



RFQ No.	SPMD-2022-29
Date	14 December 2022

**REQUEST FOR QUOTATION**  
 Alternative-Small Value Procurement

The Philippine Economic Zone Authority (PEZA) intends to undertake **Negotiated Procurement: Small Value Procurement** in accordance with Sec. 53.9 of the 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

Name of Project	<b>Procurement for the Supply and Delivery of Purified Drinking Water</b>
Description/Specifications	Two hundred (200) jugs of 5-gallon containers each week (100 jugs every Monday and 100 jugs every Thursday); Provision of 20 units brand new hot and cold water dispenser; Contract duration of one (1) year (01 January to 31 December 2023)
Approved Budget for the Contract (ABC)	<b>PhP 480,000.00</b>
Deadline of Submission of Bids	<b>21 December 2022, 5:00 p.m.</b>

Interested bidders may submit their duly accomplished and filled-up Annex "A" & "B" on or before the deadline of submission of bids to **Supply and Property Management Division (SPMD), 9<sup>th</sup> Floor Double Dragon Center, West Building, Macapagal Blvd., Pasay City.**

Bids must be submitted manually or thru email together with the following documentary requirements:

✓	Mayor's/Business Permit <u>or</u> PhilGEPS Platinum Membership Certificate
✓	Omnibus Sworn Statement (Notarized) for ABCs above 50K (for SVP only) <i>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.</i>
✓	PhilGEPS Registration Number ( <i>not required if PhilGEPS Platinum Membership Certificate is submitted</i> )

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 **SPMD** at telephone nos. (02) 8551-3445 or email [spmd@peza.gov.ph](mailto:spmd@peza.gov.ph).

  
**CHRISTOPHER N. OGALI**  
 Officer-In-Charge, SPMD



"Made in the Philippines is best The Philippines is Best to Invest in"



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Annex "A"  
**PRICE QUOTATION FORM**  
 (Financial Bid)

**CHRISTOPHER N. OGALI**  
**OIC, SPMD**  
**9<sup>th</sup> Floor Double Dragon Center**  
**West Building, Macapagal**  
**Blvd. Pasay City**

Dear Sir:

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:

Description	Quantity	Unit Price	Total Price
<b>Supply and Delivery of Purified Drinking Water</b>			
200 Jugs of 5-gallon containers each week (100 jugs every Monday and 100 jugs every Thursday w/ free use of 20 units brand new hot and cold water dispenser)	9,600 jugs	PhP	PhP
<b>TOTAL</b>			PhP

BUSINESS NAME : \_\_\_\_\_

ADDRESS : \_\_\_\_\_

PHILGEPS REG. NO. : \_\_\_\_\_

TIN : \_\_\_\_\_

AUTHORIZED SIGNATORY: \_\_\_\_\_  
 (Signature over Printed Name)

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

CONTACT NOS. : \_\_\_\_\_

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.
- (5) Bids exceeding the ABC shall be automatically disqualified.

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Annex "B"  
**TECHNICAL SPECIFICATIONS**

Qty	Specifications	Statement of Compliance (State whether "Comply" or "Not Comply")
1 LOT	1. The Contract is for one (1) year (01 January to 31 December 2023) Supply and Delivery of Purified Drinking Water to PEZA Head Office located at the 9 <sup>th</sup> Floor, DoubleDragon Center West Building, DD Meridian Park, Macapagal Avenue, Pasay City.	
	2. The SUPPLIER shall regularly supply and promptly deliver Purified Drinking Water (Water for brevity) to the PEZA during office hours as follows: 2.1. Two hundred (200) jugs of 5-gallon containers each week (100 jugs every Monday and 100 jugs every Thursday). 2.2. When the scheduled delivery period falls on a Holiday or is declared as a special non-working day, the SUPPLIER shall promptly deliver the water on the next working day.	
	3. PEZA, at any time during office hours, may require the SUPPLIER to deliver additional quantity of water, provided that the latter shall inform the former on the requirement prior to its scheduled delivery.	
	4. The SUPPLIER shall provide PEZA the free use of twenty (20) units brand new Hot and Cold Water dispensers. These dispensers shall be for the exclusive use of PEZA for the Water supplied solely by the SUPPLIER.	
	5. The SUPPLIER warrants that the subject Hot and Cold Water Dispenser units to be provided are free from defects and all Water supplied and delivered to PEZA are clean and free from harmful micro-organisms.	
	6. The SUPPLIER shall submit to PEZA monthly results of Bacteriological Test and Semi-Annual Physio-Chemical Test conducted by an accredited Test Laboratory of the Department of Health (DOH).	
	7. At any time for the duration of the Contract, PEZA may require the SUPPLIER to subject any Water delivered to a Bacteriological Test, to be conducted by a Test Laboratory authorized/accredited by the DOH and/or FDA, in order to determine the consistency of its compliance with Items 5 and 6 above.	
	8. In the event that the above test shows positive result of any bacteria or harmful micro-organism and/or the deliveries are not purified water, PEZA shall immediately notify the SUPPLIER of the result which shall be the basis for immediate replacement of the entire batch of delivered Water.	

	<p>A repetition of the same incident shall be a ground for the termination of the Contract without prejudice to any claim by PEZA from the SUPPLIER for damages incurred.</p>	
	<p>9. The SUPPLIER shall conduct regular maintenance services, which include, but not limited to, test and cleaning of the Hot and Cold Water Dispenser units every end of the month.</p>	
	<p>10. Should any of the Hot and Cold Water Dispenser units become defective due to wear and tear, the SUPPLIER shall replace the identified unit/s within 24 hours from notification without any cost to PEZA. Replacement unit/s shall be brand new.</p>	
	<p>11. Damage caused to dispenser units by PEZA due to negligence, untoward acts and/or unlawful or destructive acts by PEZA personnel and/or visitors shall be for the account of PEZA.</p>	

AUTHORIZED SIGNATORY : \_\_\_\_\_  
 (Signature over Printed Name)

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

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Annex "C"  
**TERMS AND CONDITIONS**

1. Bidder shall type or write in "Ink" the following on the Price Quotation Form:
  - Business Name
  - Address
  - PhilGEPS Registration No. / Organization No.
  - TIN
  - Authorized Signatory
  - Date
  - Contact Nos.
  - Email Address
2. Submit the filled-up Forms (Annexes A and B) manually or thru email at the following address:

**Manually:** SPMD, 9<sup>th</sup> floor Double Dragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City

**Email:** spmd@peza.gov.ph
3. Delivery Period: **01 January to 31 December 2023**
4. Terms of Payment: Through Cheque / 15 working days upon receipt of Original Sales Invoice / Billing Statement.
5. Winning Bidder must deliver the items/services to the following address:

**9<sup>th</sup> floor DoubleDragon Center, West Building, DD Meridian Park,  
Macapagal Avenue, Pasay City**