



Department of Trade and Industry
CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES
4/F Room 410 Executive Building Center, Sen. Gil Puyat Ave., cor. Makati Ave., Makati City

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION No. 2022-02-00003

The Construction Industry Authority of the Philippines (CIAP) invites all interested and eligible suppliers to submit quotation for:

***Supply and Delivery of Purified Drinking Water
for the Construction Industry Authority of the Philippines
for C.Y. 2022***

with an Approved Budget for the Contract of **Seventy Thousand Pesos (PhP70,000.00)**.

Please quote your best offer for the item/s described herein, subject to the Terms and Conditions provided as part of this Request for Quotation. The attached pro-forma quotation should be submitted through registered or electronic mail to the CIAP Bids and Awards Committee Secretariat at address indicated herein or email to CIAPBAC@construction.gov.ph **not later than 28 February 2022, 2:00 PM.**

The following are the required documents to be submitted as attachments to the quotation/proposal:

- ☐ Mayor's Business Permit for 2022
- ☐ PhilGEPS Registration Number
- ☐ Signed/Conformed Terms of Reference

For any clarification, you may contact us at **(+632) 8896-4507** or email address at CIAPBAC@construction.gov.ph.

RUSSELL N. RACELIS
BAC Secretariat



CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES

An Attached Agency of the Department of Trade and Industry

5/F Executive Building Center 369 Sen. Gil J. Puyat Ave. cor. Makati Ave Makati City, Philippines

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TERMS OF REFERENCE

SUPPLY AND DELIVERY OF PURIFIED DRINKING WATER FOR THE CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES FOR C.Y. 2022

I. Rationale

The Construction Industry Authority of the Philippines (CIAP), an attached agency of the Department of Trade and Industry, is central authority in the Philippine construction industry in the forefront of construction industry policy and program formulation, development, and implementation. CIAP Spearhead initiatives for the growth of the construction Industry, through regulation, human resource capacity building, dispute resolution and domestic and overseas program development.

Considering an adequate supply of purified drinking water is a fundamental human need and is essential for hydration, CIAP needs to procure the supply and delivery of purified drinking water to ensure health and well-being of its personnel.

II. Scope of Services

The contract shall be immediately after the receipt Notice to Proceed to December 2022. Delivery will be at CIAP's office in 4/F (Room 410) and 5/F Executive Building Center 369 Sen. Gil Puyat Avenue, Makati City. Services include the following:

Item No.	Description	Quantity	Schedule of Delivery
1	Free use of water dispenser, with options for dispensing both hot and cold water. The water dispensers must be brand new.	Four (4) units for the entire duration of the contract	March 2022 or after Notice to Proceed
2	Five-gallon round containers of Purified Drinking Water, with the following specifications: <ul style="list-style-type: none"> - The purification process of the drinking water should be at least 16 stages of reverse osmosis system (<i>submit proof of the purification process</i>) - The water containers/bottles must be round share, and made of food-grade material with a 5-gallon capacity 	Thirty-Five (35) bottles per week	Weekly

III. Approved Budget for the Contract

The Approved Budget for the Contract (ABC) is **Seventy Thousand Pesos (PHP 70,000.00)**, inclusive of applicable government tax.



IV. Duties and Responsibilities of the Supplier

- i. The supplier shall provide four (4) units of water dispenser with options for dispensing both hot and cold water free of charge, for use by CIAP during the contract implementation. These units shall be distributed based on the agreement with CIAP end-user representative. During special events/occasions, the Supplier, at the request of CIAP, shall lend additional units of dispenser at no additional cost.
- ii. The Supplier shall ensure the weekly delivery of at least thirty-five (35) bottles of 5-gallon of drinking water.
- iii. No deposit fee for the thirty-five (35) bottles of 5-gallon of drinking water to be used by CIAP shall be collected by the supplier.
- iv. The Supplier shall clean and sanitize the dispensers at least once a month, preferably every first Saturday of the month.
- v. The Supplier shall replace the malfunctioning dispensers with another unit of equivalent of lesser service life at no additional cost.
- vi. Submit microbiological test results from duly licensed Environment Health Laboratory Service **and** shall have a Sanitary Permit/Certificate of Potability.
- vii. The supplier shall defray any permit fee that may be required by the management of Executive Center Building.

V. Responsibilities of CIAP

- i. Grant the Supplier's authorized representative/s limited access to the designated office of CIAP to perform duties and responsibilities, provided such representative/s shall be accompanied by the duly assigned AFMD personnel.
- ii. Provide relevant documents needed by the Supplier
- iii. Pay the winning bidder in accordance with the condition set forth in Section VI.

VI. Payment Scheme

Payment through check shall be made upon receipt of billing/Statement of Account (based on actual number of bottles delivered), duly-received Delivery Receipt, Certificate of Satisfactory Service issued by the AFMD, or other documents as maybe required.

VII. Mode of Procurement

The mode of procurement shall be through Negotiated Procurement – Shopping in accordance with the provision of Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184.

VIII. Liquidated Damages

In cases of delay in the delivery of expected units, the amount of the liquidated





damages shall be at least equal to one-tenth of one percent (1%) of the cost of unperformed portion for every day of delay. If the Cumulative amount of liquidated damages reaches ten percent (10%) of the amount of contract, CIAP shall rescind the contract, without prejudice to other courses of action and remedies open to it.

Prepared by:


DOMINADOR R. DAYO
Supply Officer II, AFMD

Reviewed by:


RUFINO H. TIVIDAD
Chief Administrative Officer, AFMD

Approved by:


DORIS U. GACHO
Executive Director-in-Charge, CIAP

CONFORME:

I hereby certify to comply with the provisions of the Terms of Reference and delivery all the requirements stipulated here in

Name and Signature of Authorized Representative of the Contractor

PhilGEPS Registration Number

Tax Identification Number


Date





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