



BASES CONVERSION and DEVELOPMENT AUTHORITY

2/F Bonifacio Technology Center, 31st Street Bonifacio Global City, Taguig City

Tel. No. 8575-1700 loc. 1782/1784

Fax No. : 8575-1785

Email: samateo@bcda.gov.ph

REQUEST FOR QUOTATION

(Company Name):

Date: 03 December 2024

PR #: 24-154

Please quote your lowest price(s) using this form, or your letterhead. Also, take note of the following details:

- 1) Quotation/s shall be addressed to the Head of Procurement Division. Please indicate Solicitation or Reference No.
- 2) Send the said quotation/s to BCDA or fax the same at no. 8575-1785 not later than **06 December 2024**
- 3) Quotation/s submitted after the set deadline indicated in item no. 2 shall not be accepted/considered.
- 4) The quotation/proposal shall be properly signed by the authorized representative and/or immediate supervisor.

BCDA reserves the right to accept or reject any or all of the quotations, or waive formally therein, or to accept quotation/s as may be considered most advantageous to the gov't., or to pursue appropriate legal action should the winning bidder refuse to accept the award without justifiable reason/s.

STEFANYA A. MATEO
Canvasser

ALMIRA S. CLARIANES
Chief Administrative Officer

TO: BCDA HEAD OF PROCUREMENT							
Per request, below is/are the price(s) of the article(s)/service(s) as indicated under Unit Price:							
QTY (A)	UNIT	DESCRIPTION/SPECIFICATIONS	UNIT COST (ex-VAT) (B)	VAT (C)	TOTAL UNIT COST (D = B + C)	TOTAL AMOUNT (A x D)	
5,460	PC	<p>SUPPLY AND DELIVERY OF PURIFIED DRINKING WATER for BCDA Offices, Taguig City CY 2025</p> <p>Approved Budget for the Contract (ABC) Php245,700.00 <i>Details: (See Attached Terms of Reference)</i></p> <p>Type of Water: Purified, at least 16 stages Reverse Osmosis System Content: 5-gallon per container Covering Period: One (1) year supply from Jan.1, 2025 to Dec.31, 2025 Quantity: One-Hundred (100) Containers per week Water dispenser: Eighteen (18) units Hot and Cold Price: Unit Cost per Five (5) gallon (inclusive of all applicable taxes) Validity of Price: Thirty (30) Calendar days Payment: Progress billing (Monthly) Delivery: At least Twice a week and may vary depending on the actual consumption Delivery Places: -BCDA Corporate Center Office, 2F Bonifacio Technology Center (BTC) Bldg., 31st St., corner 2nd Ave. BGC, Taguig City; and -BCDA Office, Pamayanang Diego Silang, Brgy. Ususan, Taguig City Documents Needed: 1. Letter of Intent; 2. Photocopy of valid Mayor's Permit; 3. Company Profile, List of Clients for the past 2 years; 4. Two (2) photocopies of similar contracts with project cost atleast equal to the Approval Budget of the Contract (ABC); 5. Certified True copy of DTI Registration for sole proprietorship and partnership and SEC Registration and Article of Incorporation and its amendments, if any, for corporations; 6. Copy of latest Income Tax Return and Business Tax Return (VAT and/or Expanded, if any) filed with authorized agent bank or thru Electronic Filing & Payment Systema (EFPS) with corresponding numbers duly stamped and recorded by BIR; 7. Updated Tax Clearance issued by BIR-Collection Enforcement Div. 8. Updated Certificate of Registration to DBM-PS PhilGEPS 9. Sample of bottled water in 500mL 10. Updated Laboratory Analysis Result: (Physical/Chemical Analysis and Bacteriological Analysis); 11. Sanitary Permit from City Health Office; and 12. List of handling staff and photocopy of Health Certificate (each)</p>					
TOTAL AMOUNT						₱	



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Additional Documentary Requirements upon submission of quotation:

- 1) BIR Certificate of Registration (BIR Form 2303)
- 2) Omnibus Sworn Statement and Proof of Authorization
(Upon notification of Notice of Award-winning bidder must submit within 5 working days the duly NOTARIZED OSS and Proof of Authorization e.g., Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)

Terms and conditions:

- Price:** Inclusive of all applicable taxes
- Payment:** NET Thirty (30) working days
- Delivery:** one (1) year (upon conforme of P.O.)
- Validity of price:** one (1) month
- WARRANTY:** at least one (1) year

We hereby certify, that we have prepared, checked and reviewed this quotation.

This quotation is valid unless revoked in writing which should be done prior to our receipt of the Purchase Order or Job Order.

Printed Name/Signature/DATE

Immediate Supervisor

Telephone / Fax Number

<p style="text-align: center;">TERMS OF REFERENCE FOR THE ANNUAL SUPPLY AND DELIVERY OF PURIFIED DRINKING WATER FOR BCDA OFFICES, TAGUIG CITY (CY 2025)</p>
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I. OBJECTIVE

1. It is the intention of BCDA to provide an annual supply of purified drinking water for its officers and employees as well as its guests/visitors.
2. It is the intention of BCDA to enter into a contract with a supplier of purified drinking water.
3. It is the intention of BCDA to select a supplier who can provide the highest degree of quality of purified drinking water, with a financial proposal advantageous to the government.

II. PROJECT BACKGROUND

The proposed annual supply of purified drinking water shall be delivered, in five (5) -gallon container, to the BCDA Corporate Center Office, 2nd Floor Bonifacio Technology Center Building, 31st St cor 2nd Ave, Bonifacio Global City, Taguig City and BCDA Office, Pamayanang Diego Silang, Brgy. Ususan, Taguig City.

III. THE PROPOSAL

1. Components of the Proposal

The proposal for this project shall have two (2) components namely:

- a) The **TECHNICAL PROPOSAL**. This should demonstrate the supplier's knowledge for the requirements, understanding and full compliance of the requisite tasks set forth in the scope of work and this Term of Reference.
- b) The **FINANCIAL PROPOSAL**, which shall include price per five (5)-gallon container and the proposed Terms of Payment.

The proposal shall be submitted together with the following:

1. Letter of Intent;
2. Photocopy of valid Mayor's Permit;
3. Company Profile, list of clients for the past two years;
4. Photocopies of two (2) similar contracts with project costs at least equal to the Approved Budget of the Contract (ABC);
5. Certified True Copy of DTI Registration for sole proprietorship and partnership and SEC Registration and Articles of Incorporation and its amendments, if any, for corporations;

6. Copy of latest Income Tax Return and Business Tax Return (VAT and/or Expanded, if any) filed with authorized agent bank or thru Electronic Filing & Payment Systems (EFPS) with corresponding numbers duly stamped and recorded by BIR;
7. Updated Tax Clearance issued by BIR-Collection Enforcement Division;
8. Updated Certificate of Registration to DBM-PS PhilGEPS;
9. Sample of bottled water in 500ml;
10. Updated Laboratory Analysis Result (Physical/Chemical Analysis and Bacteriological Analysis);
11. Sanitary Permit from City Health Office.
12. List of handling staff with corresponding photocopy of health Certificate

IV. SCOPE OF WORK

All of the following items of work shall be undertaken by the winning supplier:

- a. The Supplier shall provide BCDA with purified drinking water in five (5)-gallon containers, delivering one hundred (100) containers per week, or as needed based on actual consumption. The delivery schedule shall occur at least once or twice a week, depending on the instructions of the BCDA representative.
- b. The Supplier guarantees the quality of the drinking water delivered to BCDA by ensuring it undergoes a minimum of 16 stages of the Reverse Osmosis System. Additionally, the Supplier shall arrange for laboratory testing of the drinking water it supplies to BCDA at least once a month, at its own expense.
- c. The sealed water containers shall be delivered using an enclosed vehicle, which must be properly sanitized.
- d. Provide BCDA a certified true copy of the testing results/certificates on a monthly basis;
- e. The Supplier shall install twenty (20) units of hot and cold water dispensers for free use at locations designated by BCDA. Bottom-load dispensers are preferred for their cleaner appearance and ease of bottle replacement.
- f. Maintain and check the installed water dispensers on a monthly basis;
- g. Upon written request, provide BCDA with additional water dispensers free of charge.
- h. The response time to service repair or cleaning of dispenser shall be within the same day the BCDA authorized representatives reported to the supplier.
- i. To ensure adherence to drinking water safety standards, the Supplier, under the oversight of the BCDA representative, shall randomly collect water samples (on-the-spot of delivery) and carry out the required tests. The Supplier shall cover all costs associated with the testing and shall provide BCDA with a copy of the results. This random testing will occur only once during the contract period.

V. APPROVED BUDGET FOR THE CONTRACT (ABC)

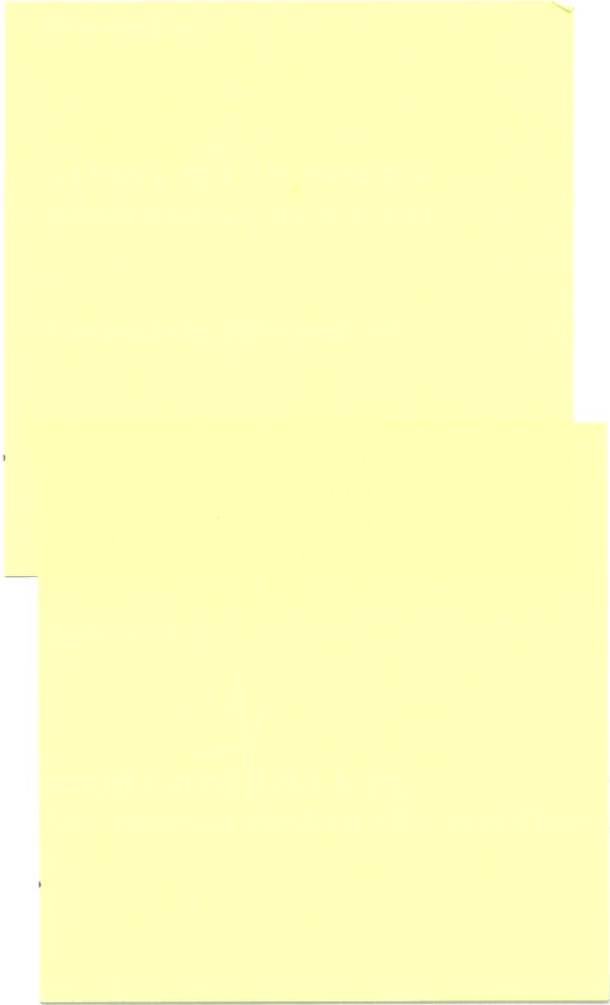
The ABC is in the amount of Pesos: Two Hundred Forty Five Thousand Seven Hundred Pesos Only (Php245,700.00) charged to the 2025 approved budget of the PPMD-General Services Division under Water Expenses.

VI. EFFECTIVITY

The proposed annual supply of purified drinking water shall be effective starting 01 January 2025 to 31 December 2025 unless sooner terminated as provided in paragraph VII hereof.

VII. TERMINATION

BCDA reserves the right to terminate the Agreement entered into by BCDA and the prospective supplier for any reason/s whatsoever by serving a ten-day written notice to the prospective supplier.



, CSG

