



REQUEST FOR QUOTATION

DRINKING WATER - SUPPLY AND DELIVERY (APP Item No. 2024-0088)

01 May 2024

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to procure **DRINKING WATER - SUPPLY AND DELIVERY (APP Item No. 2024-0088)**. 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 **05:00PM., 07 May 2024**

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

1. Copy of the current Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
2. Current PhilGEPS Registration Number;
3. Notarized Omnibus Sworn Statement with applicable attachments¹;
4. Microbiological test results from duly-licensed/DOH accredited Environment Health Laboratory Service to provide that the drinking water conforms/compliant with the acceptable standards;
5. Sanitary Permit/Certificate of Potability for the drinking water; 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 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
Mendoza Ma.
Josefina Eusebio

ATTY. MA. JOSEFINA E. MENDOZA

BAC Secretariat Head

National Privacy Commission

¹ **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.

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

| I T E M | U N I T | Q T Y | Description/Specifications | | | Approved Budget of the Contract (Php 120,000.00) | | Compliance (Manifest your compliance by writing "COMPLY" in every item) |
|---|------------------|-------------|---|-----------------------|--|--|-------|---|
| | | | | | | Unit Price | Total | |
| 1 | lot | 1 | <ul style="list-style-type: none"> • Please refer to the "Technical Specification" for: 1. Technical Requirements | | | | | |
| | | | QTY | Unit | Item Description | | | |
| | | | 1800 | Round Water Container | Purified Drinking Water <ul style="list-style-type: none"> • 55 round water container per week or more as needed | | | |
| | | | 5 | Unit | Water Dispenser <ul style="list-style-type: none"> • 2 faucets for hot and cold water • Removable drip tray • At least 500 watts heating power • At least 85 watts cooling power | | | |
| | | | 2. Shall provide cleaning and maintenance of water dispensers every two (2) weeks (scheduled on Saturdays) or as authorized/requested by the end-user | | | | | |
| | | | 3. Warranty <ul style="list-style-type: none"> - Warranties against unsafe or unclean product - Warranty Period: One Year specifically the Water Dispenser - Warranty shall commence upon issuance of the IAR by the Inspection and Acceptance Committee and end-user | | | | | |
| 4. Payment and Delivery <i>"See attached Technical Specification for the description"</i> | | | | | | | | |
| TOTAL | | | | | | | | |

Instruction to bidders (as applicable):

- 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. Delivery shall be made to NPC Office at 5th Floor Delegation Building, PICC Complex, Vicente Sotto Avenue, Pasay City.

CONFORME:

BY:

(Name of Company/Supplier/Provider/Date)

(Name/Position/Signature of Representative/Date)

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant

SUBSCRIBED AND SWORN TO before me this _____ day of _____ 20__ at _____, affiant having exhibited to me his/her _____ issued on/valid until _____.

Doc. No.: _____
Page No. _____
Book No.: _____
Series of 20 _____



TECHNICAL SPECIFICATION

DRINKING WATER- SUPPLY AND DELIVERY (APP Item No. 2024-0088)

I. OVERVIEW

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. 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.

Relative to this, the ASD intends to procure for the supply and delivery of **drinking water**.

II. OBJECTIVE

To procure the supply and delivery of clean and potable drinking water.

III. TECHNICAL REQUIREMENTS / SPECIFICATIONS

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

| Unit | Specifications | Quantity |
|--|---|----------|
| SUPPLY AND DELIVERY OF DRINKING WATER | | |
| Round Water Container | Purified Drinking Water <ul style="list-style-type: none">• 55 round water container per week or more as needed | 1800 |
| Unit | Water Dispenser <ul style="list-style-type: none">• 2 faucet for hot and cold water• Removable drip tray• At least 500 watts heating power• At least 85 watts cooling power | 5 |

2. The supplier shall provide cleaning and maintenance of water dispensers every two (2) weeks (scheduled on Saturdays) or as authorized/requested by the end-user.

IV. QUALIFICATION/REQUIREMENT OF/FROM THE SUPPLIER

1. The supplier shall have and can primarily submit the following:

- a. PhilGEPS' Registration
- b. Mayor's/Business permit

2. The supplier shall have and can additionally submit the following:
 - a. Microbiological test results from duly-licensed/ DOH accredited Environment Health Laboratory Service to prove that the drinking water conforms/compliant with the acceptable standards.
 - b. Sanitary Permit/Certificate of Potability for the drinking water, if applicable.

V. REQUIRED WARRANTY

The supplier should warrant/comply with the following:

1. Warranties against unsafe or unclean product
2. Warranty period/s: One Year specifically for the Water Dispenser.
3. Warranty shall commence upon issuance of the Inspection and Acceptance Report (IAR) by the Inspection and Acceptance Committee and end-user.

VI. PAYMENT AND DELIVERY

1. From the receipt of the Notice to Proceed (NTP), the deliveries shall be done as follows:

| | | |
|-------------------------|--|---|
| Water Dispenser | 5 units | Within 3 working days from receipt of PO/NTP |
| Purified Drinking Water | Minimum of 55 round water container per week | Every 1st day of the succeeding week or as requested/needed by the End-user, commencing from receipt of NTP until 31 December 2024 or until exhaustion of fund whichever comes first. |
| | Total of 1800 Round Water Container | Delivery shall be made between Monday-Friday, 8am to 5pm at the designated drop off area. |

2. The PLACE OF DELIVERY shall be at **NPC, 5th Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307.**
3. Payment shall be made as follows:
 - a. It shall be on a monthly basis subject to submission of Billing Statement /Sales Invoice/Statement of Account 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 one-tenth percent (1/10) of one percent for every delay of undelivered services/items per month.
4. Payment shall be made when the Goods have been delivered in accordance with the purchase order and instructions and upon issuance of **Inspection and**

Officer, **Certificate of Acceptance of Output** by the End-user and **Supplier's Evaluation Form**.

5. The evaluation of the equipment shall include, but not limited to:

- Inspection and Acceptance of the product by the End-User, NPC Inspection and Acceptance Committee and Property Officer; and
- Physical checks on the item for any deformation, dents and cracks and the completeness of the equipment for its physical and visual examination.

VII. 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**.

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

Source of Fund : FY 2024 General Appropriations Act
NPC Annual Procurement Plan FY 2024
(APP Item No. 2024-0088)

Approved Budget for the Contract : **One Hundred Twenty Thousand Pesos Only**
(Php120,000.00)

Prepared by:


JOHN WAYNE A. MENDOZA
Administrative Officer II, ASD


JOEL T. PAGTULINGAN JR.
Administrative Officer III, ASD

Recommending Approval:


MARLON RUBEN N. FABRICANTE
Chief Administrative Officer, ASD

Approved by:



ATTY. IVIN RONALD D.M. ALZONA
Executive Director IV and
OIC-Director IV, FAO (PCSO. No. 017 s. 2024)