



## 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 : **Bureau of Customs Port Area Manila**  
Approved Budget : **Eight Hundred Twenty-Four Thousand Three Hundred**  
for the Contract (ABC) : **Twenty Pesos (Php824,320.00) inclusive of tax**

Specifications:

| Item | DESCRIPTION   | QUANTITY   |
|------|---|--|
| 1    | <p><b>Purified Drinking Water</b></p> <ul style="list-style-type: none"><li>• Undergone a minimum of 16 stages purification/filtration process</li><li>• Clean and Clear</li><li>• Free from any foul odor</li></ul> <p><b>Water Gallon</b></p> <ul style="list-style-type: none"><li>• 5 gallons content per bottle</li><li>• Shape and quality of bottle: Round and poly carbonated resin type</li><li>• Clean and well maintained</li></ul> <p><b>Water Dispenser</b></p> <ul style="list-style-type: none"><li>• Stand Type</li><li>• Hot and Cold Function</li><li>• Light Indicator</li><li>• Power Source: 220V/60Hz</li><li>• Rated Power Input (Hot): 500W</li><li>• Rated Power Input (Cold): 80W</li><li>• Brand new</li></ul> | <p>20,608 gallons of purified drinking water (644 gallons/week)</p> <p>Fifteen (15) brand new water dispensers</p> |
|      | <p><b>Terms and Conditions:</b></p> <ol style="list-style-type: none"><li>1. The SUPPLIER shall be responsible for the packaging, supply and delivery of Purified Drinking Water (PDW) in 5-gallon containers.</li><li>2. The SUPPLIER shall deliver fifteen (15) 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</li></ol>   |  |



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case of repair, these dispensers shall be borne by the supplier.

3. The SUPPLIER shall deliver the purified drinking water to the GSD 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:
  - 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.

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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Delivery Duration/ Terms: Weekly supply and delivery/distribution  
Contract Duration: MAY to DECEMBER 2022

Interested suppliers are required to submit **original/certified true copy of the following:** valid and current Mayor's Permit, DTI/SEC Registration (for partnerships/corporations, General Information Sheet & Articles of Incorporation shall also be submitted), PHILGEPS Registration Certificate, Omnibus Sworn Statement, Latest Income/Business Tax Return, Valid Sanitary Permit and duly signed price quotation form (**Annex "A"**). All must be properly signed and sealed.

Submission of quotation and eligibility documents is on or before **May 02, 2022 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. 527-9757 or email us at [bacsecretariat@customs.gov.ph](mailto:bacsecretariat@customs.gov.ph).

Very truly yours,

  
**ISAGANI D. GALSIM**

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:

| Item | DESCRIPTION  | QUANTITY   | UNIT PRICE | TOTAL AMOUNT |
|------|--|--|------------|--------------|
| 1    | <p><b>Purified Drinking Water</b></p> <ul style="list-style-type: none"> <li>Undergone a minimum of 16 stages purification/filtration process</li> <li>Clean and Clear</li> <li>Free from any foul odor</li> </ul> <p><b>Water Gallon</b></p> <ul style="list-style-type: none"> <li>5 gallons content per bottle</li> <li>Shape and quality of bottle: Round and poly carbonated resin type</li> <li>Clean and well maintained</li> </ul> <p><b>Water Dispenser</b></p> <ul style="list-style-type: none"> <li>Stand Type</li> <li>Hot and Cold Function</li> <li>Light Indicator</li> <li>Power Source: 220V/60Hz</li> </ul> | <p>20,608 gallons of purified drinking water (644 gallons/week)</p> <p>Fifteen (15) brand new water dispensers</p> |            |              |



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|--|--|--|--|
| <ul style="list-style-type: none"> <li>• Rated Power Input (Hot): 500W</li> <li>• Rated Power Input (Cold): 80W</li> <li>• Brand new</li> </ul>  |  |  |  |
| <p><b>Terms and Conditions:</b></p> <p>10. The SUPPLIER shall be responsible for the packaging, supply and delivery of Purified Drinking Water (PDW) in 5-gallon containers.</p> <p>11. The SUPPLIER shall deliver fifteen (15) 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 of repair, these dispensers shall be borne by the supplier.</p> <p>12. The SUPPLIER shall deliver the purified drinking water to the GSD between 8:00AM - 5:00PM <b>twice a week or as may be required by the GSD</b> based on the Distribution List provided and as amended.</p> <p>13. The SUPPLIER shall ensure that the delivery of PDW is properly acknowledged through a delivery receipt duly signed by the Division/Office/Unit's</p> |  |  |  |



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|--|--|--|--|--|
|  | <p>Supply Officer, Property Custodian, Administrative Officer (SO/PC/AO) or its authorized representative.</p> <p>14. 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.</p> <p>15. 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.</p> <p>16. The SUPPLIER must conform to the following water tests and submit to GSD the result:</p> <ul style="list-style-type: none"> <li>a. Monthly Microbiological Test</li> <li>b. Semi-annual (every six (6) months) Physico-Chemical Test</li> </ul> <p>17. The supplier shall submit certified true copies of the Water Test Laboratory Certificate from DOH accredited water testing laboratory, monthly.</p> <p>18. The supplier shall submit certified true</p> |  |  |  |
|--|--|--|--|--|



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|--|--|--|--|--|
|  | <p>copy of its valid Sanitary Permit/s for the duration of the contract.</p> <p>The supplier shall conduct maintenance/cleaning of all the hot and cold-water dispensers <b>once a month or as may be required by the General Services Division.</b></p> |  |  |  |
|--|--|--|--|--|

Delivery Duration/ Terms: Weekly supply and delivery/distribution  
 Contract Duration: MAY to DECEMBER 2022

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

Very truly yours,

\_\_\_\_\_  
 Name/ Signature of Representative

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

\_\_\_\_\_  
 Phone/Contact Numner

Mayor's Permit No. \_\_\_\_\_

PhilGEPS Registration No. \_\_\_\_\_

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