023 Calendars for distribution to Baguio Water District (BWD) concessionaires.

II. APPROVED BUDGET FOR THE CONTRACT

The total contract price for this procurement is **FOUR MILLION TWO HUNDRED FIFTY THOUSAND PESOS (Php4,250,000.00).**

III. SPECIFICATIONS

The winning bidder is required to complete the printing and delivery of fifty thousand (50,000) copies of 2023 calendar with the following specifications and/or requirements, based on the attached Annex "A": Commercial Calendar Design

No. of Pages	:	Twelve (12) pages
Paper Stock	:	Bond Paper
Calendar Size	:	22 x 34 inches
Ad Size	:	19 x 9 inches or larger
Color	:	Full Color Ad (12 ads/images)
Orientation	:	Portrait
Features	:	Square Type with Tides, 2023 Legal Holidays, BIR Reminders and Chinese Dates + Zodiac Signs Bound by metal slides

IV. SCOPE OF WORK / DELIVERABLES

ACTIVITY	SCHEDULE
Submission of paper stock sample to be used	Opening of Bids
Submission of final BWD Ads to the winning bidder in JPEG or PNG format.	Same day with the issuance of Notice of Award/ Notice to Proceed
Submission/Presentation of one (1) sample printout of the 2023 calendar to the Baguio Water District-Bids and Awards Committee (Sample will not form part of delivery)	Ten (10) days from receipt of the final BWD ads / images
Approval of the Sample Printout by the Baguio Water District	Within ten (10) days after receipt of sample
Partial Delivery of 50% (25,000) copies of 2023 BWD Calendar	On or before 31 December 2022.
Full Delivery of remaining 50% (25,000) copies of 2023 BWD Calendar	On or before 15 January 2023.

The winning bidder shall deliver the calendars at the Baguio Water District, No. 003 Purok BWD, Brgy. Marcoville, Utility Road, Baguio City.

V. REPLACEMENT POLICY

The winning bidder must replace calendars that contain errors or those that are lacking in pages/month otherwise, it will not be considered part of the delivery and will not be paid.

VI. COPYRIGHT

Baguio Water District shall fully and exclusively own all outputs and the winning bidder should not use the same for its business.

VII. RESERVATION CLAUSE

The Baguio Water District- Bids and Awards (BWD-BAC) reserves the right to reject all bids, declare a failure of bidding or not award the contract at any time prior to contract award in accordance with Section 41 of 9184, otherwise known as the "Government Procurement Reform Act" and its IRR, without thereby incurring any liability to the affected bidder/s.

VIII. CONTACT PERSON

ATTY. MA. LUISA C. TENEDERO
Bids and Awards Committee Chairperson,
Baguio Water District
(074) 442-3456 / (074) 444-7230

APPROVED BY:


ENGR. SALVADOR M. ROYECA
General Manager



BAGUIO WATER DISTRICT

"Serving Mankind is Serving God"



ANNEX "A"

Commercial Calendar Design

BWD

2023

JANUARY

2023

DECEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

2022

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

CAPRICORN
22 December - 19 January

Ambitious and determined, you stay focused, despite the distractions you find in the busy world. You are a natural leader, and you are a natural leader