

**TERMS OF REFERENCE (TOR)
FOR THE SUPPLY AND DELIVERY OF PURIFIED DRINKING WATER FOR THE
MARITIME INDUSTRY AUTHORITY (MARINA)**

1.0 OBJECTIVE

This Terms of Reference aims to:

- provide annual supply of purified drinking water for its personnel as well as its guests/visitors;
- enter into a contract with a supplier of purified drinking water;
- select a supplier who can provide the highest degree of quality of purified drinking water, with a financial proposal advantageous to the government.

2.0 PROJECT

The supply of purified drinking water shall be delivered, in five (5) - gallon containers, to the MARINA Office at 4th Floor, Parkview Plaza 984 Taft Avenue corner T. M. Kalaw Avenue, Ermita, Manila

3.0 QUOTATION

The Quotation shall be submitted together with the following documents:

1. Letter of Intent;
2. The total price and the unit price per five (5)-gallon container of purified drinking water;
3. Full compliance of the requirements as per TOR;
4. Photocopy of valid Mayor's Permit;
5. Certified True Copy of DTI Registration for sole proprietorship and partnership and SEC Registration;
6. Copy of latest Income Tax Return and Business Tax Return;
7. Latest Tax Clearance issued by BIR;
8. Updated Certificate of Registration to DBM-PS PhilGEPS; and
9. Sanitary Permit from City Health Office.

4.0 SCOPE OF WORK

All of the following items of work shall be undertaken by the selected supplier:

- a. Supply MARINA purified drinking water in a five (5)-gallon container, seven hundred fifty (750) containers per month;
- b. Guarantee the high quality of the drinking water delivered to MARINA;

- c. Install the free use of thirty-five (35) units of hot and cold water dispensers at places designated by MARINA;
- d. Maintain and check the installed water dispensers on a quarterly basis and immediately replace defective water dispensers;
- e. Upon written request, provide MARINA with additional water dispensers free of charge.

5.0 APPROVED BUDGET OF THE CONTRACT (ABC)

The ABC is Two Hundred Twenty-Five Thousand Pesos (Php225,000.00) charged to the 2018 GAA of MARINA under Water Expenses.

6.0 EFFECTIVITY

The proposed supply and delivery of purified drinking water shall be ten (10) months effective upon receipt of the Notice to Proceed.

7.0 TERMINATION

MARINA reserves the right to terminate the Agreement entered into by MARINA and the prospective supplier for any reason/s whatsoever by serving a ten-day written notice to the prospective supplier.

8.0 PAYMENT

MARINA shall pay the supplier within thirty (30) days upon receipt of the billing statement/statement of account (SOA) with supporting papers through Authority to Debit Account (ADA).

Interested persons and entities are invited to submit their quotation with other requirements to:

GSD PROCUREMENT SECTION
Administrative Management Service
Maritime Industry Authority
4th Floor Parkview Plaza
984 Taft Avenue cor. T.M. Kalaw Avenue
Ermita, Manila
Contact No. 524-6518
e-mail: gsdprocsec@gmail.com