



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 11802892  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Supply and Delivery of Purified Drinking Water with Free use of Hot and Cold Water Dispensers for the Department of Tourism for CY 2025

#### Area of Delivery

<b>Solicitation Number:</b>	RFQ NP-SVP 2025-02-0036	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	3
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Water Service Connection Materials/Fittings	<b>Date Published</b>	25/02/2025
<b>Approved Budget for the Contract:</b>	PHP 330,750.00	<b>Last Updated / Time</b>	25/02/2025 00:00 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	28/02/2025 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Val Raymund Cristobal Cervantes Administrative Officer II 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 vccervantes@tourism.gov.ph		

#### Description

TERMS OF REFERENCE  
 SUPPLY AND DELIVERY OF PURIFIED DRINKING WATER WITH FREE USE OF HOT AND COLD WATER DISPENSERS FOR THE DEPARTMENT OF TOURISM FOR CY 2025

#### I. INTRODUCTION

The Department of Tourism (DOT) provides the Supply of Purified Drinking Water for the consumption of its officials, employees and stakeholders. The DOT through the Administrative Service – General Services Division (AS-GSD) intends to procure a service provider who can provide the highest degree of quality purified drinking water with free use of Hot and Cold Dispensers.

#### II. OBJECTIVE

To procure a Technically and Financially capable Service Provider for the Supply and Delivery of Purified Drinking Water with Free Use of Hot and Chilled Water Dispensers for CY 2025.

#### III. QUALIFICATIONS OF BIDDER/SERVICE PROVIDER:

1. Must be a Service Provider of Purified Drinking Water for the last three (3) years;
2. Must be Philgeps Registered;
3. Must have the latest valid Mayor or Business Permit where the place of business is located; and
4. Must have a valid Sanitary Permit and/or Certificate of Potability/Certificate of Health-Related Device Registration/Certificate of Product Registration from the Bureau of Food and Drugs Administration (FDA).

#### IV. DUTIES AND RESPONSIBILITIES OF BIDDER/SERVICE PROVIDER:

1. The Service Provider shall provide the DOT with the total of 9,000 of 5-gallon/containers of Purified Drinking Water on per order basis;
2. The Service Provider shall provide the DOT with thirty-eight (38) units of hot and chilled water dispenser in good working condition or as may be required by the DOT, free of charge;
3. The Service Provider shall deliver and maintain the 225 containers/bottles of purified drinking water per week, less the available on stock containers/bottles;
4. The Service Provider shall submit original or authenticated copy of passed/approved Laboratory Analysis Result (Physical/Chemical Analysis and Bacteriological Analysis) issued by the third-party water-testing facility accredited by the Department of Health (DOH) to ensure that it complies with the Philippine National Standards of Drinking Water (PNSDW);
5. The Service Provider shall ensure that the containers/bottles provided to the DOT are free of dirt and contaminants. The labels on the containers/bottles shall indicate the following:
  - a. Name, address and contact number/s of the manufacturer;
  - b. Type of water; and
  - c. Best Before Date.

And that all labels shall be truthfull and not misleading.

6. The Service Provider shall immediately replace defective water containers and water dispensers at no-cost to the DOT within 48-hours from the time it was reported and requested;
7. The Service Provider shall provide additional units of water dispensers equivalent to at least 20% of the total units of the original contract upon receipt of the official request from the DOT with No Additional Cost;
8. The Service Provider shall conduct monthly cleaning/washing/sanitizing, and proper maintenance of all the water dispensers at no-cost for optimum operation; and
9. The Service Provider shall bill the DOT based on actual monthly deliveries through a receipt and billing statement/Summary of Account (SOA), but in no case shall not exceed the total contract price/cost.

#### V. MINIMUM TECHNICAL SPECIFICATIONS

- A. Purified Drinking Water and Container
  - At least 5-gallons capacity per container/bottle
  - Minimum of 18-stages purification/filtration process
  - Shape and Quality of Bottle: Round and made from Polycarbonate resin type of free of contaminants and BPA-Free
- B. Means of transportation/delivery: Car/Van
- C. Hot and Chilled Water Dispenser:
  - Dispenser Dimension: at least (L) 35 cm x (H) 100 cm x (W) 36 cm
  - Free Standing
  - With at least two (2) faucet for Hot and Chilled
  - With removable drip tray for easy cleaning
  - Hot Water outlet at least 88° to 92°
  - Chilled Water outlet – 4° to 11 °
  - At least 2.0-Liters per hour cooling capacity
  - At least 5.0-Liters per hour heating capacity
  - Power Source: 220V/60Hz

#### VI. APPROVED BUDGET FOR THE CONTRACT (ABC) AND SOURCE OF FUND:

Three Hundred Thirty Thousand Seven Hundred Fifty Pesos Only (PhP330,750.00), inclusive of applicable taxes, chargeable against General Administration Expenses (GAE) 2025.

#### VII. CONTRACT DURATION:

10-months upon receipt of the Service Contract.

## VIII. PAYMENT PROCEDURE:

Based on actual delivery/utilization. Government Procedure.

## PREPARED BY:

(Original Signed)

RESIL F. SOLIS

OIC-Chief, General Services Division

GSD-Maintenance Section

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## NOTED BY:

(Original Signed)

ATTY. JOHN BENEDICT T. TIGSON

Director

Administrative Service

**Created by** Val Raymund Cristobal Cervantes

**Date Created** 24/02/2025

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