



**Construction Industry Authority of the Philippines  
REQUEST FOR QUOTATION/PROPOSAL**

CIAP-F-PrM-03  
Rev. No.: 00

**Supply and Delivery of Purified Drinking Water for CY 2025**

P.R. No./Date: **25-01002 | 02 January 2025**

RFQ/P No. / Date: **2025-01-002 | 23 January 2025**

The **Construction Industry Authority of the Philippines (CIAP)** invites all eligible suppliers, contractors and consultants to quote the best offer for the described item/s in the attached **Terms of Reference/Technical Specifications** subject to the Terms and Conditions and within the **Approved Budget for the Contract (ABC)**.

**The following are the required document/s to be submitted as attachment/s to the quotation/proposal:**

*(Please submit the documents required to be submitted by the bidder pursuant to Annex "H"-Appendix A of Revised of The 2016 Revised IRR)*

- 1 **Mayor's/Business Permit**
- 2 **PhilGEPS Registration Number**
- 3 **BIR Certificate of Registration (BIR Form No. 2303)**
- 4 **Notarized Omnibus Sworn Statement**

This pro-forma quotation maybe submitted through registered or electronic mail to the CIAP Bids and Awards Committee Secretariat at address indicated below or email to bac\_ciap@construction.gov.ph/angelzyrenecacho@construction.gov.ph on or before 27 January 2025, 12:00 NN, together with any additional requirements indicated in the attached Terms of Reference / Technical Specifications, and subject to the following Terms and Conditions:

1. All entries shall be typed or written in a clear legible manner.
2. No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
3. All prices offered herein are valid, binding and effective for **sixty (60)** calendar days upon receipt of the bid. Alternative bids shall be rejected.
4. Price quotations to be denominated in Philippine Peso shall include all applicable government taxes subject to **(BIR 2306) 5% R-VAT** and **(BIR 2307) 1% (PO) or 2% (JO) deductions**.
5. CIAP-BAC Technical Working Group may require you to submit documents that will prove your legal, financial and technical capability to undertake this contract.
6. Salient provisions of the IRR of RA 9184: Section 68 - Liquidated Damages and Section 69 - Imposition of Administrative Penalties shall be observed.
7. CIAP reserves the right to reject any and all quotations, declare a failure, or not award the contract pursuant to Sec 41 of the same IRR.
8. In case of tie quotations, suppliers' presence is required during tie breaking through draw lots or toss coin.
9. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed **Terms of Reference/Technical Specifications**.
10. Payment shall be made through **check payment (Landbank)**.
11. For bidders with Landbank of the Philippines Bank Account Number, please write Account Number: \_\_\_\_\_.

Very truly yours,  
*(ORIGINAL Copy Signed)*

**Angel Zyrene D. Cacho**

*Secretariat, Bids and Awards Committee*

**CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES**

*4th Floor Room 410, Executive Building Center, 369 Sen. Gil Puyat Ave., cor. Makati Ave., Makati City*

*Telephone: 0917-855-7198 | e-mail: bac\_ciap@construction.gov.ph*

Item	QTY	ABC	Technical Specifications	Brand/Model	Unit Price	Total Amount
				<i>(To be filled-out by the supplier)</i>		
1	2400 Container	₱ 120,000.00	50 Containers/ WEEK @ 5 gallons /container 200 Container/MONTH			
<b>Total ABC</b>		<b>₱ 120,000.00</b>				
<b>Delivery and Other Instructions:</b>			Within five (5) calendar days from receipt of the Purchase Order by the Supplier.			

*(Please provide **complete** information below)*

*We undertake, if our Proposal is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.*

*We agree to abide by this proposal for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.*

*Until a Purchase/Job Order or a Contract is prepared and executed, this Quotation/Proposal shall be binding upon us. We understand that CIAP is not bound to accept the lowest or any proposal that CIAP may receive.*

**Signature over Printed Name :** \_\_\_\_\_

**Designation/Position :** \_\_\_\_\_

**Name of Company :** \_\_\_\_\_

**Address :** \_\_\_\_\_

**Telephone / Fax :** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Company Tax Identification Number :** \_\_\_\_\_

## TERMS OF REFERENCE

### SUPPLY AND DELIVERY OF PURIFIED DRINKING WATER FOR THE CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES FOR C.Y. 2025

#### I. Rationale

The Construction Industry Authority of the Philippines (CIAP), an attached agency of the Department of Trade and Industry, is the 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 implemented after the receipt of Job Order. Delivery will be at CIAP's office in 4F (Room 410) and 5/F Executive Building Center 369 Sen. Gil Puyat Avenue, Makati City. Change in the delivery place shall be coordinated by the authorized representative from CIAP-AFMD.

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.	Ten (10) units for the entire duration of the contract	Within three (3) working days after receipt of Job Order
2	Five-gallon round containers of Purified Drinking Water, with the following specifications: <ul style="list-style-type: none"> <li>- 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></li> <li>- The water containers/bottles must be round shape, and made of food-grade material with a 5-gallon capacity</li> </ul>	Fifty (50) bottles per week	Weekly (every Monday)



### III. Approved Budget for the Contract

The Approved Budget for the Contract (ABC) is **One Hundred Thousand Twenty Pesos (PHP 120,000.00)**, inclusive of applicable government tax and all other service charges

### IV. Duties and Responsibilities of the Supplier

- i. The supplier shall provide ten (10) 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 (every Monday of the week) of at least fifty (50) bottles of 5-gallon of drinking water.
- iii. No deposit fee for the fifty (50) 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 results of Water Analysis from duly licensed Environment Health Laboratory Service and shall have a Sanitary Permit/Certificate of Potability, and purification process of the drinking water which should at least be 16 stages of reverse osmosis system.
- 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 CIAP-AFMD personnel.
- ii. Provide relevant documents needed by the Supplier.
- iii. Pay the winning bidder in accordance with the conditions 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.



#### 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  
Website: [www.construction.gov.ph](http://www.construction.gov.ph)  
E-mail address: [ciap@construction.gov.ph](mailto:ciap@construction.gov.ph)  
Telephone Number: + (632) 8895-6826



## VII. Mode of Procurement

The mode of procurement shall be through Negotiated Procurement – Small Value Procurement in accordance with the provisions of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184.

## VIII. Liquidated Damages

In case of delay in the delivery of expected units, the amount of liquidated damage 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:

*Original Copy Signed*  
**DOMINADOR R. DAYO**  
Supply Officer II, AFMD

Reviewed by:

*Original Copy Signed*  
**RUFINO H. TIVIDAD**  
Chief Administrative Officer, AFMD

Approved by:

*Original Copy Signed*  
**ATTY. HERBERT D.G. MATIENZO**  
Acting Executive Director, CIAP

### CONFORME:

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

\_\_\_\_\_  
Name and Signature of Authorized Representative of the Contractor

\_\_\_\_\_  
PhilGEPS Registration Number

\_\_\_\_\_  
Tax Identification Number

\_\_\_\_\_  
Date



#### 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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