

**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 4<sup>th</sup> 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-gallon 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;

