

## REQUEST FOR QUOTATION

Procurement Project Title:	<b>PROVISION OF PURIFIED DRINKING WATER</b>		
Request for Quotation No.:	<b>2024-03-002</b>	Request for Quotation Date:	<b>March 13, 2024</b>
Approved Budget for the Contract (ABC):	<b>P277,200.00</b>	Mode of Procurement:	<b>Small Value Procurement (Section 53.9)</b>
Purchase Request No.:	<b>SH-7893-24</b>	Purchase Request Date:	<b>February 28, 2024</b>
Date of Submission:	<b>March 22, 2024 (Friday)</b>	Time of Submission:	<b>4:00 P.M.</b>
Price Validity:	<b>45 calendar days from opening of bids/quotations</b>	Delivery Period:	<b>As stated in the Terms of Reference</b>

### NOTICE TO ALL SERVICE PROVIDERS AND SUPPLIERS:

The **Philippine Ports Authority – PMO NCR South** (PPA PMO NCS), through its Bids and Awards Committee (BAC), intends to procure the provision of **Purified Drinking Water**, in accordance with **Section 53.9 (Negotiated Procurement – Small Value Procurement)** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

We kindly request, service providers and suppliers of known qualifications to submit their quotation/proposal for the item/s described and required herein, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ), signed by you or your duly authorized representative for the **Procurement of the Provision of Purified Drinking Water**, as detailed in **Annex "A"** of this RFQ. When preparing their quotation please be guided by the Instructions and Terms and Conditions attached hereto as **Annex "B"**.

Please submit your proposal for the item/s described and required herein in a **SEALED ENVELOPE** through courier mail or hand carried. Should be required to follow the prescribed envelope and marking sample as provided, through the contact information indicated below.

Please quote your **best offer** for the item/s described herein addressed to:

**Mr. Arnold B. Villegas**  
Chairperson, Bids and Awards Committee  
Marsman Building Gate 1, South Harbor, Port Area, Manila 1018  
Telephone No.: (02) 8525-5264 loc. 522.

Pursuant to Appendix A "Documentary Requirement for Alternative Methods of Procurement of Annex "H": of 2016 revised IRR of RA No. 9184, the following documents are required to be submitted along with your proposal on the above set deadline or before the issuance of a Notice of Award.

### Eligibility and other Requirements:

Must submit the following:

- Mayor's /Business Permit (*current and valid*)
  - a) *In case of recently expired Business/Mayor's permit, it shall be accepted together with its official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted after award of contract but before payment in accordance with Item 6.2 of Government Procurement Policy Board (GPPB) Resolution No. 09-2020.*
  - b) *If the Mayor's or Business Permit has been issued subject to compliance with certain conditions, please submit proof of compliance within the validation period of three (3) days from receipt of Notice to Comply.*
- PhilGEPS Certificate of Registration under Platinum Membership or PhilGEPS Registration Number
- DTI Certificate / SEC Registration
- Income/Business Tax Return
- Omnibus Sworn Statement using GPPB-Prescribed Format, accompanied with proof of authorization, if applicable (for ABC above Php50,000.00)
  - a) *In the case of Unnotarized Omnibus Sworn Statement, it shall be accepted, provided that the notarized Omnibus Sworn Statement shall be submitted after award of contract but before payment in accordance with item 6.3 of GPPB Resolution No. 09-2020.*

For clarifications, you may contact **Mrs. Airen C. Alfonso of the RMD-Admin. Section** through email address [acalfonso@ppa.com.ph](mailto:acalfonso@ppa.com.ph), or telephone number **(02) 8525-5264 loc. 516**.

**INSTRUCTIONS:**

Note: Failure to follow these instructions will disqualify your entire quotation.

- (1) Do not alter the contents of this form in any way.
- (2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ **only** pertains to deadline extension.  
  
If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.  
  
In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.
- (3) **All technical specifications are mandatory (with asterisk) must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- (4) Quotations may be submitted in a **sealed envelope** through courier mail or hand carried. Should be required to follow the prescribed envelop and marking sample as provided.
- (5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.

**TERMS AND CONDITIONS:**

1. Bidders shall provide correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of **forty-five (45) calendar days** from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PPA-PMO NCS shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the PPA-PMO NCS. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, i.e., the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant **not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours**, upon receipt of our advice. Please note that the **corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.**
11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PPA-PMO NCS may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
13. The RFQ, The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

Company or Business Name:	
Company Address:	
Tax Identification No. (TIN):	
PhilGEPS Registration Number (required):	
Email Address:	
Cheque Payment Payable To:	

Dear Mr. Villegas:

After having carefully and accepted the instructions and Terms and Conditions, indicated below is our quotation in response to RFQ No. 2024-02-002

### Provision of Purified Drinking Water

Minimum Technical Specifications	Offered Technical Specifications/ Service	Statement of Compliance ("Comply" or "Not Comply")
<p><b>Supply of purified drinking water</b></p> <p>Quantity:</p> <p><b>Minimum</b> 25 5-gallon container (guaranteed) 25 x 22 days x 9 months</p> <p><b>Maximum</b> 40 5-gallon container 35 x 22 days x 9 months</p>		
<p>Provision of 30 free units of fully functional hot and cold-water dispensers for the duration of the contract (please see <b>Annex D for Distribution List</b>)</p>		
<p>5-gallon Water Bottled should meet the FDA Standard such Polyethylene terephthalate (PET), High density polyethylene (HDPE) and Polycarbonate plastic material with</p> <ul style="list-style-type: none"> <li>➢ Re-usable plastic cap seal</li> <li>➢ Single stick peel-off hygienic seal</li> </ul>		
<p><b>Compliance to National and Local Government requirements:</b></p> <ul style="list-style-type: none"> <li>➢ Sanitary Permit</li> <li>➢ Personnel must possess health certificate issued by DOH (e.g. hepatitis A)</li> <li>➢ Water Analysis from DOH accredited Water Testing Laboratory</li> </ul>		
<p><b>Cleaning of water dispensers.</b> All water dispenser units shall be cleaned every Monday of the 4<sup>th</sup> week of the month. <i>In case the cleaning schedule falls on holiday, the next cleaning schedule should be on the next working day.</i></p> <p>The supplier/provider is required to submit proof of maintenance service of the water dispensers attested by the Head of General Services Unit.</p>		
<p><b>Repair or replacement of water dispensers.</b> The response time to service repair calls within the same day or, at most, the following day upon receipt of the report/call. Should the water dispenser need to be replaced, the replacement of units shall be done within 48 hours upon determination of defective units.</p>		
<p><b>Installation of water dispenser unit.</b> The Supplier or Service provider through its representative shall setup or installed the equipment to make it operational in the presence of the representatives from each RC.</p>		

**FINANCIAL OFFER:**

**Terms of Payment:**

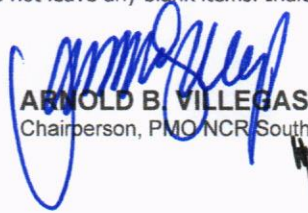
The PPA PMO NCS shall make payment upon submission of a monthly billing statement supported by Delivery Receipt. Proof of maintenance service of water dispensers attested by the General Services Unit Head.

Payment shall be made within fifteen (15) working days after receipt of the billing statement. The payment will be through check, either through direct credit to the winning bidder's or payee's bank account maintained at Land Bank of Philippines (LBP) or Philippine Veterans Bank (PVB) or bank transfer facility for non-LBP/PVB accounts, provided any corresponding bank charges shall be borne or paid by the payee.

**Payment Details:**

<i>Banking Institution:</i>	
<i>Account Number:</i>	
<i>Account Name (should be exact name as registered in the bank):</i>	
<i>Branch:</i>	

Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if item being offer is for free.



**ARNOLD B. VILLEGAS**  
Chairperson, PMO NCR South – Bids and Awards Committee

**Provision for Supply and Delivery of Purified Drinking Water in the PPA PMO NCR South for Fiscal Year 2024**

Item	Descriptions	Unit Price (PhP) (a)	Minimum Guaranteed Requirement (MGR) (b)	Bid Amount (PhP) (a) x (b)	Maximum Requirement (MR) (c)	Bid Amount (PhP) (a) x (c)
1.	5-gallon bottle		4950		6930	
2.	30 units of Water Dispensers	Free of Charge				

**Note to Suppliers/Service Providers:**

1. Quotation must be inclusive of all applicable government taxes.
2. All payment will be subjected to 5% F-VAT and 1% EWT (for Purchases) or 2% EWT (for Services)
3. Cash on Delivery (COD) will not be accepted.

**Supplier's / Service Providers' Declaration:**

1. I/We have "Read and Accepted and Conformed for Agreement" the attached detailed specifications or Terms of Reference (TOR), with page and annexes signed by duly authorized representative of \_\_\_\_\_ (company)
2. I/We abide by this bid offer/quotation for the period of forty-five (45) days from the deadline of submission of bid proposal as indicated in the Request for Quotation (RFQ) and shall be binding upon us.
3. I/We shall undertake, if our proposal is accepted, to perform the Services/Deliver the goods upon receipt of the Contract Agreement/PO, in accordance with the specifications and delivery schedule stated in the Terms of Reference (TOR).

**CONFORME:** \_\_\_\_\_

Signature Over Printed Name of Authorized Representative

**DISTRIBUTION OF WATER DISPENSERS IN THE PMO NCR SOUTH  
FOR CY 2024**

<b>Area/Organizational Units</b>	<b>No. of Dispenser/s to be installed</b>
<b>Ground Floor</b>	
1. VRMU	1
2. Admin. Section - Personnel	1
3. Admin. Section - GSU	1
4. Admin. Section - Supply	1
5. Admin. Section - Records	1
6. Marine	2
7. Cashiering	1
8. Port Police	2
<b>2<sup>ND</sup> FLOOR</b>	1
9. Office of the Port Manager	5
10. Statistics	1
11. Environmental/Safety	1
12. Finance	1
13. RMD	1
14. COA	1
15. RMD	1
16. COA	1
17. REMD	1
<b>TERMINALS</b>	
18.TMO PASIG	2
19.MICT	2

**<sup>1</sup>Note to Supplier/Provider**

APPENDIX A "DOCUMENTARY REQUIREMENT FOR ALTERNATIVE METHODS OF PROCUREMENT OF ANNEX "H" OF 2016 REVISED IRR OF RA NO. 9184.

UNDER SMALL VALUE PROCUREMENT (Section 53.9). The following documents are required to be submitted along with your proposal:

Envelope 1 (Technical Documents)

- Certified true Copy SEC/DTI Certificate of Registration
- Certified true Copy Mayor's/Business Permit for Calendar Year 2024 (please see remarks on Request for Quotation)
- PhilGEPS Certificate of Registration under Platinum Membership or PhilGEPS Registration Number
- Income/Business Tax Return
- Duly notarized Omnibus Sworn Statement (OSS). Unnotarized OSS may be submitted subject to compliance with the submission of duly notarized OSS after award of contract but before payment as provided under GPPB Resolution No. 09-2020.
- Conformed Terms of Reference

Envelope 2

- Bid Proposal / Offered Quotation

Sealing and Marking of Envelopes: Each Supplier must submit one (1) certified true copy of the original documents of the technical and original financial bid/offered without erasures.

The Technical Documents shall be enclosed in one sealed envelope and the original financial bid/offered in another envelope containing the markings:

Envelope 1 - Technical Document

PROCUREMENT OF SERVICE PROVIDER FOR RENTAL OF DIGITAL PHOTOCOPYING MACHINES FOR THE PPA  
PMO NCR SOUTH OFFICES/ TMO PASIG AND MICT

[Company Name]

[Company Address]

[E-mail Address & Telephone Number]

MR. ARNOLD B. VILLEGAS  
Chairperson-Bids and Awards Committee  
PPA PMO NCR South

RFQ No. \_\_\_\_\_



Envelope 2 - Financial Bid/Offered

PROCUREMENT OF SERVICE PROVIDER FOR RENTAL OF DIGITAL PHOTOCOPYING MACHINES FOR THE PPA  
PMO NCR SOUTH OFFICES/ TMO PASIG AND MICT

[Company Name]  
[Company Address]  
[E-mail Address & Telephone Number]

MR. ARNOLD B. VILLEGAS  
Chairperson-Bids and Awards Committee  
PPA PMO NCR South

RFQ No. \_\_\_\_\_

The envelopes containing the technical documents and original Financial Bids/Offered shall then be enclosed in one single envelope containing the following markings:

PROCUREMENT OF SERVICE PROVIDER FOR RENTAL OF DIGITAL PHOTOCOPYING MACHINES FOR THE PPA  
PMO NCR SOUTH OFFICES/ TMO PASIG AND MICT

[Company Name]  
[Company Address]  
[E-mail Address & Telephone Number]

MR. ARNOLD B. VILLEGAS  
Chairperson-Bids and Awards Committee  
PPA PMO NCR South

RFQ No. \_\_\_\_\_



PHILIPPINE  
PORTS  
AUTHORITY



## **TERMS OF REFERENCE**

### **Provision of Purified Drinking Water**

#### **I. INTRODUCTION**

1. The Philippine Ports Authority (PPA) Port Management Office (PMO) NCR-South intends to procure a Purified Drinking Water to provide every PPA PMO NCR South personnel as well as its guests/visitors with clean, healthy and safe drinking water.
2. Enter into a Contract/Agreement with the Supplier or Provider of Purified Drinking Water. The contract/agreement shall include water dispenser units and its maintenance service.

#### **II. COVERAGE**

The procurement shall cover the provision of Purified Drinking Water for PMO NCR South from April 1, 2024, to December 31, 2024.

#### **III. TECHNICAL REQUIREMENTS**

1. The Supplier or Provider shall be required to deliver clean, healthy, and safe Purified Drinking Water for PMO NCR South Office.
2. The Supplier or Provider shall deliver a minimum daily requirement of twenty-five (25) containers of 5-gallon but not to exceed a maximum of 6,930 containers 5-gallon from April 1, 2024, to December 31, 2024.
3. The Supplier or Provider shall provide PPA PMO NCR South with free of use thirty (30) units fully functional and in good working conditions Hot and Cold-water dispenser for the duration of the contract (please see Annex "D" – Distribution List).
4. The Supplier or Provider shall perform a monthly maintenance check-up and cleaning of water dispensers every Monday of the 4<sup>th</sup> week of the month and is required to submit a proof of maintenance service attested by the Head of General Services Unit (GSU) of RMD-Administrative Section.
5. The Supplier or Provider shall conduct repair or replacement of water dispenser units. The response time to service repair calls within the

same day or, at most, the following day upon receipt of the report/call. Should the water dispenser need to be replaced, the replacement of units shall be done within 48 hours upon determination of defective units.

6. The Supplier or Provider must provide a monthly Water Analysis from DOH accredited Water Testing Laboratory.

#### **IV. SPECIFICATIONS**

1. Product Specifications – Purified Drinking Water shall conform to the water quality standards prescribed by Department of Health and Tested by DOH accredited Laboratories.

1.1 Microbiological Test – tested at least once a month.

1.2 Physicochemical Analysis – tested once every year.

2. Packaging and sealing

2.1 Bottled Container must be made of food-grade Polycarbonate/ Polyethylene Terephthalate(non-toxic) plastic materials, tamper-proof, dent-free, leak-free, packed and wrap plastic cap seal with single stick peel-off hygienic seal.

3. Pricing

3.1 Each bottled container of 5-gallon purified drinking water should not exceed forty pesos (Php40.00).

#### **V. MODE OF PROCUREMENT**

The procurement shall be undertaken through Negotiated Procurement-Small Value Procurement as provided for Section 53.9 of the 2016 Revised IRR of RA 9184.

#### **VI. APPROVED BUDGET FOR THE CONTRACT (ABC)**

The ABC for this procurement is Two Hundred Seventy-Seven Thousand Two Hundred Pesos and 00/100 (PHP277,200.00) inclusive of all applicable government taxes and other service charges.

## VII. TERMS OF PAYMENT

Payment shall be made with fifteen (15) working days of the following month, subject to the submission of the following by the Supplier or Provider:

- ❖ Billing Statement
- ❖ Summary of Delivery Receipts for the month
- ❖ Payment shall be based on the actual bottle of 5-gallon container delivered.
- ❖ Copy of Water Analysis results as specified in Section IV paragraph 1 line 1.1 of this TOR.

## VIII. OTHER TERMS AND CONDITIONS

1. The Supplier or Provider must comply with the provision of the Code of Sanitation of the Philippines as well as the provisions of DOH Administrative Order No. 2007-0012, Philippine National Standards for Drinking Water of 2007, including certified true copies of Water Test Analysis results required by DOH.
2. The Supplier or Provider shall secure all the required necessary and applicable permits or licenses by the government and regulatory agencies to operate and sell purified drinking water not mentioned in this TOR.
3. The Supplier or Provider guarantees to deliver the minimum daily requirement of twenty-five (25) 5-gallon containers of Purified Drinking Water to PMO NCR South not later than 8:00AM
4. The Supplier or Provider shall notify the PMO NCR South immediately of impending/possible occurrence of non-delivery of purified drinking water.
5. The penalty for non-delivery of purified drinking water shall be one-tenth (1/10) of one percent (1%) of the total contract price per each day.
6. Payment will be subject to existing tax rules.

**Approved by:**

  
**AMBROCIO O. ILAO**  
RMD, Manager