Republic of the Philippines

PHILIPPINE ECONOMIC ZONE AUTHORITY

RFQ No.	BAC 2026-03-05
Date	16 March 2026

REQUEST FOR QUOTATION
Small Value Procurement

The Philippine Economic Zone Authority (PEZA) intends to undertake **Small Value Procurement** in accordance with **Section 34** of the Implementing Rules and Regulations of the **Republic Act No. 12009**.

Name of Procurement Project	**Procurement for the Bottle-less Water Dispenser at New PEZA Building**
Description/Specifications	**Please refer to the attached "Annex B" for the specifications**
Approved Budget for the Contract (ABC)	**PhP1,069,437.60**
Deadline of Submission of Bid:	**23 March 2026 05:00PM**

Interested bidders may submit their duly accomplished and filled-up Annex "A" & "B" on or before the deadline of submission of bids to the **BAC Bids and Awards Committee, 8th Floor Double Dragon Center, West Building, Macapagal Blvd., Pasay City**.

Bidders must submit sealed quotation/s manually in the address given together with the following documentary requirements:

✓	Mayor's/Business Permit **or** PhilGEPS Platinum Membership Certificate
✓	Omnibus Sworn Statement (Notarized) Note: ○ For sole proprietorship, please attach notarized Special Power of Attorney (SPA) for authorized representative; ○ For partnership, corporation, cooperative, or joint venture, please attach notarized Secretary's Certificate, Board/Partnership Resolution, or SPA, whichever is applicable.
✓	PhilGEPS Registration Number (*not required if PhilGEPS Platinum Membership Certificate is submitted)*
✓	Business and Annual Income Tax Return Note: ○ **Latest Income Tax Return filed via eFPS with proof of filing and payment, as applicable.** (For participants already with an Annual ITR, latest ITR shall refer to the ITR for the preceding Tax Year be it on a calendar or fiscal year. For new establishments which, therefore, have no annual ITR yet, it shall refer to the most recent quarter's ITR); **and** ○ **Latest Business Tax Return filed via eFPS with proof of filing and payment, as applicable.** (Refers to the Value Added Tax (VAT) or Percentage tax returns covering the previous six (6) months. For those with less than six (6) months of operations, this refers to the monthly business tax returns filed to date)

Award of contract shall be given to the lowest calculated and responsive bidder which complies with the Price Quotation (Annex A), Technical Specifications (Annex B), and Terms and Conditions (Annex C).

For any clarification, you may contact the **BAC Secretariat (BAC Sec) at 8551-3451 loc. 214 or email us at bacsec@peza.gov.ph.**

ROWENA T. NAGUIT
Chairperson
Bids and Awards Committee (BAC)

RFQ No.	BAC 2026-03-05

Annex "A"

PRICE QUOTATION FORM

(Financial Bid)

MS. ROWENA T. NAGUIT
Chairperson
Bids and Awards Committee (BAC)
9th Floor Double Dragon Center, West Building, Macapagal Blvd. Pasay City

Dear Ma'am,

After having carefully read and accepted the Terms and Conditions of this RFQ and followed Instructions to Bidders, hereunder is our quotation/s (inclusive of VAT) for the following items:

No.	Description	Total Bid Price
	Procurement of Bottleless Drinking Water Dispenser at the New PEZA Building (BAC-2026-02-05)	
	Total	

BUSINESS NAME :

ADDRESS :

PHILGEPS REG. NO. :

BIR TIN No. :

AUTHORIZED SIGNATORY:

Signature Over Printed Name

DATE :

CONTACT NO. :

EMAIL ADDRESS: :

INSTRUCTIONS:

(1) Accomplish this Form correctly and accurately.
(2) Do not alter the contents of this form in any way.
(3) Failure to comply with any of the mandatory requirements will disqualify your quotation.
(4) Failure to follow these instructions will disqualify your entire quotation.

Annex "B"

TECHNICAL SPECIFICATION/ TERMS OF REFERENCE

Procurement for the Bottle-less Water Dispenser at New PEZA Building

Item No.	Qty	Specifications	Statement of Compliance (State whether "Comply" or "Not Comply")
1	21 units	**Bottleless Drinking Water Dispensers**	
		Specifications:	
		1. Deploy, Install and maintain in quality condition, on rental basis, Twenty-One (21) units Bottle less Drinking Water Dispensers as required by the Philippine Economic Zone Authority in the designated location of the new PEZA building in Almeda, Roxas Boulevard corner San Luis Street, Pasay City.	
		2. Health and Safety	
		2.1 Ensure that the drinking water produced by the deployed Bottle less Drinking Water Dispensers are clean and safe for human consumption at all times.	
		3. Capabilities & Features:	
		3.1 Bottleless system using piped-in tap water with drain discharge.	
		3.2 **Tri-Temperature output:** Hot-Warm-Cold	
		3.3 Filtration & Purification System Multi-stage purification (typically 3–6 stages): screening, coagulation, flocculation, sedimentation, filtration, and disinfection	
		3.4 Sanitary stainless housing with pest intrusion prevention, water drain discharge, etc.	
		3.5 **Safety Features:** Auto Shut-Off sensor for: Overheating, Water shortage, Electrical surges & Backflow prevention.	
		3.6 Push Button or Lever Type water switches	
		3.7 Tri-Temperature display indicating in real time all the Hot-Warm-Cold water status.	
		3.8 With a Certificate of Registration for Healt-Related Devices issued by the Food and Drug Administration (FDA) of the Department of Health (DOH) covering the filtration system.	
		4. Maintenance & Service Requirements	
		4.1 Every 4 months Preventive Maintenance Service (PMS): • Filter replacement • UV Light replacement every 12 months	

		• Dispenser internal cleaning • Checklist and performance assessment	
		4.2 On call repair of any water dispenser issues resolved within 12 hours of reporting	
		4.3 Provision of replacement of water dispenser unit in case if the installed unit is pulled out for repair	
		4.4 Replacement of defective water dispenser parts at no extra cost: such as faucets, hot & cold tanks, pump, fan motor, and other equipment components (filters, fittings and connectors)	
		4.5 Free first microbiological water test upon installation	
		5. **Deployments of units:** Deployment shall be undertaken upon issuance of the Notice of Proceed (NTP), which may be deferred pending the readiness of the office premises and the formal transfer of the agency to its new builing/location.	
		6. **Contract Period:** The rental agreement shall be for a duration of twelve (12) months, commencing upon the full deployment of all units and completion of the required microbiological water test conducted immediately after installation. A. The microbiological water test shall certify that the units meet health and safety standards prior to acceptance. B. The contract period shall not begin until successful test results are submitted and validated by the Procuring Entity. C. Any deficiencies noted during testing must be corrected by the Contractor at no additional cost before the contract period takes effect.	

**Include copy of proposal/photo of the product if applicable*

Authorized Signatory: _____

(Signature over Printed Name)

Position/Designation: _____

Date: _____

ANNEX "C" Terms and Conditions	
I. **SUBMISSION OF DULY ACCOMPLISHED PRICE QUOTATION FORM** *(Annex A)* **AND TECHNICAL SPECIFICATION FORM** *(Annex B)*	Bidder shall type or write in "Ink" the following on the Price Quotation Form: - Name of Store - Address - PhilGEPS Registration No. /Organization No. - TIN - Authorized Signatory - Date - Contact Nos. - Email Address - Copy of Proposal, if applicable
II. **TYPE OF SUBMISSION**	Submit the filled-up Forms (Annexes A and B) manually or at the following address; **Manually**: Bids and Awards Committee, 9th floor, Double Dragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City
III. **DELIVERY PERIOD**	Delivery Period: Within 2 months from issuance of NOA/ Contract/ PO/ WO or on the scheduled services.
IV. **TERMS OF PAYMENT**	Terms of Payment: Through Cheque / 30 working days upon receipt of the Original Sales Invoice / Billing Statement
V. **DELIVERY LOCATION**	Winning Bidder must deliver the items/services to the following address: Philippine Economic Zone Authority, Double Dragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City **or** PEZA Business and Investment Center, Roxas Boulevard, Pasay City, 1300 Metro Manila