

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**

Regional Office III

Government Centre, Maimpis, City of San Fernando (P)

**REQUEST FOR QUOTATION**RFQ No. 2023-01-009  
PR No. 2023-01-015  
Mode of Proc: NP-SVP

\*Company Name: \_\_\_\_\_  
\*Company Address: \_\_\_\_\_  
\*Contact Person: \_\_\_\_\_  
\*Contact No.: \_\_\_\_\_  
\*Email Address: \_\_\_\_\_  
\*PhilGeps Reg. No.: \_\_\_\_\_

**\*REQUIRED. To avoid bid disqualification, please  
fill out all the items accordingly. Indicate "N/A"  
if not applicable. Thank you!**

**\*Title of the Project: Supply and Delivery of Purified Drinking Water of DSWD Field Office III and Rental Building within radius of 5km.**

Sir/Madam:

Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in **Annex A**. Failure to indicate information could be basis for non – compliance. Also, furnish us with **descriptive brochures, catalogues, literatures and/or samples**, if applicable.

If you are the exclusive manufacturer, distributor or agent in the Philippines for the goods listed **Annex A**, please attach in your quotation, a duly notarized certification to this effect.

Interested supplier/s are required to submit copies of their **Mayor's/Business Permit**. The **Certificate of PhilGEPS Membership** may be submitted in lieu of the Mayor's/Business Permit and PhilGEPS Registration Number.

Please accomplish and submit this from together with Annex A and all the required documents to DSWD FO III - BAC Secretariat at DSWD Regional Office III, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga or email to [quotation.fo3@dswd.gov.ph](mailto:quotation.fo3@dswd.gov.ph) not later than **12:00PM February 6, 2023**. Quotations submitted to different email address(es) as stated above shall not be considered for evaluation. Please indicate in the subject of your email the title of the Project using this format: **[RFQ NUMBER] [DEADLINE OF SUBMISSION]**. Bids submitted must be in **pdf format** ONLY clearly scanned in a **SINGLE FILE**. Any supporting documents shall be saved in a separate pdf file.

Very truly yours,

  
**JENNIFER CAMPANG-MORALES**  
Procurement Section Chief**Terms and Conditions:**

- Award shall be made on per: ☐ Item Basis ☒ Lot Basis
- No negative feedback/record and or delay of delivery of Service Provider within Three (3) months.
- Quotation validity shall be: Thirty (30) Calendar Day
- Good/s/Activity shall be delivered within: See Annex A
- Place of Delivery: DSWD FO III and A74 Bistro, Maimpis, CSFP  
Terms of Payment: Within Thirty (30) Calendar Days  
Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable-Advise to Debit Account).

Account Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Branch: \_\_\_\_\_

\*Note; Non-Land Bank of the Philippines accounts shall be charged a service fee.

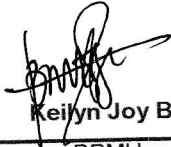
7. Liquidated Damages/Penalty: In case of failure to make full delivery within the time specified above, amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.

8. For goods, please indicate brand, model and country of origin.

9. In case of discrepancy between unit cost and total cost, unit cost shall prevail.

10. Please indicate Warranty (If applicable): \_\_\_\_\_

10. NOTE: "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at [www.philgeps.gov.ph](http://www.philgeps.gov.ph) and register for free.



Keilyn Joy Baltazar

PPMU

\_\_\_\_\_  
(Signature over Printed Name)  
Supplier



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

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\*Contact No.: \_\_\_\_\_  
\*PhilGEPS Reg. No.: \_\_\_\_\_

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	Bidder's Specifications (Please fill out the detailed specifications in the space provided)	UNIT COST	TOTAL COST									
	10,000	CONTAINER	SUPPLY AND DELIVERY OF PURIFIED DRINKING WATER OF DSWD FO III AND RENTAL BUILDING WITHIN RADIUS OF 5KM												
			<b>I - SCOPE OF WORKS</b>												
			> Supply and Delivery of 38 Purified drinking with 5 gallons of water per day at the Department of Social Welfare and Development Field Office III and Extension Office located at Matulungin St., Diosdado Macapag Government Center, Brgy. Maimpis, CSFP and JINCO Bulding, respectively.												
			> Provision of Twenty (20) units of fully functional hot and cold-water dispensers with two (2) liters capacity and no spill innovation for easy refilling and non-spill type containers to ensure safety and non-contamination of the water.												
			> Repair/s or Replacement/s of water dispensers whenever necessary at NO ADDITIONAL CHARGE.												
			<b>II - TECHNICAL SPECIFICATION</b>												
			> Purified drinking water shall conform to the following water tests; a. Monthly Microbiological Test; b. Semi-annual, every six (6) months, Physico-Chemical Test												
			> All Test shall be conducted by a testing laboratory duly accredited by the Department of Health. The SUPPLIER shall submit certified true copy of the test certificates												
			> Water Container shall have a capacity of five (5) gallons, made from food-grade plastic, tamper-proof, dent free, and properly sealed. The containers shall be labeled with the name and address of the SUPPLIER.												
			<b>III - MANPOWER AND DELIVERY VEHICLE REQUIREMENTS</b>												
			> The SUPPLIER personnel shall wear their company identification cards while inside the DSWD premises												
			> The delivery vehicles shall be properly sanitized. The water containers shall be delivered in an enclosed vehicle												
			> During the delivery, the SUPPLIER shall have standby units which will for replacing bogged down units or additional units during special occasions												
			<b>IV - SCHEDULE OF DELIVERY AND DURATION OF CONTRACT</b>												
			> The duration of the contract shall be from February 2023 to December 31, 2023												
			> Delivery shall be within Monday to Friday, between 09:00am – 12:00 Noon at the designated drop-off area												
			<b>VI - SCHEDULE OF REQUIREMENTS</b>												
			<table><tr><th>Description</th><th>Quantity</th><th>Delivery Date</th></tr><tr><td>Supply and Delivery of Purified Drinking Water</td><td>38</td><td>Daily</td></tr><tr><td>Hot and Cold Water Dispensers</td><td>20</td><td>Within five (5) Calendar days from receipt of Notice to Proceed</td></tr></table>	Description	Quantity	Delivery Date	Supply and Delivery of Purified Drinking Water	38	Daily	Hot and Cold Water Dispensers	20	Within five (5) Calendar days from receipt of Notice to Proceed			
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Supply and Delivery of Purified Drinking Water	38	Daily													
Hot and Cold Water Dispensers	20	Within five (5) Calendar days from receipt of Notice to Proceed													
			<b>VII - TERMS OF PAYMENT</b>												
			> Payment shall be made on a monthly basis upon completion of the services and submission of Billing Statement and other required documents												

> Payment shall be based on the actual number of delivered containers

> When the SUPPLIER fails to provide at least 80% the required services for the month without approved justification, the SUPPLIER shall be liable for the damages of the delay and shall pay the liquidated damages of amount equal to Ten percent (10%) of the total cost of the undelivered services per month

> Payment shall be subject to applicable taxes, auditing and accounting rules and regulations and existing rules and regulations of DSWD relative to payment of procurement contracts

#### VIII - ALTERATIONS

> No charge adjustment, increase or alteration shall be made in the original amount of the agreed price as a result of any fluctuations or increase in the cost of material/labor and for any other causes whatsoever after the issuance of Notice of Award and Notice to Proceed

#### IX - LIABILITIES

> Should there be any occurrence of illness such as stomach upset or any discomfort arising or attributable to the intake of water supplied by the supplier as proven by results thorough investigation, the SUPPLIER shall held civilly liable and shoulder the medical and hospitalization expenses incurred by the affected employees.

#### IX - PAYMENT

> Payment shall be made 15 to 30 days from the receipt of the billing statement, complete with necessary attachments, on a Monthly Basis.

#### X - OTHER REQUIREMENTS

> During the submission of the Request for Quotation the interested/prospective bidder shall submit the following documents pursuant to the 2016 IRR of the RA 9184 Annex "H" – Appendix A, Documentary Requirements, to wit;

1. Valid Mayor's/Business Permit;
2. PhilGEPS Registration Number; and
3. Income/ Business Tax Returns.

#### XI - DATA PRIVACY

> The winning Supplier must comply with all the provisions of Republic Act No. 10173, known as the "Data Privacy Act of 2012" and its Implementing Rules and Regulations

**\* NOTHING FOLLOWS \***

Approved Budget for the Contract: PHP 300,000.00

**PURPOSE:** Supply and Delivery of Purified Drinking Water of DSWD Field Office III and Rental Building within radius of 5km.

**PR No.** 2023-01-015

**IMPORTANT:** The winning bidder MUST SIGN the original copy of Purchase Order (P.O) at DSWD-Regional Office III, Procurement Section within 48 hours from its issuance. FAILURE to show up and sign the original P.O means that the bidder is not interested and will be a ground for suspension or blacklisting in DSWD's future biddings. Please carefully re-check your bid (i.e. price, technical specifications and delivery date.) DSWD Field Office III implements a "NO MODIFICATION and NO DELIVERY EXTENSION POLICY". Thank you very much!

JENNIFER C. MORMLES  
Procurement Officer

\_\_\_\_\_  
Supplier



## **TERMS OF REFERENCE**

### **PROCUREMENT FOR THE SUPPLY AND DELIVERY PROVISION OF PURIFIED DRINKING WATER FOR DSWD FIELD OFFICE III FOR 2023**

#### **I. SCOPE OF WORKS:**

1. Supply and Delivery of 38 Purified drinking water per day (190 containers per week) at the Department of Social Welfare and Development Field Office III and Extension Office located at Matulungin St., Diosdado Macapag Government Center, Brgy. Maimpis (20 Units), CSFP and JINCO Bulding (18 Units), respectively;
2. Provision of Twenty (20) units of fully functional hot and cold water dispensers with two (2) liters capacity and no spill innovation for easy refilling and non-spill type containers to ensure safety and non-contamination of the water;
3. Repair/s or Replacement/s of water dispensers whenever necessary at NO ADDITIONAL CHARGE.

#### **II. TECHNICAL SPECIFICATION**

1. Purified drinking water shall conform to the following water tests;
  - a. Monthly Microbiological Test;
  - b. Semi-annual, every six (6) months, Physico-Chemical Test
2. All Test shall be conducted by a testing laboratory duly accredited by the Department of Health. The SUPPLIER shall submit certified true copy of the test certificates;
3. Water Container shall have a capacity of five (5) gallons, made from food-grade plastic, tamper-proof, dent free, and properly sealed. The containers shall be labeled with the name and address of the SUPPLIER.

#### **III. MANPOWER AND DELIVERY VEHICLE REQUIREMENTS**

1. The SUPPLIER personnel shall wear their company identification cards while inside the DSWD premises;
2. The delivery vehicles shall be properly sanitized. The water containers shall be delivered in an enclosed vehicle;

3. During the delivery, the SUPPLIER shall have standby units which will for replacing bogged down units or additional units during special occasions.

#### IV. SCHEDULE OF DELIVERY AND DURATION OF CONTRACT

1. The duration of the contract shall be from February 2023 to December 31, 2023;
2. Delivery shall be within Monday to Friday, between 09:00am – 12:00 Noon at the designated drop-off area.

#### VI. SCHEDULE OF REQUIREMENTS

Description	Quantity	Delivery Date
Supply and Delivery of Purified Drinking Water	38	Daily
Hot and Cold Water Dispensers	20	Within five (5) Calendar days from receipt of Notice to Proceed

#### VII. TERMS OF PAYMENT

1. Payment shall be made on a monthly basis, 15 to 30 days upon completion of the services and submission of Billing Statement complete with necessary documents/attachments;
2. Payment shall be based on the actual number of delivered containers;
3. When the SUPPLIER fails to provide at least 80% the required services for the month without approved justification, the SUPPLIER shall be liable for the damages of the delay and shall pay the liquidated damages of amount equal to Ten percent (10%) of the total cost of the undelivered services per month;
4. Payment shall be subject to applicable taxes, auditing and accounting rules and regulations and existing rules and regulations of DSWD relative to payment of procurement contracts.

**VIII. ALTERATIONS.** No charge adjustment, increase or alteration shall be made in the original amount of the agreed price as a result of any fluctuations or increase in the cost of material/labor and for any other causes whatsoever after the issuance of Notice of Award and Notice to Proceed.

**IX. LIABILITIES.** Should there be any occurrence of illness such as stomach upset or any discomfort arising or attributable to the intake of water supplied by the supplier as proven by results thorough investigation, the SUPPLIER shall held civilly liable and

shoulder the medical and hospitalization expenses incurred by the affected employees.

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