

Lease of Venue

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Regional Office III
Government Centre, Maimpis, City of San Fernando (P)

REQUEST FOR QUOTATION

RFQ No. 2025-02-019
PR No. 2025-01-118 \\
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 FOR DSWD FIELD OFFICE, EXTENSION OFFICE AND SWAD PAMPANGA CY 2025

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.

Pursuant to Appendix "A" of Annex "H" of the 2016 Revised IRR of Republic Act No. 9184, interested bidders **MUST** submit the following requirements along with their bid.

NP-Lease of Real Property or Venue

Legal and Technical Requirements

- Philgeps Registration Number (Red Membership) or Philgeps **Platinum Certificate (except for gov't agencies as lessors)**;
- Valid Mayor's Permit/Business Permit (**except for gov't agencies as lessors**);

For methods of procurement requiring Mayor's Permit and Philgeps Registration Number, Philgeps Platinum Membership with the current and updated Annex 'A' may be submitted in lieu of the said documents.

- Latest Income/Business Tax Return (**except for gov't agencies as lessors**);
- Notarized Special Power of Attorney (SPA) / Secretary Certificate for Authorized Representative

Additional Requirements

- If awarded, kindly submit the **BIR Registration Certificate** within 1 day upon receipt of the Notice of Award.

Pursuant to Item III of Annex "H" of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184, Documentary Requirements for Alternative Methods of Procurement, *Procuring Entities maintaining an updated file of any of the bidder's above-mentioned requirements, whether through the PhilGEPS Certificate of Registration and Membership or its own records, may no longer required its re-submission.*

Service providers who have already uploaded their current and updated Legal and Technical Eligibility documents to the procurement portal via <https://tinyurl.com/fo3bacsite> (**Service Providers' Registration Page**) are encouraged to ensure the continued validity and accuracy of their submissions. As long as the uploaded documents remain valid and updated, there will be no need for resubmission for every procurement project you wish to participate in, ensuring a seamless and convenient process.

For service providers who have not yet uploaded their eligibility documents, you are hereby encouraged to upload your current and valid eligibility requirements through the same portal for your convenience in future procurement projects.

Failure to attach the required documents will result in the DISQUALIFICATION of your bid.

Please accomplish and submit this form together with Annex A and all the required documents to DSWD FO III - BAC Secretariat either in person or electronically under the following conditions:

| | |
|--|---|
| SERVICE PROVIDERS' REGISTRATION | https://tinyurl.com/fo3bacsite Select the Menu – "SERVICE PROVIDER REGISTRATION FORM" |
| ELECTRONIC SUBMISSION | https://tinyurl.com/fo3bacsite <u>in case of difficulty accessing the above link, you may access the alternate link:</u> https://bit.ly/fo3bacsite Select the Menu – "BID SUBMISSION" |
| IN PERSON SUBMISSION | BAC Office (in front of Cash Releasing), DSWD Regional Office III, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga |
| DEADLINE OF SUBMISSION | 10:00 AM February 18, 2025 |

INSTRUCTIONS TO BIDDERS

1. Accomplish this RFQ and Annex A correct and accurately.
2. Do not alter the contents of this form in any way.
3. All technical specifications are mandatory. Failure to comply with the given instructions for eligibility requirements will disqualify your quotation.
4. Do not submit to any official email addresses of the Procurement Section and Bids Awards Committee.
5. Bids must be in a **SINGLE FILE** and in **PDF FORMAT ONLY**

Very truly yours,


ADRIAN D. MORALES
Procurement Section Chief

Terms and Conditions:

1. Award shall be made on per: Item Basis Lot Basis
2. No negative feedback/record and or delay of delivery of Service Provider within Three (3) months.
3. Quotation validity shall be: Sixty (60) Calendar Days
4. Goods/Activity shall be delivered/conducted within/on: See TOR
5. Place of Delivery/Activity: See TOR
6. Terms of Payment: See TOR
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 to be shouldered by the Service Provider.

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 or origin.

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

10. Please indicate Warranty (If applicable): _____

11. Alterations: Any interlineations, erasures or overwriting shall be valid only if they are signed by the supplier or any of its duly authorized representative(s).

12. 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 and register for free.


BIANCA C. SOLITA

PPMU Head

(Signature over Printed Name)
Supplier

TERMS OF REFERENCE

Supply and Delivery of Purified Drinking Water of DSWD Field Office, Extension Offices and SWAD Pampanga for CY 2025

I. SCOPE OF WORKS

1. Supply and delivery of five (5) gallons, 24,124 pcs purified drinking water from February to December 2025 at the following offices;

| NAME OF OFFICE | NUMBER OF CONTAINERS (TOTAL AND PER DAY) | SCHEDULE |
|---|---|------------------|
| DSWD Field Office III Main and Annex Building, Government Center, Maimpis, City of San Fernando, Pampanga | 10,780/49 | Monday to Friday |
| DSWD FO III Extension, Second Floor Isadore Arcade, San Isidro, CSFP | 4,400/20 | |
| SWAD Pampanga Capitol Boulevard, City of San Fernando Pampanga | 4,400/20 | |
| DSWD FO III Extension, AMHSCO Building, Dolores, CSFP | 4,400/20 | |
| San Simon Warehouse | Contingency of 144 pieces | As need arises |

2. Hereunder is the following total distribution per month;

| FEB | MARCH | APRIL | MAY | JUNE | JULY | AUG | SEP | OCT | NOV | DEC |
|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|------|
| 2,180 | 2,180 | 2,180 | 2,180 | 2,180 | 2,180 | 2,180 | 2,180 | 2,180 | 2,180 | 2324 |

3. Provision of Thirty (30) 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 water;

4. 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, Physio-Chemical Test.

2. All test shall be conducted by 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 a standby unit which will use 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 2025 to December 2025.

2. Delivery shall be daily from Monday to Friday, between 09:00am - 12:00nn at the designated drop-off area.

3. Hot and Cold-Water Dispensers delivery within five calendar days from the receipt of Purchase Order.

V. SCHEDULE OF REQUIREMENTS

1. Supply and Delivery of Purified Drinking Water – 24,124 pcs

2. Hot and Cold-Water Dispensers – 30 pcs

VI. TERMS OF PAYMENT

1. Payment shall be made on a monthly basis, estimated thirty (30) calendar days of processing 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;

VII. ALTERATIONS

No charge adjustment, increase or alteration shall be made in 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.

VIII. 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 hold civilly liable and shoulder the medical and hospitalization expenses incurred by the affected employees.

IX. 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 with Certified True Copy, to wit;

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