

**PRIVATIZATION AND MANAGEMENT OFFICE**  
104 Gamboa St., Legaspi Village, Makati City  
www.pmo.gov.ph

## REQUEST FOR QUOTATION (RFQ)

DATE : February 7, 2022

Gentlemen/Ladies:

Please quote your lowest price(s) on the item(s) **Supply/Delivery of Purified Drinking Water to PMO for CY 2022 per attached Terms of Reference (TOR)** with an Approved Budget for the Contract (ABC) of **One Hundred Thousand Pesos (Php 100,000.00)**. Submit your quotation to the authorized canvasser of this office, through fax at **8894-2205** or thru email at **meddeleon@pmo.gov.ph**, on or before February 10, 2022 at 12:00 P.M.. Bids received beyond the deadline for submission will not be considered.

The contract/purchase order will be awarded to the qualified bidder/supplier/service provider whose proposal is the lowest and most responsive to the requirements of the Privatization and Management Office (PMO) and has no pending report/deliverables to PMO. Bids in excess of the ABC and with non-compliant or incomplete documentary requirements submitted shall automatically be disqualified.

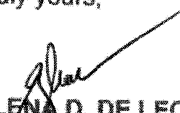
The PMO is in no way bound to accept the lowest price quotation or any proposal which is not advantageous to the government. Further, PMO reserves the right to accept or reject any or all price quotations/proposals at any time prior to contract award/purchase order without thereby incurring any liability to the affected bidder(s)/supplier(s)/service provider(s).

Please submit the following documentary requirements together with your quotation or proposal.

1. Certified photocopy of Mayor's/Business Permit
2. Certified photocopy of PhilGEPS Registration Number  
(Certificate of Platinum Membership may be submitted in lieu of documents 1 and 2 above.)
3. Notarized Omnibus Sworn Statement (SVP with ABC's above PHP 50K)  
(Original copy shall be submitted subject to the award of contract)

Thank you.

Very truly yours,

  
**MA. ELENA D. DE LEON**  
Administrative Officer V

## QUOTATION

DATE: \_\_\_\_\_

Dear (Name of End-User);

We are pleased to submit our quotation/proposal for the procurement of **Supply/Delivery of Purified Drinking Water to PMO for CY 2022 per attached Terms of Reference (TOR)** with Reference No. PMO -22-03

**ABC: One Hundred Thousand Pesos (Php 100,000.00)**

**MODE OF PROCUREMENT: Alternative Method - Small Value Procurement**

ITEM NO.	QTY	UNIT	ARTICLES	BRAND	UNIT PRICE	TOTAL
	1	Lot	<b>Supply/Delivery of Purified Drinking Water to PMO for CY 2022 per attached Terms of Reference (TOR)</b>  <b>(20 bottles per week x 4 weeks x 12 months)</b>			
					<b>TOTAL AMOUNT</b>	<b>₱</b>

Amount in Words: \_\_\_\_\_

### TERMS AND CONDITIONS:

1. Delivery Period: within seven (7) calendar days from receipt of Purchase Order (P.O.)
2. Validity of Price Quotation: thirty (30) calendar days from date of submission of quotation
3. Warranty Period: Not Applicable
4. Terms of Payment: Within 15-30 calendar days from receipt of billing and complete supporting documents.

Respectfully yours,

Signature : \_\_\_\_\_

Name of Supplier : \_\_\_\_\_

Designation : \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact No. : \_\_\_\_\_

TERMS OF REFERENCE  
Supply of Purified Drinking Water  
For CY 2022

(Name of Participating Supplier) hereby renders its statement of compliance with the following Terms of Reference (TOR):

1. Name of Project

Procurement of Supply of Purified Drinking Water for one (1) year to Privatization and Management Office (PMO) located at 104 Gamboa Street, Legaspi Village, Makati City.<sup>1</sup>

2. Approved Budget for the Contract (ABC)

The Approved Budget for the Contract is One Hundred Thousand Pesos (P 100,000.00)

3. Scope of Services

The Participating Supplier undertakes and commits that it will promptly and fully perform and deliver to PMO the Supply of Purified Drinking Water in accordance with the following requirements and specifications of PMO:

Description	Quantity	Total	Delivery
Supply/Delivery of purified drinking water for one (1) year	Minimum of 60 containers of five (5) gallons per container per week	Minimum of 240 containers of five(5) gallons per container per month	Twice a week (every Monday and Thursday)

4. Requirements/Technical Specifications

- 4.1 Minimum of seventeen (17) stages purification/filtration process (minimum percentage required and accepted by Department of Health (DOH).
- 4.2 Twice a week delivery (every Monday and Thursday) of 60 containers of 5 gallons per container.
- 4.3 Shape and quality of bottle: Round, clean or sterilized, properly labeled and of good quality.
- 4.4 Change of goods within twenty-four (24) hours from notice to supplier.
- 4.5 Minimum of nine (9) Hot and Cold water dispensers, new units, free of charge.
- 4.6 Monthly service maintenance of water dispensers, free of charge (during week end).
- 4.7 In urgent/emergency cases, immediate repair/maintenance shall be provided within twelve (12) – hour notice by PMO, free of charge. Failure of the Supplier in this regard shall free PMO from any responsibility on the dispenser supplied.

5. Qualifications of the Supplier

- 5.1 The Supplier must be in the business for at least two (2) years prior to the engagement and must be legally and technically capable to undertake the supply and delivery of purified drinking water subject of the Request for Quotation (RFQ).

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<sup>1</sup> The Procuring Entity may change its address for notice hereunder by giving the Supplier notice of such change.

5.2 The Supplier must be a registered Philippine Government Electronic Procurement System (Philgeps) member at the time of the contract for the supply and delivery of purified drinking water.

#### 6. Obligations of Supplier

- 6.1 The Supplier shall not be allowed to subcontract the services of any part of the project.
- 6.2 The Supplier shall provide all supervision, staff, materials and equipment/tools, which may be required.
- 6.3 The Supplier shall commence execution of the services from receipt of Notice to Proceed and shall carry out the services in accordance with the program of schedule as agreed by the Supplier and Procuring Entity. Notwithstanding the said fixed duration, PMO may at any time terminate the services for a justifiable reason by providing thirty (30) days written notice to the Supplier prior to the effective date of termination.
- 6.4 The Supplier shall pay to the Procuring Entity with a penalty of one-tenth (1/10) of one percent for every day of delay that the schedule date of service is not provided.
- 6.5 The Supplier shall be entirely responsible for its permits, licenses or approvals, which are required for the services.

#### 7. Performance Period

The Supplier undertakes to deliver the Supply of Purified Drinking Water for CY 2022.

#### 8. Documentary Requirements – Prospective contractors must submit the following:

- 8.1 Latest Mayor's Business Permit
- 8.2 Philgeps Registration Certificate Number
- 8.3 Latest Income/Business Tax Returns
- 8.4 Omnibus Sworn Statement
- 8.5 List of all ongoing and completed government and private contracts within the last two years (2019 to 2020 or 2020 to 2021, if available) from the submission of Request for Quotation.

#### 9. Inspection Test

The PMO representative shall at all reasonable times be entitled to examine, inspect, measure and test the materials, supplies and product of the Supplier.

The PMO representative may reject any materials or supplies that fail to pass any test and/or inspection or do not conform to the product standards. The Supplier shall either rectify or replace such rejected materials, supplies and products or make adjustments necessary to meet the standards at no cost to the PMO, and shall repeat the test and/or inspection, at no cost.

#### 10. Payments

- 10.1 PMO shall pay the supplier the amount equivalent to the actual number of containers of purified water delivered thirty (30) days from receipt of billing, provided the services have been rendered or delivered in accordance with the terms and specifications.

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10.2 PMO shall be liable for the loss of any dispenser and/or container while in PMO's possession. The liability of PMO, if any, shall in no case be more than the current market value of the lost dispenser and/or container less depreciation cost.

Authorized Signature  
Name & Title of Authorized Signatory  
Name of Supplier- Agency  
Supplier's Address