



Republic of the Philippines
Office of the Secretary to the Sangguniang Panlungsod
Quezon City

TERMS OF REFERENCE

PUBLICATION OF APPROVED ORDINANCES AND RESOLUTIONS

(Project Title)

I. RATIONALE AND BRIEF BACKGROUND:

Article I, Section 469 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, mandated the Office of the Secretary to the Sanggunian, among others, to publish approved city ordinances and resolutions in a newspaper of general circulation.

II. PROJECT DESCRIPTION:

Publication of Approved Ordinances and Resolutions in a Newspaper of General Circulation for the year 2023.

III. PROJECT SCOPE OF WORK:

The publication of ordinances and resolutions in newspaper/s of general circulation will commence upon the release Purchase Order, on staggered dates upon request of the end-user until December 31, 2023 or until the contract amount is reached, whichever comes first.

One (1) approved measure may be published in two (2) or three (3) newspapers when provided in the "publication clause" of the ordinance or resolution.

IV. PROJECT STANDARDS & REQUIREMENTS:

- Preference to Participating Bidder/s:
- Must be capable to publish ordinances and/or resolutions in at least three (3) newspapers (broadsheet) of general circulation.

V. PROJECT DURATION:

Until December 31, 2023.

VI. APPROVED BUDGET FOR THE CONTRACT:

The Approved Budget for the Contract is Two Million Nine Hundred Ninety-nine Thousand Nine Hundred Eighty-Seven Pesos and Twenty Centavos (Php2,999,987.20), to be taken from the General Fund, FY-2023.

VII. BASIS OF PAYMENT:

The payment scheme for the above-mentioned project will be as follows:

Term of Payment : Credit
Date : On Staggered Basis/
Per Completion of Publication Services.

Prepared by:

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Noted by:

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