

Republic of the Philippines
OVERSEAS WORKERS WELFARE ADMINISTRATION
 OWWA Center Bldg., F.B. Harrison St., Cor. 7th St., Pasay City
 Tel# 833-0113 Telefax# 833-1010

P.R. No. 2024-01-0004
 DATE 2-Feb-24

REQUEST FOR QUOTATION / PROPOSAL

COMPANY NAME:

ADDRESS OF COMPANY:

To whom it may concern:

Please quote your lowest price/s (taxes included) on the lot or item/s below, subject to the General Conditions indicated herein, stating the shortest time of delivery and submit your quotation using your company letterhead or this form duly signed by your official representative to Overseas Workers Welfare Administration, Third Floor OWWA Center Building, 7th Street corner, FB Harrison, Pasay City not later than **12 February 2024, 10:00 a.m.**


MARIAN GABRIELLE F. PIZARRA
 Supply Officer


Engr. GERARDO S. GATCHALIAN
 OIC, PPMD

PROJECT TITLE/NAME: Proposal for One (1) Lot - Supply and Delivery of Purified Drinking Water for the period of Eleven (11) months from February to December 2024					DEALER'S/SUPPLIER'S OFFER	
ITEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET FOR CONTRACT (ABC)	UNIT COST (Vat inclusive)	TOTAL COST (Vat inclusive)
1.	Supply and Delivery of Purified Drinking Water for the period of Eleven (11) months from February to December 2024 at the OWWA Main Building, Pasay City and DMW-OWWA Collection, EDSA corner Ortigas Ave., Mandaluyong on an average consumption of 850 bottles/(5 gals) per month	1	lot	P600,000.00		
	(Please see attached Terms of Reference)					
	Additional Documentary Requirements must be submitted upon submission of offer:					
	1. PhilGEPS Certificate or PhilGEPS Registration Number					
	2. Mayor's / Business Permit					
	3. Income / Business Tax Return					
	Please take note that the Omnibus Sworn Statement shall be submitted within 5 days upon acceptance of Notice of Award.					
	Note: Bidders may also submit their bid proposal and supporting documents through email address: procurement@owwa.gov.ph .					

GENERAL CONDITIONS

- Entries must be typewritten / if handwritten, it must be clear and legible;
- Bidders must submit certificate of PHILGEPS Registration;
- Bidders must submit necessary business permits (SEC, LGU, DTI, CDA, etc.);
- All quotation can be submitted through the following means: a) in a **SEALED ENVELOPE**, or b) thru **ELECTRONIC MAIL**, or c) **FACSIMILE**. Label the envelope with the following:
 Bidder's Company Name
 PHILGEPS Reference No.
 Project Title/Name
 PR No.
- Item/s delivered must have warranties for unit replacements, parts, labor or other services;
- Quoted prices must be inclusive of taxes and shall not exceed the Approved Budget for the Contract (ABC);
- Proposal/Quotation submitted without signature of the authorized signatory shall not be accepted;
- Proposal/Bid modifications submitted beyond the scheduled deadline shall not be considered;
- Price quoted/ submitted on the deadline shall be considered as final and unalterable;
- Use of non-discretionary/non-discriminatory selection criteria as tie-breaking method in case of two or more bidders determined and declared as the Lowest Calculated and Responsive Bidder (LCRB) in accordance with GPPB Circular No. 06-2005;
- The OWWA reserves the right to accept or reject any bid, to annul the bidding process, and to reject at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

DELIVERY: thrice (3x) a week (MWF) / upon acceptance of Contract/NTP

TERMS OF PAYMENT: Monthly Billing

PRICE VALIDITY: 60 days from date of quotation/proposal

Company Name

Print Name and Signature of Authorized Representative

Designation

Company Tel./Fax/Mobile No.

Date

TERMS OF REFERENCE

PROJECT TITLE:

One (1) Lot - Supply and Delivery of Purified Drinking Water for the period of Eleven (11) months from February to December 2024 at the OWWA Main Building, Pasay City and DMW-OWWA Collection, EDSA corner Ortigas Ave., Mandaluyong on an average consumption of 850 bottles/(5 gals) per month.

APPROVED BUDGET FOR THE CONTRACT:

Six Hundred Thousand Pesos (Php600,000.00)

PURPOSE:

To provide purified drinking water for officials, staff, clients and visitors at the OWWA Main Building and DMW-OWWA Collection, EDSA corner Ortigas Ave., Mandaluyong

I. SCOPE OF WORKS

1. Supply and Delivery of Purified Drinking Water for the period of Eleven (11) months from February to December 2024.
2. Provide maximum of forty-five (45) hot and cold dispensers and free use of all containers but to be returned after termination of contract.
3. Conduct regular maintenance and servicing of the dispenser once a month or as the need arises. Maintenance services shall include the following:
 - a. Check-up bottles and parts of dispenser
 - b. Immediate replacement of parts in case of minor defects, or
 - c. Immediate replacement of the whole unit in case of a major breakdown.

II. TECHNICAL SPECIFICATIONS

1. Minimum of Eighteen (18) Stages water purification system.
2. The following requirements are included in the proposal prior to the approval and acceptance of offer.
 - a. DTI/SEC, Mayors Permit / Municipal License and BIR
 - b. Tax Clearance, Latest ITR & Business Tax
 - c. Twice (2x) a Year Physical and Chemical Analysis from one (1) DOH Accredited Laboratory Service Company
 - d. Once (1x) a month Water Microbiological Test Report from one (1) DOH Accredited Laboratory Service Company
 - e. Sanitary Permit from the Local Government Unit


III. WARRANTY AND DELIVERY

1. To supply guaranteed, safe, clean and purified drinking water free from any chemicals which may be harmful to human health.
2. Thrice (3x) a week, every Monday, Wednesday and Friday during office hours.


IV. TERMS OF PAYMENT

Monthly billing payable within fifteen (15) days after receipt of billing statement for actual delivered purified drinking water.

Prepared by:


Marian Gabrielle F. Pizarra
AO III, PPMD / TWG

Noted by:


Engr. Gerardo S. Gatchalian
OIC, PPMD / End-user