

Terms of Reference (ToR)

Procurement of Drinking Water Supply Services

1. Background

The Philippine Ports Authority (PPA) PMO-SOCSARGEN requires a reliable and consistent supply of potable drinking water for its personnel and visitors. To ensure the health and well-being of all stakeholders, the organization seeks to engage a qualified supplier to provide purified drinking water along with water dispensers for use within the office premises.

2. Objective

To procure a dependable drinking water supply service that includes the provision of water dispensers and the weekly delivery of water containers, ensuring uninterrupted access to clean and safe drinking water.

3. Scope of Work

The selected supplier shall be responsible for the following:

- **Provision of Water Dispensers:**
 - Supply and install **30 water dispensers** at designated locations within the office.
 - The dispensers shall be provided **free of charge** for the duration of the contract.
 - The supplier shall be responsible for the maintenance and servicing of the dispensers.
- **Water Delivery:**
 - Deliver **150 containers (e.g., 5-gallon bottles)** of purified drinking water **weekly** to the office premises.
 - Ensure timely and consistent delivery **without delay or interruption**.
 - Replace any defective or damaged containers at no additional cost.
- **Billing and Payment:**
 - Submit a **monthly invoice** for the water supplied.
 - The billing shall reflect only the cost of the water containers, as the dispensers are provided free of charge.

4. Duration of Contract

The contract shall be valid for **one year**.

5. Supplier Qualifications

Interested suppliers must meet the following criteria:

- Valid business registration and permits.
- Possession of a current **Sanitary or Cleanliness Permit** issued by the appropriate health authority.
- Proven track record in supplying purified drinking water to offices or institutions.
- Capacity to deliver the required volume consistently and reliably.
- Availability of customer support and maintenance services.

6. Deliverables

- Installation of 30 water dispensers within [number of days] from contract signing.
- Weekly delivery of 150 water containers.
- Monthly billing statements.

7. Evaluation Criteria

Proposals will be evaluated based on:

- Compliance with technical requirements.
- Cost-effectiveness.
- Delivery capacity and reliability.
- Validity of sanitary and business permits.
- After-sales service and maintenance support.