



REQUEST FOR QUOTATION

Date : _____

RFQ No.: _____

Name of Company : _____

Address : _____

Name of Store/Shop : _____

Address : _____

TIN : _____

PhilGEPS Registration Number(required prior to award): _____

The **Small Business Corporation (SBCorp)**, through its Bids and Awards Committee (BAC), intends to procure **Supply and Delivery of Purified Drinking Water** in accordance with **Section 53.9** of the 2016 revised Implementing Rules and Regulations of Republic Act of 9184.

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this RFQ. Submit your quotation duly signed by you or your authorized representative not later than **April 04, 2023 at 10:00am**. A copy of your **Latest Business/Mayor's Permit, Philgeps Registration and BIR 2303** is also required to be submitted along with your quotation/proposal.

For any clarification, you may contact us at telephone no. (02) 5328-1100 to 10 local 1734/1742 or email address at jbperez@sbcorp.gov.ph


Rowena G. Betia
BAC Chairperson 

INSTRUCTIONS:

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way
3. All technical specifications are mandatory. Failure to comply with any of the mandatory requirements. Will disqualify your quotation.
4. Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Item #	Item & Description	Qty.	Unit Price

Procurement of (Name of Item/s to be procured)	
TECHNICAL SPECIFICATIONS (detailed)	REMARKS
<p align="center">TERMS OF REFERENCE</p> <p>1. Project Supply and delivery of purified drinking water for Small Business Corporation Head Office for the period April 1, 2023 to March 31, 2024</p> <p>2. Total Approved Budget One Hundred Fifty Thousand Pesos (P150,000.00) inclusive of all applicable taxes at P38.00 per five (5 - gallon container.</p> <p>3. Scope of the Project The service provider shall deliver clean, safe and healthy purified drinking water to Small Business Corporation Head Office at 17F, 18F and Unit 1903, 139 Corporate Center, 139 Valero St. Salcedo Village, Makati City.</p> <p>4. Detailed Specifications Service provider shall ensure delivery of approximately 3,800 five-(5) gallon-containers in a year, at least 3 times weekly, or as may be required by SB Corporation.</p> <p>a. The Supplier shall provide the SB Corporation with free use of three (3) units of Hot and Cold Water Dispensers.</p>	

y

- b. The Supplier must conduct a monthly maintenance cleaning of the dispensers and replace defective dispensers without cost to SB Corporation.
- c. The Supplier shall provide technical services with immediate response time as much as possible within the day requested by SB Corporation whenever there is unit breakdown. Such technical services by the Supplier shall be free of charge
- d. The Supplier shall at all times ensure the delivery of purified drinking water in a dent-free container using a vehicle suitable to quantity of product and provide the SB Corporation with at least five (5) containers as reserve.

5. *Warranty and After-Sales Service Requirements*

- a. The Supplier complies with the provision of the Code of Sanitation of the Philippines as well as the provision of Administrative Order 2007-2022, Philippine National Standards for Drinking Water 2007 of the Department of Health.
- b. The Supplier shall furnish SB Corp with certified true copy of the latest 2023 test results on water sample.

6. *Clear Statement of the Required Standards of Workmanship*

- a. Product Specification - Drinking water shall conform to the water quality standards prescribed or tested by accredited Department of Health Laboratories
 - a.1. Microbiological test- twice a year
 - a.2. Physical-chemical test - twice a year

b. Packaging

- b.1. All water containers may be packed/covered by plastic materials during transportation or the containers have plastic rims at the bottom for protection.
- b.2. Tamper proof or properly sealed containers to protect the product from contamination during handling, storage and distribution.

c. Schedule and Place of Delivery

The project will commence on April 1, 2023 and will be delivered at 17th, 18th and Unit 1903 of SB Corporation.

d. Terms of Payment

The above-mentioned services shall be paid within fifteen (15) days after receipt of the monthly billing from the Supplier. The services rendered must be duly found to be satisfactory on yearly performance evaluation.

All payments shall be subject to existing accounting and auditing rules and regulations applicable to SB Corporation.

e. Responsibilities of the End-user Unit during project implementation

The assigned personnel in-charge of SB Corporation shall monitor the delivery of the purified drinking water and to report any incidents for the repair and maintenance of the water dispensers

DELIVERY REQUIREMENT

a) Makati City

b) 1 lot

c)

Terms of Payment: Check payment, 15 days after delivery

FINANCIAL OFFER:

Please quote your **best offer** for the item below. Please do not leave any blank items. Indicate “0” if item being offered is for free.

PROCUREMENT OF (name of item/s to be procured)			
Approved Budget for the Contract (ABC)	Offered Price per Piece (A) Unit Cost	Quantity in Piece (B)	Total Offered Quotation (A x B)
P 150,000.00 Tax inclusive			In words _____ In figures: _____

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any or all the items.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.
6. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The SBCorp shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the SBCorp shall adopt and employ “draw lots” as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
11. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e, order slip and/or billing statement, by the contractor. Our Government Servicing Bank, i.e, the Land Bank of the Philippines, shall credit the amount due to the contractor’s identified bank account not earlier than twenty four (24) hours, but not later than forty-eight (48)

hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.

12. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The SBCorp shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Office Telephone No. _____

Signature over Printed Name

Mobile No. _____

Position/Designation

Email address: _____



**TERMS OF REFERENCE
FOR THE SUPPLY AND DELIVERY OF PURIFIED DRINKING WATER**

<p>(FROM) <u>2022</u> SPECIFICATION</p> <p>The Supplier must provide and deliver clean and safe drinking water to SB Corporation.</p> <p>TERMS AND CONDITIONS</p> <ol style="list-style-type: none"> 1. The Supplier must provide safe drinking water at P40.00 per 5-gallon container. 2. The Supplier must provide three (3) units of Hot & Cold water dispenser matched with five (5)-gallon round Food Grade Water Bottles free of charge. Bottles must be thoroughly cleaned and checked before delivery. Water dispensers must be well-maintained with regular disinfection 3. The Supplier must submit its company profile and all the necessary permits required for a water filling station such as Mayor's Permit, Sanitary and Business Permit including Tax declaration, Philgeps registration, Omnibus Sworn Statement & BIR 2903. 4. The Supplier must submit a certification that it has passed all the stages of water treatment microbiological analysis quarterly. 5. The Supplier must pull-out the water dispense every 6 months for general cleaning and provide service unit while cleaning is being done. 6. The Supplier must deliver safe drinking water twice a week. 7. The Supplier must deliver directly to the panties of SB Corporation Head Office at 17th, 18th and Unit 1903, 139 Corporate 	<p>(TO) <u>2023</u></p> <ol style="list-style-type: none"> 1. Project Supply and delivery of purified drinking water for Small Business Corporation Head Office for the period April 1, 2023 to March 31, 2024 2. Total Approved Budget One Hundred Fifty Thousand Pesos (P150,000.00) inclusive of all applicable taxes at P38.00 per five (5 -gallon container. 3. Scope of the Project The service provider shall deliver clean, safe and healthy purified drinking water to Small Business Corporation Head Office at 17F, 18F and Unit 1903, 139 Corporate Center, 139 Valero St. Salcedo Village, Makati City. 4. Detailed Specifications Service provider shall ensure delivery of approximately 3,800 five-(5) gallon-containers in a year, at least 3 times weekly, or as may be required by SB Corporation. <ol style="list-style-type: none"> a. The Supplier shall provide the SB Corporation with free use of three (3) units of Hot and Cold Water Dispensers. b. The Supplier must conduct a monthly maintenance cleaning of the dispensers and replace defective dispensers without cost to SB Corporation. c. The Supplier shall provide technical services with immediate response time as much as possible within the
--	--

Center, 139 Valero St. Salcedo Village,
Makati City..

8. The Supplier will submit Delivery Receipt to SB Corporation every delivery.
9. The Supplier will submit Billing Statement of actual consumption on semi-monthly basis.

CONTRACT DURATION

The supply and delivery of safe drinking water for SB Corporation shall be for a period of one (1) year from the period April 1, 2022 to March 31, 2023 subject to performance service evaluation by end-user.

day requested by SB Corporation whenever there is unit breakdown. Such technical services by the Supplier shall be free of charge

- d. The Supplier shall at all times ensure the delivery of purified drinking water in a dent-free container using a vehicle suitable to quantity of product and provide the SB Corporation with at least five (5) containers as reserve.

5. Warranty and After-Sales Service Requirements

- a. The Supplier complies with the provision of the Code of Sanitation of the Philippines as well as the provision of Administrative Order 2007-2022, Philippine National Standards for Drinking Water 2007 of the Department of Health.
- b. The Supplier shall furnish SB Corp with certified true copy of the latest 2023 test results on water sample.

6. Clear Statement of the Required Standards of Workmanship

- a. Product Specification – Drinking water shall conform to the water quality standards prescribed or tested by accredited Department of Health Laboratories
 - a.1 Microbiological test – twice a year
 - a.2 Physical-chemical test – twice a year
- b. Packaging
 - b.1. All water containers may be packed/covered by plastic materials during transportation or the containers have plastic rims at the bottom for protection.

b.2. Tamper proof or properly sealed containers to protect the product from contamination during handling, storage and distribution.

c. Schedule and Place of Delivery

The project will commence on April 1, 2023 and will be delivered at 17th, 18th and Unit 1903 of SB Corporation.

d. Terms of Payment

The above-mentioned services shall be paid within fifteen (15) days after receipt of the monthly billing from the Supplier. The services rendered must be duly found to be satisfactory on yearly performance evaluation. All payments shall be subject to existing accounting and auditing rules and regulations applicable to SB Corporation.

e. Responsibilities of the End-user Unit during project implementation

The assigned personnel in-charge of SB Corporation shall monitor the delivery of the purified drinking water and to report any incidents for the repair and maintenance of the water dispensers.