

TERMS OF REFERENCE (TOR)

ECCD LEARNING PACKAGE

Books and Materials Component

I. PROJECT DESCRIPTION

This project hopes to support the delivery of home and center-based Early Childhood Care and Development Program for 3 to 4 years old children through the provision and distribution of reference materials and storybooks for daycare centers, parents and children. The learning package was designed to develop children's reading readiness and love for reading.

II. OBJECTIVES

The City intends to request for proposals from reputable and established educational materials publishers to develop a homeschooling manual for daycare parents and provide age-appropriate reading materials for daycare children. Aside from the development and printing of these reference materials, the publisher must also be able to conduct training sessions for daycare teachers. The intended project beneficiaries are daycare centers within the City.

The primary objectives of the project are as follows:

1. To help the students develop a lifelong love for books, reading and learning through the provision of developmentally-appropriate reading materials.
2. To provide parents and other family members with reference materials that would enable them to develop students' reading readiness and love for reading while fulfilling their role as learning facilitators at home.
3. To equip daycare teachers with the necessary skills and resources to facilitate the development of learning and reading readiness among daycare children.

III. Area of Coverage

Intended project beneficiaries are Daycare Centers, Child Development Workers (CDW), parents and daycare students enrolled for SY 2021-2022.

IV. Project Duration

Project Duration is thirty (30) calendar days upon receipt of Notice to Proceed.

V. QUALIFICATIONS

The publishing house shall be eligible to participate in the bidding process, provided that they meet the following qualifications:

1. With extensive expertise and experience in developing and printing educational materials for daycare students, teachers and parents;
2. With at least 30 years in business;
3. Recipient of multiple awards in the field of book development, design and/or writing;

4. Has executed book development projects with both local and multinational private organizations and;
5. Has an existing print library of publicly available titles with more than 100 titles in print and actively sold;
6. Has conducted learning sessions with teachers on developing children's love for books, reading and lifelong learning.

VI.SCOPE OF WORK AND EXPECTED OUTPUT

The Approved Budget of Contract (ABC) for the project is Eleven Million Eight Hundred Sixty Four Thousand Seven Hundred Eighty Two Pesos and Twenty Centavos (Php 11,864,782.20) inclusive of all applicable taxes, commissions, bank charges and other fees as may be incurred in the process.

This shall include the following components:

- a) Development, printing and shipment of 24,110 Parent Manuals for daycare parents;
- b) Printing and shipment of 13,200 big books for 330 daycare centers and 96,440 picture books for daycare children;
- c) Development, printing and shipment of 317 Training Manuals for Child Development Workers;

VII. TERMS OF PAYMENT

Deliverable	Payment
Project Timeline and Parent's Manual Outline	15 % of total amount
Delivery of Printed materials	85% of total amount

VIII. OTHER TERMS AND CONDITIONS

1. The Publishing House shall submit the following documents at the start of the project:
 - a) Project Timeline
 - b) Parent's Manual Outline
2. Content, design and specifications for the development and printing of the Parent's Manuals shall be decided in consultation with Quezon City.
3. Quezon City shall have two (2) weeks to comment on the text drafts, illustration studies as well as the preliminary and final lay-out of the Parent's Manual;
4. Quezon City shall be allowed up to two (2) major revisions of all text and illustrations in the Parent Manual;
5. Once approved and ready for printing, the publishing house will supply Quezon City with a PDF document of the Parent Manual;
6. Copyright of the Parent's Manual shall be shared by the publishing house, the author, the illustrator and Quezon City;

7. The publishing house shall hold Quezon City free and harmless of any liability arising from the intellectual property content not contributed by Quezon City;
8. Quezon City shall review the content of the big books and storybooks to ensure that the learning materials are developmentally-appropriate and aligned with the required learning competencies of the daycare centers;
9. Quezon City shall likewise review the training manuals prior to distribution to daycare centers workers.
10. The Publishing House shall be responsible for delivering the Parent Manuals, Training Manuals, Big Books and Storybooks to Quezon City Hall 30 days after issuance of Notice to Proceed.

IX. PENALTIES FOR BREACH OF CONTRACT

Failure to deliver goods according to the standards and requirements set by the City shall constitute an offense and shall subject the Contractor to penalties and/or liquidated damages pursuant to RA 9184 and its revised implementing rules and regulations.

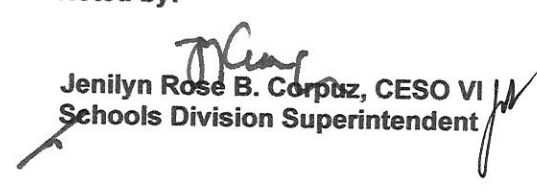
X. TERMINATION OF CONTRACT

The Contract may be terminated by the aggrieved party, in case of breach of contract, fault or gross negligence by the other party. Provided that, the other party failed to remedy the breach, fault or gross negligence despite the lapse of 30 days written notice from the aggrieved party.

Approved:


Julienne Myson Rae V. Medalla
Head, Education Affairs Unit

Noted by:


Jenilyn Rose B. Corpuz, CESO VI
Schools Division Superintendent