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

BACKGROUND INFORMATION

1.0 OBJECTIVE

This Terms of Reference aims to:

- provide nine (9) months supply of purified drinking water for its personnel as well as its guests/visitors and with free coffee to seafarers;
- 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 Central Office at 4th Floor, 984 Parkview Plaza located at 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 5-galon container of purified drinking water;
3. Photocopy of valid Mayor's Permit;
4. Certified True Copy of DTI Registration for sole proprietorship/ partnership and SEC Registration;
4. Copy of latest Income Tax Return and Business Tax Return;
5. Latest Tax Clearance issued by BIR;
6. Updated Certificate of Registration to PhilGEPS;
7. Sanitary Permit from City Health Office; and
8. Omnibus Sworn Statement

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, **NINE HUNDRED (900)** containers per month for nine (9) months;
b. Guarantee the quality of the drinking water delivered to MARINA;
c. Install the free use of forty-five(45) units of hot and cold water dispensers at places designated by MARINA;