



PHILIPPINE ECONOMIC ZONE AUTHORITY

RFQ No.	2021-07-00027
Date	15 July 2021

REQUEST FOR QUOTATION Alternative-Small Value Procurement

Name of Company: _____

Address: _____

The Philippine Economic Zone Authority (PEZA), through its Bids and Awards Committee (BAC) will undertake **Alternative/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	Procurement of Purified Drinking Water
Description/Specifications	Attached Annex "A"
Approved Budget for the Contract (ABC)	PhP172,800.00
Deadline of Submission of Bid	22 July 2021

Interested bidders 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, 5th Floor, PNOB Bldg.5, DOE-PNOB 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 2021; and
- 3) Omnibus Sworn Statement (OSS)

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

For any clarification, you may contact/email BAC Secretariat at telephone nos. (02) 85513451 local 200 or 85513429 or bacsec@peza.gov.ph.

ALEEM SIDDIQUI M. GUIAPAL
BAC, Chair

Annex "A"
PRICE QUOTATION FORM
 (Financial Bid)

GM ALEEM SIDDIQUI M. GUIAPAL
 Chairperson, Bids and Awards Committee
 Philippine Economic Zone Authority (PEZA)
 10th Floor Double Dragon Center, West Building
 Macapagal Blvd., Pasay 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:

Quantity	Specification	Bid Price (PHP)
1 lot	Delivery of Ninety (90) jugs of 5-gallon containers every week (45 jugs every Mondays and 45 jugs every Wednesdays);	(Inclusive of VAT)
	Provision of 20 units hot and cold water dispensers; and	
	Supplier to submit to PEZA monthly results of Bacteriological Test and Semi-annual Physio-Chemical Test Conducted by an accredited laboratory of the DOH.	



 Signature over Printed Name

 Office Telephone No. / Mobile Telephone No.

 Email address/es

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| <p>INSTRUCTIONS:</p> <p>(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.</p> |
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(Annex B)

TERMS OF REFERENCE

1. The Contract is for a one (1) year supply and delivery of Purified Drinking Water to PEZA Head Office located at the 10th 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. Ninety (90) jugs of 5-gallon containers every week (45 jugs every Mondays and 45 every Wednesdays).
 - 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 and 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.

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 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.

(Annex C)

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: 30 calendar days upon receipt of NTP/Contract.
- Terms of payment: Through Cheque/15 working days upon receipt of original invoice.
- Winning bidder must deliver the item/s to the following address:
10th Floor DoubleDragon Center, West Building, Macapagal Blvd., Pasay City