



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

## **REQUEST FOR QUOTATION**

The Department of Budget and Management (DBM), through its Administrative Service (AS), will undertake a Small Value Procurement for the "**Supply and Delivery of Drinking Water**" in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

- Name of Project : **Supply and Delivery of Drinking Water**
- Approved Budget for the Contract : Three Hundred Eighteen Thousand Seven Hundred Fifty Pesos (Php318, 750.00)
- Specifications : See the attached Annex "B" for the Technical Specifications
- Location : G/F DBM Building III, Gen. Solano St., San Miguel, Manila
- Delivery Date : **Drinking Water:** Weekly Delivery of 300 containers of purified drinking water within ten (10) working days upon receipt of Notice to Proceed until December 31, 2019  
**Hot and Cold Water Dispenser:** One time delivery within ten (10) working days upon receipt of Notice to Proceed

Interested suppliers are required to submit their valid and current Mayor's Permit, Income/Business Tax Return (for ABCs above Php500k), PhilGEPS Registration Number, Omnibus Sworn Statement and Authority of Signatory, upon submission of quotation. PhilGEPS Platinum Membership may be submitted in lieu of the Mayor's/ Business Permit and the PhilGEPS Registration Number.

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.

Submission of quotation and eligibility documents is on or before 3:00 p.m. of **August 13, 2019** at the Administrative Service, Ground Floor, DBM Bldg. III, Gen. Solano St., San Miguel, Manila. Open submission may be submitted, manually or through facsimile at fax no. 735-1957.

## PRICE QUOTATION FORM

Date: \_\_\_\_\_

The Administrative Service  
 Department of Budget and Management  
 Ground Floor, DBM Bldg. III, Gen. Solano St.,  
 San Miguel, Manila

Sir/Madam:

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

Description	Technical Specifications	Quantity	Unit Price	Total Price
<b>Supply and Delivery of Drinking Water</b>	See Annex "B" for the Technical Specifications and Annex "C" for the Schedule of Requirements.	1 lot		

(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.

### ***Schedule of Requirements***

The delivery schedule expressed as weeks/months stipulates hereafter the date of delivery to the project site.

<b>Item</b>	<b>Description</b>	<b>Quantity</b>	<b>Delivery Date**</b>
1.	Provision Five-gallon Purified Drinking Water	300 containers/ week regular delivery day to be advised by the AS-GSD	Within ten (10) working days from receipt of Notice to Proceed to be delivered to the DBM – Administrative Service
2.	Provision of brand new or not more than two (2) years and/or in good running condition hot and cold water dispenser	42 units	
3.	Monthly cleaning of all hot and cold water dispenser	42 units	Every last Saturday or Sunday of the month
4.	Monthly submission of Microbiological Water Test Laboratory Certificate and semi-annual submission of Chemical and Physical Water Test Laboratory Certificate from a water-testing laboratory duly accredited by the Department of Health (DOH) or the Food and Drug Administration (FDA)		Every month attached to the monthly billing

**Note:** May increase or decrease the quantity upon written advice from the AS-GSD

**I hereby certify to comply and deliver all the above requirements.**

\_\_\_\_\_  
Name of Company/Bidder  
Date

\_\_\_\_\_  
Signature Over Printed Name of Representative

### **Technical Specifications**

Bidders must state here either "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each "Specification."

Item Number	Specifications	Bidder's Statement of Compliance
1.	Purified Drinking Water - 300 containers/week	
2.	Minimum of eight (8) stages purification/ filtration process approved by Food Drug Administration (FDA)	
3.	Content: 5 gallon per bottle	
4.	Shape and quality of bottle: Presentable, round and polycarbonate resin type and One-time use of bottle cap	
5.	<p>Forty-two (42) units of hot and cold water dispenser with minimum specification:</p> <ul style="list-style-type: none"> <li>- Power source 220V/60Hz</li> <li>- Heating Rated Power: Standard</li> <li>- Cooling Rated power : Standard</li> <li>- Free standing water dispenser</li> <li>- Color: White</li> <li>- Brand new or not more than 2 years</li> </ul> <p>Note: Dilapidated dispensers shall be rejected at the time of delivery of dispensers, to ensure that the dispensers are safe to use, the water directly from it shall be tested at the cost of the supplier. Dispensers that will not pass the water potability test shall be rejected. The DBM shall identify the testing center.</p> <p>Dispensers shall be returned to the supplier upon contract completion</p>	
6.	Manual monthly cleaning of all hot and cold water dispensers every last Saturday or Sunday of the month	
7.	Provision for closed delivery van/truck	
8.	Automated water refilling process, pressurized cleaning and disinfecting of empty bottles	
9.	Individual plastic wrapper for each bottle	
10.	Monthly submission of Microbiological Water Test Laboratory Certificate and semi-annual submission of Chemical and Physical Water Test Laboratory Certificate from a water-testing laboratory duly accredited by the DOH or the FDA	
11.	Random sampling of at least 30% (12 dispensers/month) water samples done not more than twelve (12) times within the contract period, done after the scheduled monthly cleaning, which shall be jointly conducted by the Supplier and the DBM, and sent to an accredited water-testing laboratory, with costs chargeable to Supplier	
12.	Supplier shall have a valid Sanitary Permit/s for the duration of the contract	

13.	<p>One (1) on call technician to repair defective water dispensers with response time of not more than four (4) hours from verbal or written notification.</p> <p>In the event that the defective water dispenser cannot be repaired onsite, the supplier provide a temporary replacement unit.</p> <p>Water dispenser beyond repair shall be replaced with new units within twenty-four (24) hours.</p>	
-----	--	--

**I hereby certify to comply with all the above Technical Specifications.**

\_\_\_\_\_  
**Name of Company/Bidder**  
**Date**

\_\_\_\_\_  
**Signature Over Printed Name of Representative**