

Republic of the Philippines
Department of Trade and Industry
CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Shell Pavilion, Roxas Blvd. Cor. Gil Puyat Ave., Pasay City

Solicitation No.: CITEM-2024-0174

REQUEST FOR QUOTATION
(NEGOTIATED PROCUREMENT – SMALL VALUE PROCUREMENT)

The Center for International Trade Expositions and Missions (CITEM) invites all interested parties to submit quotation for:

SUPPLY AND DELIVERY OF PURIFIED DRINKING WATER FOR CITEM FOR THE PERIOD OF TWELVE (12) MONTHS

(Please see attached Request for Quotation Form and Design Concept for more details.)

Approved Budget for the Contract	: PHP120,000.00
Deadline of Submission of Eligibility Documents and Financial Bid	: 16 September 2024, 05:00PM
Schedule of Opening of Bids	: 17 September 2024, 02:00PM

Conduct of Opening of Bids shall be held virtually thru Microsoft Teams or Zoom and shall be open to all prospective bidders. Link of the Opening of Bids may be requested through the BAC Secretariat at citembac@citem.com.ph. The link will be released on the actual day of the procurement activity.

The *Notice of Award* shall only be issued to the lowest calculated and responsive bidder who has complied with the following documentary requirements below, submitted in an enclosed, sealed and properly labeled envelope or compressed folder:

Eligibility Documents (1st Envelope / Compressed Folder)

- Mayor's Permit for the current year or for individuals exercising a profession, BIR Certificate of Registration**
Expired Mayor's permit with Official Receipt of renewal application shall be accepted provided that the renewed permit shall be submitted before the award of the contract.
- Valid PhilGEPS Registration Number (evidenced by a certificate or screen shot)**
PhilGEPS Certificate of Platinum Membership may be submitted in lieu of Mayor's Permit and PhilGEPS Registration Number.
- Notarized Omnibus Sworn Statement**
- Notarized Special Power of Attorney, Notarized Secretary's Certificate or Board/Partnership Resolution for partnership, corporation, cooperative, or joint venture, whichever is applicable**
- Operational Permit from Department of Health (DOH)**
- Sanitary Permit issued by the Department of Health (DOH) or City/Municipal Health Office**
- Certified True Copy of Certificate of Potability of Drinking Water (CPDW) issued by the Department of Health (DOH) or City/Municipal Health Office**
- Certified True Copy of Microbiological and Physicochemical Test Results from DOH-Accredited Water Analysis Laboratory**
- Accomplished Checklist of Eligibility Requirements (See attached form)**

Financial Bid (2nd Envelope / Compressed Folder)

- Quotation using the attached Request for Quotation (RFQ) Form duly signed by the authorized representative.**

To encourage the sanctity of the bids, bidders must submit these documents separately, on the above stated date and time, either on the following:

- Physical Submission at the CITEM Office, Golden Shell Pavilion, Roxas Blvd. cor. Gil Puyat Ave., Pasay City, or
- Online submission to the BAC Secretariat through email at citembac@citem.com.ph. A password protection maybe inflicted in the compressed folders to ensure security of the documents. The password must be disclosed on or before the date and time of the Opening of Eligibility Documents and Financial Bid as indicated above. Failure to disclose the password during the opening of bids may result to non-responsiveness of the bid.

CITEM-BAC reserves the right to reject any or all bids disadvantageous to, waive any formality or accept such bids as may be considered advantageous to the government. Further, CITEM-BAC assumes no obligation whatsoever to compensate or indemnify the bidders for expenses or losses that may be incurred in participating in this bidding.

For inquiries, please contact the CITEM Bids and Awards Committee Secretariat, at telephone no. (02) 8-831-2201 local 309/294 or email at citembac@citem.com.ph.


ATTY. ANNA GRACE I. MARPURI
Chairman, Bids and Awards Committee



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Shell Pavilion, Roxas Blvd. Cor. Sen. Gil Puyat Avenue, Pasay City
Tel.: (632) 8-831-2201 local 309/294 E-mail: citembac@citem.com.ph



REQUEST FOR QUOTATION

- Shopping with ABC of Php 50,001 and above Small Value Procurement with ABC of Php 50,001 and above
 Lease of Real Property and Venue Others: _____

Date: 12 September 2024
RFQ No.: 2024-0174

Company Name: _____
Address: _____
Contact No.: _____

Gentlemen:

Please quote hereunder your lowest possible price(s) for the following article(s)/work(s) which are urgently needed by this office. It is requested that the quotation be sealed, signed, and stamped in an envelope or compressed folder and submitted to CITEM BAC / citembac@citem.com.ph.

Deadline of Submission of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents: 16 September 2024	Time: 05:00PM
Schedule of Opening of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents: 17 September 2024	Time: 02:00PM Venue: Zoom

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<p>SUPPLY AND DELIVERY OF PURIFIED DRINKING WATER FOR CITEM FOR THE PERIOD OF TWELVE (12) MONTHS</p> <p><u>APPROVED BUDGET FOR THE CONTRACT: PHP 120,000.00</u></p> <p><u><i>(Please see attached Terms of Reference for more details.)</i></u></p>		

Terms and Conditions:

- 1) Delivery period: _____ working days upon acceptance of Purchase/Job Order.
- 2) Bid price must be **Inclusive of Value Added Tax**.
- 3) Payment will be processed after receipt of invoice. Other terms of payment will be based on the Contract agreed by the Purchaser and Supplier.
- 4) Any alterations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her authorized representative.
- 5) Required documents, if any, must be submitted within 3 Days after receipt of notice.

The CITEM-BAC reserves the right to reject any or all bids offer and waive any defects therein and accept bid/s it may consider advantageous to the government.

ATTY. ANNA GRACE I. MARPURI
 BAC Chairman

TO: CITEM Bids and Awards Committee:

Per your request, I/we have indicated the prices of the above-mentioned article(s)/work(s) on the unit price/amount column above. I/We also certify that we have read, understood, and shall conform with the terms and conditions of this requirement.

Date Submitted

Signature over printed name of the Authorized Company Representative
Designation: _____
Telephone No(s).: _____
Email: _____

TERMS OF REFERENCE

SUPPLY AND DELIVERY OF PURIFIED DRINKING WATER FOR CITEM

I. Approved Budget for the Contract (ABC)

- The ABC is One Hundred Twenty Thousand Pesos (PhP 120,000.00) inclusive of all applicable taxes.

II. Scope of Services

1. Supply and deliver 3,960 round containers of five (5) - gallon purified drinking water for the 12-month period.
2. Supply and delivery shall be on a weekly basis at CITEM office, Pasay City.
3. Provision for seven (7) units hot and cold-water dispensers. Supplier to pull out the units after the end of contract.
4. Replace defective water dispensers without cost to CITEM.
5. Conduct of cleaning and maintenance of provided water dispensers or any of its parts at least twice a month, preferably on Saturdays.
6. Submit Certified True Copy of Certificate of Potability of Drinking Water (CPDW) issued by DOH or City/Municipal Health Office per month.
7. Submit Certified True Copy of Microbiological Test Result from DOH-accredited water analysis laboratory per quarter (once in every three (3) months).
8. Submit Certified True Copy of Physicochemical Test Result from DOH-accredited water analysis laboratory every six (6) months.

III. Qualifications/Requirements

- Supplier must submit valid Mayor's/Business Permit and other documentary requirements under Small Value Procurement mode of procurement.
1. Supplier must submit valid authorization permit on water refilling station as evidenced by Operational Permit from the Department of Health (DOH).
 2. Supplier must present a Sanitary Permit issued by DOH or City/Municipal Health Office that it complies with the required sanitation standards.
 3. Supplier to submit initial Certified True Copy of Certificate of Potability of Drinking Water (CPDW) issued by DOH or City/Municipal Health Office.
 4. Supplier to submit initial Certified True Copy of Microbiological and Physicochemical Test Results from DOH-accredited water analysis laboratory that the water supplied is safe or acceptable for human consumption based on standard values specified in the Philippine National Standards for Drinking Water.
 5. Containers, caps and dispensers for refilled water provided by the water refilling station shall be of non-toxic, non-corrosive and food grade quality materials.
 6. The five (5) - gallon round containers and caps shall be thoroughly washed before water is refilled. It shall be free from dents and properly sealed with label showing supplier's name, address, and contact number.
 7. Refilled water containers shall be delivered in a clean enclosed delivery vehicle.

IV. Contract Duration

- The supply and delivery of purified drinking water for CITEM shall be for twelve (12) months commencing within fifteen (15) days from issuance of Job Order and shall end after complete consumption and delivery of the required total number of five (5) – gallon round containers of purified drinking water.

V. Performance Review and Assessment

- The first six (6) months shall be the basis of the evaluation and determination whether the next six (6) months contract shall be continued, subject to the following:
 - ✓ Consistent compliance to conditions 6, 7, and 8 of Scope of Services
 - ✓ Consistent compliance to conditions 5, 6, and 7 of Qualifications/Requirements
 - ✓ Monthly Certificate of Satisfactory Services Rendered (CSSR) issued by CITEM

VI. Manner of Award

1. Lowest Calculated and Responsive Bid
2. Submission of documentary requirements under Small Value Procurement (SVP) and faithful compliance with items 1 to 4 of the qualifications/requirements mentioned above, prior to opening of the financial bid. (see attached form)

VII. Payment

- Payment shall be made to the supplier after receipt of monthly billing statements based on the actual number of 5-gallon round containers of purified drinking water supplied and delivered.

Prepared by:



MARC FERDINAND L. GAN
Unit Head, General Services Division

Recommended by:



ATTY. ANNA GRACE I. MARPURI
Acting DM, Corporate Services Department

Approved by:



LEAH PULIDO OCAMPO
Executive Director



Checklist of Eligibility Requirements

Item	Requirement	Statement of Compliance
1	Copy of Mayor's/Business Permit	
2	Valid PhilGEPS Registration Number (as evidenced by a certificate of screen shot)	
3	Copy of Notarized Omnibus Sworn Statement	
4	Copy of Notarized Special Power of Attorney, Notarized Secretary's Certificate or Board/Partnership Resolution for partnership, corporation, cooperative, or joint venture, whichever is applicable	
5	Copy of Valid Operational Permit from the Department of Health (DOH)	
6	Copy of Valid Sanitary Permit issued by Department of Health (DOH) or City/Municipal Health Office	
7	Initial Copy of Valid Certificate of Potability of Drinking Water (CPDW) issued by Department of Health (DOH) or City/Municipal Health Office	
8	Initial Copy of Microbiological and Physicochemical Test Results from DOH-accredited water analysis laboratory	

I hereby certify that the statement of compliance to the foregoing Eligibility Requirements are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall result to automatic disqualification of our bid.

CERTIFIED CORRECT:

Name & Signature of Authorized Representative

Position