

## **TERMS OF REFERENCE**

**Project Title** : Provincial Government of Cavite Departments Services Coffee Table Book

**Duration** : 20 Days

**Budget** : Php249,975.00

**Source** : Other General Services

### **I. Project Description/Rationale:**

The Provincial Government of Cavite (PGC) Services Coffee Table Book is envisioned as an informative printed project designed to showcase the provincial government, its vision and mission, the organizational structure of its various departments and units, and the leadership that drives its services to the community.

The book will provide an insightful overview of how the provincial government operates to better serve Caviteños through a wide range of programs, projects, and activities tailored to meet the needs of the people. It will guide readers on how they can access and participate in these initiatives. Each page will blend captivating visuals with informative text, ensuring an engaging reading experience.

Ultimately, the Provincial Government of Cavite Services Coffee Table Book stands as a testament to the provincial government's ongoing commitment to public service excellence, anchored in the principles of transparency and accountability.

### **II. Objectives**

To create an informative printed collateral that will introduce the provincial government of Cavite, its structure and leadership, as well as the various services provided by its departments and units.

### **III. Scope of Work and Deliverables**

The Service Provider is expected to deliver the following in a timely manner:

#### **A. 88-page Coffee Table Book**

- i. 225 copies of 12"x9" size 88-pager coffee table book:

- The coffee table book will be in full color digital print, pasteboard # 25 with 120 lbs wrap cover, C2S 80lbs contents, Smyth sewn hardbound
- Design and layout will be done by the service provided with final approval from the Office of the Provincial Information Officer
- Editable format of the coffee table book as well as the JPEG or PNG format of the layout shall be submitted to OPIO.

**Activities**

- i. Production Proper
  - Photo shoot for PGC offices and related office activities
  - Only use photos that that will not infringe the intellectual property of organization/entity
  - Layout of coffee table book, proofreading of contents and necessary revisions
  
- ii. Post Production
  - Printing and binding, packaging and delivery of product
  - All materials (i.e. images, photos, graphics) to be used shall be royalty-free and should be turned over to OPIO as its property.

**Production Timetable**

	Week 1	Week 2	Week 2	Week 4
photography				
Layout preparation				
Submission of initial presentation				
Initial checking of coffee table book layout				
Revision of layout				
Printing of sample copy and Final proof reading				
Approval of final coffee table book				

Approved and final Coffee Table Book must be delivered within twenty days upon receipt of Notice to Proceed.

**IV. Approved Budget for the Contract**

Approved Budget for the Contract for the project is Two Hundred Forty-nine Thousand Nine Hundred Seventy-Five pesos (Php250,000.00) inclusive of all

applicable taxes and other fees as may be incurred in the process. The amount will cover the scope of work and deliverables in Section III.

## **V. Implementation Arrangements**

The Service Provider shall be responsible for carrying out specific tasks relevant to the various stages of the project and shall ensure the timely submissions of all deliverables of this project. Section III details these tasks.

## **VI. Schedule of Payment**

The payment shall be made upon completion of all deliverables and activities and submission of final approved printed coffee table book.

## **VII. Mode of Procurement**

Procurement of the Service Provider shall be done through competitive public bidding pursuant to Republic Act 9184 or the Government Procurement Reform Act, and its Revised Implementing Rules and Regulations (IRR).

## **VIII. Confidentiality Clause**

The parties agree to full confidentiality of all information gathered and provided for the undertaking. The parties shall not disclose any communication disclosed for the purpose of this Services. After the completion of the contract, all materials, data, and other related documents provided must be returned to OPIO.

Prepared by:

  
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