



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

**SUPPLEMENTAL/BID BULLETIN (SBB) NO. 2**

This SBB No. 2 dated July 2, 2024 for **Project ID No. DBM-2024-60, “Supply and Delivery of Purified Drinking Water,”** is issued pursuant to Section 22.5 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, to clarify, modify or amend items in the Bidding Documents. Accordingly, this shall form an integral part of the Bidding Documents.

PARTICULARS				AMENDMENTS/CLARIFICATIONS			
<b>Section VI. Schedule of Requirements</b>				<b>Section VI. Schedule of Requirements (REVISED)</b>			
The delivery schedule stipulates hereafter the date of delivery to the project site.				The delivery schedule stipulates hereafter the date of delivery to the project site.			
xxx				xxx			
Item	Description	Quantity*	Delivery Schedule	Item	Description	Quantity*	Delivery Schedule
xxx				xxx			
4	<b>Submission of License to Operate</b> in relation to the provision of bottled water from the Food and Drug Administration	(In accordance with item 3.2 of Annex “A” [Detailed Technical Specifications] of Section VII. Technical Specifications.)	Before September 6, 2024	4	<b>Submission of License to Operate OR A COPY OF THE PARENT COMPANY’S LICENSE TO OPERATE, ALONG WITH COPIES OF THE PARENT COMPANY’S CERTIFICATE OF HEALTH-RELATED DEVICE REGISTRATION FROM THE FOOD AND DRUG ADMINISTRATION AND FRANCHISEE</b>	(In accordance with item 3.2 of Annex “A” [Detailed Technical Specifications] of Section VII. Technical Specifications.)	Before September 6, 2024
xxx							

	<p style="text-align: center;"><b>'S CERTIFICA- TE OF PRODUCT REGISTRA- TION,</b> in relation to the provision of bottled water from the Food and Drug Administration.</p> <p style="text-align: center;">xxx</p>
<p style="text-align: center;"><b>Annex "A"</b></p> <p style="text-align: center;"><b>DETAILED TECHNICAL SPECIFICATIONS</b></p> <p style="text-align: center;">xxx</p> <p>3.2 Licenses/Certifications</p> <p>At the commencement of contract implementation, the Supplier shall secure and maintain, at its own expense, all necessary registrations, licenses, and/or permits as required by laws, rules and regulations. The Supplier shall likewise comply with all pertinent laws, rules and regulations.</p> <p>Copy of the license of the operate in relation to the provision of bottled water from the Food and Drug Administration shall be submitted before September 6, 2024 to the Administrative Service (AS) – General Services Division (GSD).</p>	<p style="text-align: center;"><b>Annex "A"</b></p> <p style="text-align: center;"><b>DETAILED TECHNICAL SPECIFICATIONS (REVISED)</b></p> <p style="text-align: center;">xxx</p> <p>3.2 Licenses/Certifications</p> <p>At the commencement of contract implementation, the Supplier shall secure and maintain, at its own expense, all necessary registrations, licenses, and/or permits as required by laws, rules and regulations. The Supplier shall likewise comply with all pertinent laws, rules and regulations.</p> <p>Copy of the license of the operate in relation to the provision of bottled water from the Food and Drug Administration shall be submitted before September 6, 2024 to the Administrative Service (AS) – General Services Division (GSD).</p> <p><b>IN THE CASE OF A FRANCHISE, THE SUPPLIER MUST SUBMIT A COPY OF THE PARENT COMPANY'S LICENSE TO OPERATE, ALONG WITH COPIES OF THE PARENT COMPANY'S CERTIFICATE OF HEALTH-RELATED DEVICE REGISTRATION FROM THE FOOD AND DRUG ADMINISTRATION,</b></p>

xxx	<b>AND FRANCHISEE’S CERTIFICATE OF PRODUCT REGISTRATION.</b>  xxx
	<b>Note:</b>  <u><b>Attached are the following documents which should be used as part of the Bidding Documents:</b></u>  <ol style="list-style-type: none"> <li><b>1. Schedule of Requirements (Revised) to be submitted by the bidders; and</b></li> <li><b>2. Annex “A” - Detailed Technical Specifications (Revised).</b></li> </ol>

**Other matters:**

- The “No Contact Rule” shall be strictly observed. Bidders are not allowed to communicate with any member of the Bids and Awards Committee, Technical Working Group or Secretariat effective July 9, 2024 right after the opening of bids.
  
- For guidance and information of all concerned.

**RAMON VICENTE B. ASUNCION**  
*Assistant Secretary and Concurrent Director IV*  
*Vice Chairperson, DBM-BAC*

## ***Section VI. Schedule of Requirements*** **(Revised)**

The delivery schedule stipulates hereafter the date of delivery to the project site.

<b>Item</b>	<b>Description</b>	<b>Quantity*</b>	<b>Delivery Schedule</b>
1	<b>Supply and Delivery of Purified Drinking Water</b> , in accordance with Annex “A” (Detailed Technical Specifications) of Section VII. Technical Specifications.	21,320 bottles* (per year)	Initial delivery shall be on September 6, 2024 or as scheduled by the Administrative Service.  Subsequent weekly deliveries shall be every Saturday. However, if a Saturday falls on a declared non-working day, delivery shall be on the next working day.
2	<b>Provision of Water Dispensers</b> , in accordance with Annex “A” (Detailed Technical Specifications) of Section VII. Technical Specifications.	53 units (In accordance with item 5.0 of Annex “A” [Detailed Technical Specifications] of Section VII. Technical Specifications.)	September 6, 2024 or as scheduled by the Administrative Service
3	<b>Monthly Cleaning of Water Dispensers</b> , in accordance with Annex “A” (Detailed Technical Specifications) of Section VII. Technical Specifications.	53 units (In accordance with item 6.4 of Annex “A” [Detailed Technical Specifications] of Section VII. Technical Specifications.)	Every last Saturday of the month.
4	<b>Submission of License to Operate or a copy of the Parent Company’s License to Operate, along with copies of the Parent Company’s Certificate of Health-Related Device Registration from the Food and Drug Administration, and Franchisee’s Certificate Of Product Registration</b> , in relation to the provision of bottled water from the Food and Drug Administration.	(In accordance with item 3.2 of Annex “A” [Detailed Technical Specifications] of Section VII. Technical Specifications.)	Before September 6, 2024

Item	Description	Quantity*	Delivery Schedule
5	<p><b>Submission of Periodic Water Sampling and Examination Results</b>, in accordance with Annex “A” (Detailed Technical Specifications) of Section VII. Technical Specifications.</p> <p>a. Microbiological Examination</p> <p>b. Physicochemical and Radiological Examination</p>	<p>(In accordance with item 6.0 of Annex “A” [Detailed Technical Specifications] of Section VII. Technical Specifications.)</p>	<p>a. Initial test shall be done on the 1<sup>st</sup> day of delivery, and regular test on every 30<sup>th</sup> of the month, thereafter.</p> <p>b. Initial test shall be done on 1<sup>st</sup> day of delivery, and regular test every six (6) months, thereafter.</p> <p>Submission of result to DBM within five (5) calendar days after every month/cut-off.</p>

\* Specified quantities are indicative numbers and for bidding purposes only. It is understood that the determination of actual requirements will be made during the implementation of the contract.

\*\* The period for the performance of the obligations under the Contract shall not be beyond the validity of the corresponding appropriations for the Project.

\*\*\* The total cost shall not exceed the contract price.

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

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

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

\_\_\_\_\_  
Date

**DETAILED TECHNICAL SPECIFICATIONS  
(REVISED)**

**1.0 Project Title**

Supply and Delivery of Purified Drinking Water

**2.0 Objective**

To ensure the continuous provision of purified drinking water in the DBM Central Office.

**3.0 Qualifications of the Supplier**

**3.1. Experience**

As of the date of submission and bid opening, the Supplier must be in the business for at least two (2) years.

**3.2. Licenses/Certifications**

At the commencement of contract implementation, the Supplier shall secure and maintain, at its own expense, all necessary registrations, licenses, and/or permits as required by laws, rules, and regulations. The Supplier shall likewise comply with all pertinent laws, rules, and regulations.

Copy of the license to operate in relation to the provision of bottled water from the Food and Drug Administration shall be submitted before September 6, 2024 to the Administrative Service (AS)-General Services Division (GSD).

In the case of a franchise, the supplier must submit a copy of the Parent Company's License to Operate, along with copies of the Parent Company's Certificate of Health-Related Device Registration from the Food and Drug Administration, and Franchisee's Certificate Of Product Registration.

**3.3. Processing Plants/Facilities**

As will be validated by AS before contract implementation, the Supplier shall comply with the following:

- 3.3.1. Processing plants/facilities must be located in areas free from objectionable odors, smoke, dust, or other contaminants and possible flood or inundation.

3.3.2. The purified drinking water must have undergone filtration/purification process which is at least sixteen (16) stages and in compliance with Department of Health (DOH) Administrative Order No. 2017-0010 or the Philippine National Standards for Drinking Water of 2017 dated June 23, 2017.

3.3.3. The refilling process must be automated.

#### **4.0 Supply and Delivery of Purified Drinking Water**

##### **4.1. Quantity**

The Supplier shall deliver bottled purified drinking water with an annual quantity of 21,320 bottles (each bottle shall have a capacity of five [5] gallons/eighteen [18] liters).

**The above specified quantity is indicative and for bidding purposes only. The AS- GSD shall provide the actual quantity and weekly delivery requirements during contract implementation.**

\* The period for the performance of the obligations under the Contract shall not be beyond the validity of the corresponding appropriations for the Project. Likewise, the equivalent amount of the actual quantity and weekly delivery requirements per year under the Contract must not exceed the corresponding ABC per year of the Project.

##### **4.2. Delivery**

4.2.1. Initial delivery shall be on September 6, 2024 or as scheduled by the Administrative Service.

4.2.2. Subsequent weekly deliveries shall be coordinated with AS-GSD.

4.2.3. Delivery area shall be coordinated with the AS-GSD.

4.2.4. Delivery personnel shall, at all times, exercise due care in handling the items during delivery.

##### **4.3. Water Container and Packaging**

4.3.1. The container must be round for mineral/purified water, high quality, made of 100% safe polycarbonate food-grade plastic or better, and commercial grade durability and usability.

4.3.2. All water containers should be thoroughly cleaned under pressurized cleaning process and sanitized. It should be sealed and capped by a one-time plastic bottle cap. At the time of delivery, water containers should be wrapped individually with transparent plastic bag.

## 5.0 Provision of Water Dispensers

5.1. The Supplier shall provide fifty-three (53) units of brand new or refurbished water dispenser at no additional cost to the DBM, with the following minimum specifications:

- 5.1.1. Free standing unit with compressor and built-in fridge;
- 5.1.2. With hot and cold water outlets (hot water outlet: 88° C to 92° C; cold water outlet: 4° C to 11° C);
- 5.1.3. Dispenses twenty (20) cups of hot water per hour and thirty (30) cups of cold water per hour; and
- 5.1.4. Power source: 220V/60Hz
- 5.1.5. Defective water dispensers must be replaced within twenty-four (24) hours upon receipt of the verbal/written from the AS-GSD.

In the case of refurbished water dispensers, the manufacturing date thereof shall not be earlier than CY 2022.

## 6.0 Standards and Conditions

- 6.1. The purified drinking water must be clear and does not have objectionable taste, odor and color. It must be pleasant to drink and free from all harmful organisms, chemical substances and radionuclides in amounts which could constitute a hazard to health.
- 6.2. The quality of drinking water shall conform to the Standard Values prescribed under DOH Administrative Order No. 2017-0010 dated June 23, 2017 and other related issuances (if any).
- 6.3. The Supplier must undertake the conduct of water sampling and examination for microbiological, physical, chemical and radiological quality pursuant to DOH Administrative Order No. 2017-0010 dated June 23, 2017. The result of such examination must be presented to the DBM as follows:

Type of Examination	Period to Conduct Examination
i. Microbiological Examination	Initial test shall be done on September 6, 2024, and regular test on every 30th of the month, thereafter.
ii. Physicochemical and Radiological Examination	Initial test shall be done on September 6, 2024, and regular test every six (6) months, thereafter.



The results of the foregoing examinations shall be submitted to the DBM within five (5) calendar days after every month/cut-off. It shall serve as a supporting document for the monthly invoice/billing during contract implementation.

- 6.4. All water dispensers must undergo monthly cleaning and sanitization to be conducted by the Supplier, every last Saturday of the month, at the DBM premises and in the presence of AS-GSD representative.

**7.0 Performance Review and Assessment**

- a. The Service Provider shall maintain a satisfactory level performance throughout the contract period based in the following set of performance criteria:

<b>ITEM</b>	<b>PERFORMANCE CRITERIA</b>	<b>WEIGHT</b>
I	Conformity to the technical requirements	20
II	Timeliness in the delivery of services	20
III	Behavior of personnel (courteous, professional and knowledgeable)	20
IV	Response to complaints	20
V	Compliance with set office policies for such services	20
<b>Total</b>	<b>PERFORMANCE RATING PASSING RATE: 80</b>	<b>100</b>

- b. The AS shall conduct a periodic review, based on the above-cited criteria, to ensure compliance of the Service Provider with the technical specifications, as well as with the other terms and conditions imposed by the DBM during the contract period.
- c. Further, the AS shall conduct a mid-term assessment or evaluation of the Service Provider. Based on its assessment the DBM may pre-terminate the contract for failure of the Service Provider to perform its obligations thereon following the procedures prescribed under the Guidelines on Termination of Contracts issued by the Government Procurement Policy Board under Resolution No. 018-2004 dated December 22, 2004.