



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

Solicitation Number:	RFQ NP-SVP 2025-02-0036	Status	Active
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	3
Classification:	Goods	Bid Supplements	0
Category:	Water Service Connection Materials/Fittings		
Approved Budget for the Contract:	PHP 330,750.00	Document Request List	0
Delivery Period:			
Client Agency:		Date Published	25/02/2025
Contact Person:	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	Last Updated / Time	25/02/2025 00:00 AM
		Closing Date / Time	28/02/2025 10:00 AM

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 the 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

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Date Created 24/02/2025

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