



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9151085  
**Procuring Entity** PHILIPPINE RECLAMATION AUTHORITY  
**Title** SUPPLY AND DELIVERY OF PURIFIED DRINKING WATER AND THE PROVISION OF HOT AND COLD WATER DISPENSERS (1-YEAR CONTRACT)  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	22-10-0996	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	2
<b>Classification:</b>	Goods - General Support Services	<b>Bid Supplements</b>	0
<b>Category:</b>	Beverages		
<b>Approved Budget for the Contract:</b>	PHP 160,000.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>	1 Year/s		
<b>Client Agency:</b>			
<b>Contact Person:</b>	Angela Rodrigo BAC Secretariat Member PNOB Bldg. 3, PNOB Compound Energy Center, Rizal Drive Bonifacio Global City Taguig City Metro Manila Philippines 63-2-84595000 Ext.7202  bac@pea.gov.ph	<b>Date Published</b>	25/10/2022
		<b>Last Updated / Time</b>	25/10/2022 00:00 AM
		<b>Closing Date / Time</b>	28/10/2022 17:00 PM

#### Description

-- SEE ATTACHED QUOTATION FORM FOR THE PARTICULARS --

REQUIRED SUPPORTING DOCUMENTS (attachment to your quotation):

1. Accomplished Quotation and Specifications Form
2. PhilGEPS Registration Number
3. Valid Business/ Mayor's Permit for 2022
4. Notarized Omnibus Sworn Statement (with notarized Secretary Certificate for partnership or corporation)

Please use PDF (preferred) or IMAGE file extension for email submission.

Good day!

May we invite you to submit a quotation for the above-mentioned requirements of Philippine Reclamation Authority (PRA).

Please fill up the attached quotation form and submit the same with the required supporting documents. You can send it in hardcopy to PRA Temporary Office Located at:

Bldg. 3 PNO Compound  
Energy Center, Rizal Drive  
Bonifacio Global City  
Fort Bonifacio, Taguig City

You may also email your proposal to bac@pea.gov.ph for the attention of BAC Secretariat. Online submission is preferred. Kindly check our website at <http://www.pea.gov.ph> for announcement of office hours during the community quarantine.

Quotation must be submitted on or before the quotation closing date as shown above. Quotation received with incomplete requirements and those received after the closing date will not be accepted. You may write your queries and concerns to bac@pea.gov.ph.

#### Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	SUPPLY AND DELIVERY OF PURIFIED DRINKING WATER	WITH PROVISION OF HOT AND COLD WATER DISPENSERS (1-YEAR CONTRACT)	1	Lot	160,000.00

#### Other Information

Email bac@pea.gov.ph for your online submission or queries related to this procurement. The advertisement is also posted at [www.pea.gov.ph](http://www.pea.gov.ph).

**Created by** Angela Rodrigo

**Date Created** 24/10/2022

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.



**Republic of the Philippines**  
**OFFICE OF THE PRESIDENT**  
**PHILIPPINE RECLAMATION AUTHORITY**

7<sup>th</sup> floor, Legaspi Towers 200 Bldg., 107 Paseo De Roxas St., Legaspi Village, 1226 City of Makati  
Tel. No.: (02) 459-5000 • Facsimile No.: (02) 815-2662  
Website: www.pea.gov.ph • Email: info@pea.gov.ph

**REQUEST FOR QUOTATION (Small Value Procurement)**

**Date:** \_\_\_\_\_

Project Name:	<b>SUPPLY AND DELIVERY OF PURIFIED DRINKING WATER AND THE PROVISION OF HOT AND COLD WATER DISPENSERS (1-YEAR CONTRACT)</b>	PhilGEPS Ref. No.:	<b>9151085</b>
		Approved Budget for the Contract (ABC):	<b>₱ 160,000.00 ONLY</b>
		Closing Date:	<b>28 OCTOBER 2022</b>

**INSTRUCTIONS:**

<ol style="list-style-type: none"><li>1. Do not alter the contents of this form in any way.</li><li>2. Bidder shall provide correct and accurate information required in this form.</li><li>3. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative.</li><li>4. If another form is used other than this RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions of this RFQ.</li><li>5. Quote your lowest net government price(s), taxes included, F. O. B. destination, for the item(s)/service(s) listed hereunder, indicating the shortest time of delivery and furnishing this Office with descriptive brochures, catalogues (if available), and/or samples (if required).</li><li>6. Indicate the brand name of the offered item/s (if applicable).</li><li>7. The Technical Specifications must be complied with. Failure to do so shall render the quotation ineligible/disqualified.</li><li>8. For <b>EXCLUSIVE MANUFACTURER, DISTRIBUTOR OR AGENT IN THE PHILIPPINES</b>, attach appropriate documents to the said effect.</li><li>9. E-mail duly accomplished form to bac@pea.gov.ph or submit said form to PRA Office (BAC Secretariat). <b>ONLINE SUBMISSION IS PREFERRED.</b></li><li>10. Quotations, including documentary requirements, received after the Closing Date/Deadline shall not be accepted.</li><li>11. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.</li></ol>	<b><u>ATTACH THE FOLLOWING DOCUMENTS WITH YOUR QUOTATION</u></b>
	<ul style="list-style-type: none"><li>✓ Valid PhilGEPS Registration Number</li><li>✓ Mayor's/Business Permit for 2022</li><li>✓ Notarized Omnibus Sworn Statement (With Secretary Certificate for partnership/ corporation)</li></ul>
	<i>(Per 2016 Revised IRR of R.A. 9184)</i>

**SUPPLIER INFORMATION (Fill-out completely):**

Company Name:		PhilGEPS Reg. No.:	
		TIN:	
Address and Website		Email Address:	
		Contact Number:	

**OFFICIAL QUOTATION FROM THE SUPPLIER:**

NO.	QTY.	UNIT	DESCRIPTION	BRAND NAME (if applicable)	UNIT PRICE*	TOTAL PRICE (Unit Price x Qty)*
1.	1	lot	<b>SUPPLY AND DELIVERY OF PURIFIED DRINKING WATER AND THE PROVISION OF HOT AND COLD WATER DISPENSERS (1-YEAR CONTRACT)</b>			
			Refer to the Terms of Reference			
			-NOTHING FOLLOWS-			
<b>GRAND TOTAL IN PHILIPPINE PESO:</b>						

*\*Note: Amount shall be inclusive of taxes and delivery charges (if applicable).*

Quoted by:

Signature Over Printed Name of Authorized Representative :		Position:	
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Ver. as of June 2022  
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**TERMS AND CONDITIONS** (Fill-out completely the required information):

1. Payment shall be in the form of **Company Check** and price validity shall be **45 calendar days**.
2. Availability of item/s:
  - Delivery Within See Terms of Reference calendar days (c.d.) upon
  - Pick-up receipt of Purchase Order (P.O.)
3. For Goods, the item/s shall be inspected on the scheduled date and time of the Procuring Unit.
4. Warranty period:
  - Not Applicable
  - Applicable warranty period shall be \_\_\_\_\_.
5. Indicate if quotation is:
  - VAT INCLUSIVE
  - NON-VAT (**ATTACH CERTIFICATION**)
6. Suppliers must download the attached document of a bid before the closing date to be included in the Document Request List (DRL). Suppliers must be registered in PhilGEPS.
7. Supplier must be ready to provide proof of compliance (pictures, brochure, certification, etc.) and sample when required by the BAC for evaluation purposes.
8. By submitting this quotation, supplier is authorizing PRA to deduct the following from the total amount as payment for taxes:

	GOODS				SERVICES			
	EXPANDED W/ TAX	TAX CERTIFICATE	FINAL VAT	TAX CERTIFICATE	EXPANDED W/ TAX	TAX CERTIFICATE	FINAL VAT	TAX CERTIFICATE
VARIABLE	1%	BIR Form 2307	5%	BIR Form 2307	2%	BIR Form 2307	5%	BIR Form 2307
NON-VAT	1%	BIR Form 2307	1%	BIR Form 2306	2%	BIR Form 2307	1%	BIR Form 2306

**TECHNICAL SPECIFICATIONS**

MINIMUM SPECIFICATIONS	COMPLY / NOT COMPLY	REMARKS
Compliance with the attached Terms of Reference	<i>(Please state answer)</i>	

Quoted by:

Signature Over Printed Name of Authorized Representative :		Position:	
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Tel.No.: (02) 8459-5000 • Facsimile No.: (02) 8815-2662  
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**ANNEX "A"**

**SUPPLY AND DELIVERY OF PURIFIED DRINKING WATER AND THE  
PROVISION OF HOT AND COLD WATER DISPENSERS**

**TERMS OF REFERENCE**

**I. COVERAGE**

The procurement shall cover the provision of Purified Drinking Water and Hot and Cold Water Dispensers for the Philippine Reclamation Authority (PRA).

**II. APPROVED BUDGET FOR THE CONTRACT (ABC)**

PhP 160,000.00 for one (1) year contract.

**III. SCOPE OF WORK**

1. The Supplier shall deliver clean, safe, and healthy to drink Purified Drinking Water to the PRA temporary offices located at the Energy Center, PNOC Building 3, 1 Meritt Road, Mckinley Hill, Taguig City, 1634.
2. Upon the transfer back to the PRA Head Office located at Legaspi Towers 200 Building, 107 Paseo de Roxas, Makati City, 1229, the supplier shall deliver the purified drinking water to the said location without additional cost to PRA.
3. The Supplier shall deliver eighty (80) containers (5-gallon container) on a weekly basis, twice a week, or as may be required by PRA.
4. The Supplier shall provide the PRA with free use of at least ten (10) units of brand new hot and cold water dispensers.
5. The Supplier must conduct a monthly maintenance cleaning and disinfecting of the water dispensers, and replace defective units, if any, without cost to the PRA.

6. The Supplier shall provide immediate technical services, preferably within the day, as requested by PRA whenever there is/ are unit breakdown. If the water dispenser is beyond repair upon inspection by the supplier, it shall be immediately replaced. Such technical services by the Supplier shall be free of charge.
7. The Supplier shall furnish PRA with certified true copies of the test results on the water sample and Certificate of Health-Related Device Registration conducted by the DOH or its accredited agency, on a quarterly basis.
8. The Supplier shall furnish PRA with certified true copies of the Food and Drug Administration (FDA) License.

#### **IV. SPECIFICATION**

1. Product Specification – drinking water shall conform to the quality standards prescribed by the Food and Drug Administration (FDA).
2. Packaging
  - 2.1. All water containers shall be made of food grade materials.
  - 2.2. Water containers must be tamper-proof to protect the product from contamination during handling, storage, and distribution.
  - 2.3. Water containers and caps are made of non-recycled materials
  - 2.4. Plastic containers and caps shall conform to the test for heavy metals and migratory/ leachable substances prescribed by FDA.
3. Labelling
  - 3.1. Label shall indicate the name and address of the supplier/ manufacturer.
  - 3.2. Printed on the principal display panel is the type of water, such as but not limited to purified, spring water, or distilled water.



- 3.3. Misleading brand names and/ or any misinterpretation of the true nature of the product are not allowed, brand names should comply with FDA existing regulations governing brand names.
- 3.4. No claims relating to the absence of certain contaminants unless supported by consistent laboratory test results obtained or issued by a recognized testing institution.

## **V. TERMS AND CONDITIONS**

1. The Supplier must have the necessary permit and required license to operate issued by concerned government agencies relative to the operations of the Purified Water Station.
2. The Supplier complies with the provision of the Code of Sanitation of the Philippines, as well as the provision of Administrative Order 2007-0012, (Philippine National Standards for Drinking Water 2007) of the Department of Health.
3. The Supplier must be registered with the “Food and Drug Administration, Center for Device Regulation, Radiation and Research” and possess a “Certificate of Health-Related Device Registration”.
4. To ensure the health and safety of the users, the Supplier shall submit a quarterly random sampling test result performed by DOH accredited laboratories. The supplier shall cover the cost of random sampling.
5. The Supplier guarantees to deliver and render efficient and effective service in accordance with PRA requirements.
6. The Supplier warrants that it has the experience, workers, equipment, and materials necessary to comply with its contractual obligations for the supply of purified drinking water.
7. The price of the purified drinking water shall be fixed during the duration of the contract.



8. The water dispensers and 5-gallon bottles shall remain properties of the Supplier for negligence and improper use of the said dispensers and bottles, as proven, resulting in major damage and/ or loss shall be at the expense of PRA.
9. The PRA shall pay the Supplier the cost of items delivered subject to applicable taxes.
10. The Supplier warrants that it shall provide honest, courteous, and trained service crew with complete identification card while within PRA premises.
11. The Supplier shall notify the PRA in writing within 24 hours of the occurrence of accidents, hazards, and fortuitous events during the implementation of the Contract that may hamper the ability of the supplier, temporary or permanent, to comply with its contractual obligations under the Contract. The PRA, if temporary, may advise the supplier to source the delivery of purified drinking water from the other source and, if permanent, may terminate the Contract.

Prepared by:

Reviewed by:

**ROSA MARIA D. DE GUZMAN**  
*Librarian III, GSD*

**CHERYL MARIE H. MICLAT**  
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Noted by:

**ROLANDO V. MAJADAS**  
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