

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

1.0 BACKGROUND OF THE PROJECT

The MARINA, created in June 1974 by virtue of Presidential Decree No. 474, intends to engage a supplier that will provide, for its personnel, highest degree of quality of purified drinking water, with a financial proposal advantageous to the government in compliance with RA 9184 or the Government Procurement Reform Act.

2.0 OBJECTIVE

Supply and delivery of purified drinking water shall be delivered, in five (5) - gallon containers, to the MARINA Central Office at 7th Floor, MARINA Building, A. Bonifacio Drive corner 20th Street, Port Area, Manila.

3.0 DOCUMENTARY REQUIREMENTS

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

The following scope of work shall be undertaken by the selected supplier:

- a. Supply MARINA Central Office, purified drinking water, in a five (5)-gallon container, **NINE HUNDRED (900)** containers per month for seven (7) months;
- b. Guarantee the quality of the drinking water delivered to MARINA;
- c. Install the free use of sixty (60) units of hot and cold water dispensers at places to be 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

Four Hundred Thousand Pesos Only (Php400,000.00) to be charged to the 2019 Approved Budget of the MARINA Central Office.

6.0 PROJECT DURATION

The proposed supply and delivery of purified drinking water shall be for seven (7) months effective ten (10) days 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 30-day written notice to the prospective supplier.

8.0 PAYMENT TERMS

MARINA shall pay the supplier within fifteen (15) days upon receipt of the billing statement complete with supporting papers through Advice to Debit Account (ADA).