



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: **Six Hundred Fifty Thousand Pesos (Php650,000.00) - 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 process Clean and Clear Free from any foul odor 	13,000
	Water Gallon <ul style="list-style-type: none"> Brand New 5 gallons content per bottle Shape and quality of bottle: Round and poly carbonated resin type Clean and well maintained 	
	Water Dispenser (50 units) <ul style="list-style-type: none"> Stand Type Hot and Cold Function Light Indicator Power Source: 220V/60Hz Rated Power Input (Hot): 500W Rated Power Input (Cold): 80W Brand new 	
Total Amount		

TERMS AND CONDITIONS

- The SUPPLIER shall be responsible for the packaging, supply and delivery of Purified Drinking Water (PDW) in 5-gallon containers.
- The SUPPLIER shall deliver fifty (50) 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.



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:
 - a. Monthly Microbiological Test
 - b. Semi-annual (every six (6) months) Physio-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.

Delivery Term/Duration: February to December 2025

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) PHILGEPS Registration Certificate, 3) 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, 4) Latest Income/Business Tax Return, and 5) 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 **February 10, 2025, 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 at boc-svp@customs.gov.ph.

Very truly yours,



RAQUEL G. DE JESUS

Head, BAC Secretariat/
Acting Chief, General Services Division



Gate 3, South Harbor, Port Area, Manila 1018

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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:

LOT 1

UNIT	ITEM DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
bottle	Purified Drinking Water <ul style="list-style-type: none">• Undergone a minimum of 16 stages purification/filtration process• Clean and Clear• Free from any foul odor Water Gallon <ul style="list-style-type: none">• Brand New• 5 gallons content per bottle• Shape and quality of bottle: Round and poly carbonated resin type• Clean and well maintained Water Dispenser (50 units) <ul style="list-style-type: none">• Stand Type• Hot and Cold Function• Light Indicator• Power Source: 220V/60Hz• Rated Power Input (Hot): 500W• Rated Power Input (Cold): 80W• Brand new	13,000		
TERMS AND CONDITIONS				STATEMENT OF COMPLIANCE
1. The SUPPLIER shall be responsible for the packaging, supply and delivery of Purified Drinking Water (PDW) in 5-gallon containers.				
2. The SUPPLIER shall deliver fifty (50) 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.				
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.				



<ol style="list-style-type: none"> 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) Physio-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 	
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Total amount in words: _____

Delivery Term/Duration: February to December 2025

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)

