



# Philippine Economic Zone Authority

RFQ No.	2019-06-0024
Date	18 June 2019

## REQUEST FOR QUOTATION (Alternative Mode – Small Value Procurement)

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

Address: \_\_\_\_\_

The Philippine Economic Zone Authority (PEZA), through its Bids and Awards Committee (BAC) will undertake **Alternative Mode – 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>Supply and Delivery of Purified Drinking Water for PEZA Head Office</b>
Technical Specifications/Description	Attached <b>Annex "A"</b>
Approved Budget for the Contract (ABC)	<b>PhP151,200.00</b>
Deadline of Submission of Quotation	<b>25 June 2019</b>

Interested appraisers may submit their duly accomplished Price Quotation Form (Annex A) on or before the deadline of submission of bids to the BAC Secretariat at the PEZA Head Office, 5Floor, PNOC Bldg.5, DOE-PNOC Complex, Energy Center, Rizal Drive, BGC, Taguig City.

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

- 1) PhilGEPS Registration Number;
- 2) Valid and Current Mayor's/Business Permit 2018;
- 3) Omnibus Sworn Statement (OSS);

Award of contract shall be given to the lowest calculated bidder which complies with the technical specifications (Annex A) and General Terms and Conditions (Annex B).

For any clarification, you may contact/email BAC Secretariat at telephone nos. (02) 5513451 local 200 or 5513429.

  
**TERESO O. PANGA**  
BAC, Chair

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

**DDG TERESO O. PANGA**

Chairperson, Bids and Awards Committee  
Philippine Economic Zone Authority (PEZA)  
5Floor, PNOC Bldg.5, DOE-PNOC Complex, Energy Center  
Rizal Drive, BGC, Taguig City

Thru: BAC Secretariat

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 for the items as follows:

<u>REQUIREMENTS</u>	<u>Bid Price (PhP)</u>
<p>The contract will be for one (1) year with the following salient provisions:</p> <ul style="list-style-type: none"> <li>• Delivery of ninety (90) jugs of 5-gallon containers every week (45 jugs every Mondays and Wednesdays;</li> <li>• Provision of 20 units hot and cold water dispensers; and</li> <li>• Supplier to submit to PEZA monthly results of Bacteriological Test and Semi-Annual Physio-Chemical Test conducted by an accredited test laboratory of the DOH.</li> </ul>	
<u>TERMS OF REFERENCE</u>	
<ol style="list-style-type: none"> <li>1. The Contract is for a one (1) year supply and delivery of Purified Drinking Water to PEZA Head Office located at the DOE-PNOC Complex, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City.</li> <li>2. The SUPPLIER shall regularly supply and promptly deliver Purified Drinking Water (Water for brevity) to the PEZA during office hours as follows: <ol style="list-style-type: none"> <li>2.1. Forty-five (45) jugs of 5 gallons every Monday and additional forty-five (45) jugs of 5 gallons every Wednesday of each week.</li> <li>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.</li> </ol> </li> <li>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.</li> </ol>	



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 2 and 5 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.

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.

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.
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.
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.
12. The SUPPLIER shall pay taxes in full and on time and that failure to do so will entitle PEZA to suspend payment on the goods and/or services delivered by the SUPPLIER.
13. The SUPPLIER shall also present to PEZA, a tax clearance from the Bureau of Internal Revenue as well as a copy of its income and business tax returns duly stamped, received by the BIR and duly validated with the tax payments made thereon.



Signature over Printed Name

Office Telephone No. / Mobile Telephone No.

Email address/es

**INSTRUCTIONS:**

- (1) Accomplish this RFQ 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"

**TERMS AND CONDITIONS**

- Bidder shall type or write in "Ink" the following on the sealed envelope:
  - his/her name or business name;
  - address; and
  - identification of the item/s being quoted.
- Delivery period: One (1) year upon receipt of NTP/Purchase Order
- Terms of payment: Through Cheque/15 working days upon receipt of original invoice.
- Winning bidder must deliver the item/s to the following address:  
3Flr., Bldg.3 DOE-PNOC Complex, Energy Center, Rizal Drive, BGC Taguig City