

**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 4<sup>th</sup> 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  
4<sup>th</sup> Floor Parkview Plaza  
984 Taft Avenue cor. T.M. Kalaw Avenue  
Ermita, Manila  
Contact No. 524-6518  
e-mail: [gsdprocsec@gmail.com](mailto:gsdprocsec@gmail.com)