



Republic of the Philippines  
NATIONAL PRIVACY COMMISSION

REQUEST FOR QUOTATION

SUPPLY AND DELIVERY OF DRINKING WATER  
(APP Item No. 2023-0070)

25 August 2023

**NOTICE TO ALL PROVIDERS/SUPPLIERS:**

The National Privacy Commission intends to procure **SUPPLY AND DELIVERY OF DRINKING WATER (APP Item No. 2023-0070)**. As such, providers or suppliers of known qualifications are hereby invited to submit their quotations/price proposals signed by your authorized representative not later than **12:00NN., 31 August 2023**.

The service providers/suppliers must also submit the following requirements:

1. Copy of Valid and Current Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
2. PhilGEPS Registration Number;
3. Microbiological test result from duly-licensed/DOH accredited Environment Health Laboratory Service;
4. Sanitary Permit/Certificate of Potability for the drinking water, if applicable;
5. Notarized Omnibus Sworn Statement with applicable attachments<sup>1</sup>; and
6. Manifestation of compliance to the attached technical specification signed by your authorized representative.

Please submit your quotation together with the required documents via e-mail to [bacsecretariat@privacy.gov.ph](mailto:bacsecretariat@privacy.gov.ph) or via mail or courier in a sealed envelope to:

BIDS AND AWARDS COMMITTEE  
5th Floor, Ang Kiukok Hall,  
PICC Delegation Building, PICC Complex,  
Roxas Boulevard Manila 1307

Sincerely,

Digitally signed by  
Medalla Joan  
Therese Caragay

**JOAN THERESE C. MEDALLA**  
BAC Secretariat Head  
National Privacy Commission

<sup>1</sup> **NOTE:** Make sure to use the latest Omnibus Sworn Statement template downloadable from GPPB website (<https://www.gppb.gov.ph/downloadables.php>). Make sure that the "Jurat" of the sworn statement contains the details of the valid government issued ID of the affiant. Lastly, please make sure to submit its necessary attachments:

1. **If a sole proprietorship:** duly notarized Special Power of Attorney (if authorized representative)
2. **If a partnership, corporation, cooperative, or joint venture:** duly notarized Secretary's Certificate, Board/ Partnership Resolution, or Special Power of Attorney (whichever is applicable)

**NOTE:** Both the Omnibus Sworn Statement (OSS) and its attachment must specifically state the name of this procurement. Attached herein is the latest OSS template.

*The original of this document is in digital format*  
NPC\_BAC\_RFQ-V1.0, R0.0, 05 May 2021

Ref No.: BAC-23-00583

5<sup>th</sup> Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307  
URL: <https://www.privacy.gov.ph> Email Add: [info@privacy.gov.ph](mailto:info@privacy.gov.ph) Tel No. 8234-2228

**TECHNICAL SPECIFICATION  
SUPPLY AND DELIVERY OF DRINKING WATER**

I T E M	U N I T	Q T Y	Description/Specifications			Approved Budget of the Contract (Php 70,000.00)		Compliance (Manifest your compliance by writing "COMPLY" in every item)
						Unit Price	Total	
1	lot	1	<ul style="list-style-type: none"> <li>Please refer to the "Technical Specification" for:</li> </ul>					
			<b>1. Technical Requirements</b>					
			QTY	Unit	Item Description			
			5	Units	Water Dispenser <ul style="list-style-type: none"> <li>2 Faucet for hot and cold water</li> <li>Removable drip tray</li> <li>At least 500 watts heating power</li> <li>At least 85 watts cooling water</li> </ul>			
			900	Gallons	Purified Drinking Water <ul style="list-style-type: none"> <li>Minimum of 45 gallons (round) per week or as needed</li> </ul>			
<b>2. Warranty (to applicable items)</b>								
<ul style="list-style-type: none"> <li>Shall provide cleaning and maintenance of water dispensers every two (2) weeks or as authorized/requested by the end-user</li> <li>Warranties against manufacturing defects as well as parts and services</li> <li>Warranty period/s for the equipment: One (1) Year</li> <li>Warranty shall commence upon issuance of the IAR</li> </ul>								
<b>3. Payment and Delivery</b>								
Water Dispenser - Within 3 Working Days from receipt of PO/NTP  Purified Drinking Water - Every 1 <sup>st</sup> day of the succeeding week or as requested/needed by the end-user - Between Monday-Friday, 8am to 5pm at the designated drop off area								
<b>TOTAL</b>								

Instruction to bidders (as applicable):

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- I. All prices shall be VAT inclusive.
- II. Compliance must be stated by **writing "COMPLY" in EVERY requirement** mentioned above, failure to do so shall be a ground for disqualification.
- III. Present the original Mayor's Permit and submit Certified True Copy of the eligibility documents and signed Quotation upon the scheduled signing of Notice of Award for inspection and verification.
- IV. Acknowledgement of the Notice of Award shall be within five business (5) days from its issuance.
- V. Contract shall be commence from receipt of signed Purchase Order (PO) / Notice to Proceed (NTP) until December 31, 2023.
- VI. Delivery shall be made to NPC Office at 5<sup>th</sup> Floor Delegation Building, PICC Complex, Vicente Sotto Avenue, Pasay City.

CONFORME: \_\_\_\_\_  
(Name of Supplier/Provider/Date)

BY: \_\_\_\_\_  
(Name/Position/Signature of Representative/Date)



## TECHNICAL SPECIFICATION

### SUPPLY AND DELIVERY OF DRINKING WATER (APP Item No. 2023-0070)

#### I. BACKGROUND

The Administrative Services Division (ASD) as a support unit to the operations of the National Privacy Commission (NPC) is mandated to ensure that all equipment, supplies and materials required for the daily operations are provided and maintained. Supplies, materials and properties are procured in accordance with the provisions of the 2016 Revised Implementing Rules and Regulations of RA 9184 The Government Procurement Reform Act.

In this regard, the ASD intends to procure a service provider for the supply and delivery of **drinking water**. The provision of the potable drinking water is in accordance with the relevant issuances of the Civil Service Commission as part of the Occupational and Safety health of the employees which includes the requirements of acceptable and standardized working conditions. This will be in addition to the Health and Safety initiatives of the Commission to ensure productivity in the daily operations of the Commission as well as promotion of good health of the NPC employees.

#### II. OBJECTIVES

To procure the provider for the supply and delivery of drinking water in accordance with the approved FY 2023 Annual Procurement Plan.

#### III. TECHNICAL REQUIREMENTS / SPECIFICATIONS

1. The supplier shall be able to provide the following:

Unit	Item Description	Quantity
<b>SUPPLY AND DELIVERY OF DRINKING WATER</b>		
Unit	Water Dispenser	5
	<i>2 faucet for hot and cold water</i>	
	<i>Removable drip tray</i>	
	<i>At least 500 watts heating power</i>	
	<i>At least 85 watts cooling power</i>	
Gallons	Purified Drinking Water	900
	<i>45 gallons (round) per week or as needed</i>	

2. *Supplier's Qualification:*

The supplier shall submit/ provide the following documents:

- PhilGEPs Registration
  - Mayor's/ Business permit
  - The drinking water should conform/compliant to the acceptable standards which must be supported with Microbiological test results from duly-licensed/ DOH accredited Environment Health Laboratory Service ; and
  - Sanitary Permit/ Certificate of Potability for the drinking water, if applicable.
3. The supplier shall provide cleaning and maintenance of water dispensers every two (2) weeks or as authorized/ requested by the end-user.
4. *Warranty (to applicable items)*
- a. Warranties against manufacturing defects, as well as parts and service
  - b. Warranty period/s for the equipment: One (1) Year
  - c. Warranty shall commence upon issuance of the Inspection and Acceptance Report (IAR) by the Inspection and Acceptance Committee and end-user
5. *The evaluation of the supplies and materials shall include, but not limited to:*
- Inspection and Acceptance of the product by the End-User, NPC Inspection and Acceptance Committee and Supply Officer; and
  - Physical checks on the equipment for any deformation, dents and cracks and the completeness of the equipment for its physical and visual examination.

**IV. PAYMENT AND DELIVERY**

The contract shall commence from receipt of signed Purchase Order (PO) /notice to proceed (NTP) until 31 December 2023. The delivery of the following shall be done as follows:

Water Dispenser	5 units	Within 3 working days from receipt of PO/NTP
Purified Drinking Water	Minimum of 45 gallons for each delivery  Total of 900 Gallons	Every 1st day of the succeeding week or as requested/needed by the End-user.  Delivery shall be made between Monday-Friday, 8am to 5pm at the designated drop off area.

**Place of Delivery:** NPC, 5th Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307

Payment shall be made as follows:

- a. It shall be on a monthly basis subject to submission of Billing Statement and Delivery Receipts;
- b. It shall be based on the actual number of delivered containers/gallons.
- c. In cases that the SUPPLIER fails to deliver at least 50% the required services for the month without approved delivery extension, the SUPPLIER shall be liable for the damages of the delay and shall pay the liquidated damages of amount equal to Ten percent (10%) of the total cost of the undelivered services per month.
- d. All delivered goods are subject to issuance of Inspection and Acceptance Report (IAR) by the Inspection and Acceptance Committee and Supply Officer.

#### V. MODE AND NATURE OF PROCUREMENT

This shall be procurement of Goods and the mode of procurement shall be:  
*Alternative Mode through Negotiated procurement – Small Value Procurement*

#### VII. FUND SOURCE AND APPROVED BUDGET FOR THE CONTRACT (ABC)

Source of Fund : FY2023 Current Appropriations- General Appropriations Act of 2023 (APP Item No. **2023-0070**)

Approved Budget : Seventy Thousand Pesos Only (Php70,000.00).  
for the Contract


Prepared by:

  
**JOEL T. PAGTULINGAN JR.**  
*Administrative Officer III, ASD*

Recommending Approval:

  
**MARLON RUBEN N. FABRICANTE**  
*Chief, ASD*

Approved by:

  
**ATTY. MANUEL C. SATUITO**  
*Director IV, FAO*