

TERMS OF REFERENCE

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:

1. Provide ten (10) month supply of purified drinking water for its personnel as well as its guests/visitors
2. Enter into a contract with a supplier of purified drinking water; and
3. 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 the 7th Floor, MARINA Building, A. Bonifacio Drive corner 20th Street, Port Area, 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. Valid Business Permit;
4. Certified True Copy of DTI Registration for sole proprietorship/ partnership and SEC Registration;
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, **EIGHT HUNDRED FIFTY (850)** containers per month for ten (10) months;
- b. Guarantee the quality of the drinking water delivered to MARINA;
- c. Install the free use of fifty (50) units of hot and cold water dispensers at places designated by MARINA;
- d. Maintain and check the installed water dispensers every three (3) months and immediately replace defective water dispensers; and
- e. Upon written request, provide MARINA with additional water dispensers free of charge.

5.0 APPROVED BUDGET OF THE CONTRACT (ABC)

Four Hundred Twenty-Five Thousand Pesos Only (P425,000.00) inclusive of all applicable taxes to be charged under 2020 GAA for MOOE.

6.0 EFFECTIVITY

The 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 contracted supplier for any reason/s whatsoever by serving a ten-day written notice.

8.0 PAYMENT TERMS

Within fifteen (15) days upon receipt of the billing statement complete with supporting papers through Advice to Debit Account (ADA).

Interested parties are invited to submit quotations with the required documents to:

General Services Division -Procurement

10th Floor MARINA Building

A. Bonifacio Drive corner 20th St., Port Area, Manila

Contact details: 8524-6518/ gsdprocsec@gmail.com

PURCHASE REQUEST

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