



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

A modernized and credible customs administration that upholds good governance and is among the world's best

REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for "**Supply and Delivery of Purified Drinking Water**" in accordance with the Revised Implementing Rules and Regulations of Republic Act No. 9184. The details of the project are as follows:

Name of Project: **Supply and Delivery of Purified Drinking Water**
Location: **General Services Division, OCOM Building, Gate 3, South Harbor, Port Area, Manila**
Approved Budget for the Contract: **Five Hundred Forty Thousand Pesos (PHP540,000.00) - inclusive of tax**

Specifications :

LOT 1

UNIT	ITEM DESCRIPTION	QUANTITY
Bottle	Purified Drinking Water <ul style="list-style-type: none">Undergone a minimum of 16 stages purification/filtration processClean and ClearFree from any foul odor Water Gallon <ul style="list-style-type: none">5 gallons content per bottleShape and quality of bottle: Round and poly carbonated resin typeClean and well maintained Water Dispenser (40 units) <ul style="list-style-type: none">Stand TypeHot and Cold FunctionLight IndicatorPower Source: 220V/60HzRated Power Input (Hot): 500WRated Power Input (Cold): 80WBrand new	12,000
	Terms and Conditions <ol style="list-style-type: none">The SUPPLIER shall be responsible for the packaging, supply and delivery of Purified Drinking Water (PDW) in 5-gallon containers.The SUPPLIER shall deliver forty (40) brand new and durable hot-and-cold water dispensers for the use of different offices. The use of these dispensers should be free-of-charge for the duration of the contract. In case	

	<p>of repair, these dispensers shall be borne by the supplier.</p> <ol style="list-style-type: none"> 3. The SUPPLIER shall deliver the purified drinking water to the GSD not between 8:00AM - 5:00PM twice a week or as may be required by the GSD based on the Distribution List provided and as amended. 4. The SUPPLIER shall ensure that the delivery of PDW is properly acknowledged through a delivery receipt duly signed by the Division/Office/Unit's Supply Officer, Property Custodian, Administrative Officer (SO/PC/AO) or its authorized representative. 5. The SUPPLIER shall ensure that the bottles/gallons supplied are clean and properly sealed in terms of product packaging in accordance with existing laws, rules and regulations. 6. The SUPPLIER shall secure Operational/Sanitary Permit from the Local Government Unit and Certificate of Product Registration from Food and Drug Administration (FDA) for the machines. 7. The SUPPLIER must conform to the following water tests and submit to GSD the result: <ol style="list-style-type: none"> a. Monthly Microbiological Test b. Semi-annual (every six (6) months) Physico-Chemical Test 8. The supplier shall submit certified true copies of the Water Test Laboratory Certificate from DOH accredited water testing laboratory, monthly. 9. The supplier shall submit certified true copy of its valid Sanitary Permit/s for the duration of the contract. 10. The supplier shall conduct maintenance/cleaning of all the hot and cold-water dispensers once a month or as may be required by the General Services Division. 	
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Interested suppliers are required to submit **original/certified true copy** of the following: 1) valid and current Mayor's Permit, (In case of expired MP/BP, Submit copy of recently expired permit and official receipt as proof of renewal), 2) DTI/SEC Registration (for partnerships/corporations, attach General Information Sheet & Articles of Incorporation), 3) PHILGEPS Registration Certificate, 4) Original duly signed Omnibus Sworn Statement (OSS) and Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder, 5) Latest Income/Business Tax Return, and 6) duly signed price quotation form (Annex "A"). All must be properly signed and sealed. Must be submitted in hard copy. In case of goods kindly indicate the brand being offered in your price quotation form (Annex "A")

Submission of quotation and eligibility documents is on or before **January 29, 2024, 10:00 a.m., at General Services Division (GSD), Ground Floor, OCOM Building, Port Area, Manila.**


Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative/s.

The BOC reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.

For inquiry, you may contact us at Telefax no. 8526-6571 or email us at bacsecretariat@customs.gov.ph.

Very truly yours,


ISAGANI D. GALSIM
Head, BAC Secretariat/
Chief Administrative Officer
General Services Division

Annex "A"

PRICE QUOTATION FORM

Date

The Bids and Awards Committee
Bureau of Customs
Port Area, Manila

Project Title: Supply and Delivery of Purified Drinking Water

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the items as follows:

1LOT

UNIT	ITEM DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST
Bottle	Purified Drinking Water <ul style="list-style-type: none">Undergone a minimum of 16 stages purification/filtration processClean and ClearFree from any foul odor Water Gallon <ul style="list-style-type: none">5 gallons content per bottleShape and quality of bottle: Round and poly carbonated resin typeClean and well maintained Water Dispenser (40 units) <ul style="list-style-type: none">Stand TypeHot and Cold FunctionLight IndicatorPower Source: 220V/60HzRated Power Input (Hot): 500WRated Power Input (Cold): 80WBrand new	12,000		
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	required by the General Services Division.			
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Total amount in words: _____

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

Name/ Signature of Representative

Name of Company

Contact No.

Mayor's Permit No. _____

PhilGEPS Registration No. _____

(Please submit the photocopies of the above documents upon submission of quotation)