



Republic of the Philippines
OFFICE OF THE PRESIDENT
NATIONAL COMMISSION ON MUSLIM FILIPINOS

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

Title of the Project: SUPPLY AND DELIVERY OF BOTTLED ALKALINE WATER ABC : P105,000.00		
RFQ No. 2018-040	Date: April 30, 2018	MOP: SVP
Delivery Area: NCMF-QC	Deadline: May 4, 2018	End-user: GSD

Sir/Madam:

Please quote your lowest price on the item/s listed below, subject to the following General conditions, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than the deadline by e-mail (ncmf.bac2016@gmail.com), fax (02-952-4875), or personal delivery.


DIMAPUNO A. DATU-RAMOS, JR.
BAC Chairman

Terms and Conditions:

- Suppliers are required to submit a copy of their PhilGEPS Platinum Registration in 2-3 pages. Or a copy of their PhilGEPS Red Membership and attach copy of their Mayor's/Business Permit and Tax Registration Certificate.
- All entries must be typewritten/printed legibly and without alterations. If there is any same shall be initialed by authorized personnel. Failure to use this form will result to disqualification of your bid.
- Delivery period within five (5) days from receipt of the P.O/Notice to Proceed.
- Late submission of quotation shall not be accepted.
- Price validity shall be for a period of thirty (30) calendar days.
- Award of contract shall be made to lowest quotation, and complies with the specifications and other terms and conditions stated in the RFQ.
- The NCMF reserves the right to reject any or all bid proposals, or declares the bidding a failure, or not to award the contract, and makes no assurance that a contract shall be entered into as a result of this invitation.
- Terms of payment shall be made through check payable to the supplier and no down payment.
- All quotations should be **inclusive** of VAT.

Item No.	ITEM & DESCRIPTION	UNIT	QTY	Budget Allocation	Price Quotation
1	Bottled Alkaline Water (May 15 to December 31, 2018) a. Weekly delivery of 400 bottles a month (or 100 bottles a week) b. Minimum of ten (10) hot and cold water dispenser (without additional cost) c. Monthly service and maintenance of water dispenser (without additional cost) d. Change of goods within 24 hours from notice to supplier e. Minimum of 17 stages: purification/filtration process; minimum percentage required and accepted by BFAD	Bottles	3,000	P105,000.00	

	f. Shape and Quality of Bottle – Round, clean or sterilized and of good quality				
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TERMS OF PREFERENCE:

The prospective bidders shall bid for the supply and delivery of purified drinking water to the National Commission on Muslim Filipinos with office address at #79 Jocfer Bldg., (Annex) Commonwealth Avenue, Diliman, Quezon City.

I. DELIVERABLES/REQUIREMENTS FROM THE SUPPLIERS

1. The aforementioned quantity may be increased or decreased by NCMF based on its actual requirements.
2. The supplier shall provide ten (10) units of brand new hot and cold water dispensers to NCMF during contract implementation at no cost to NCMF.
3. Upon submission of bids, the supplier shall submit certified true copies and present the original copies of the certification that it has passed the microbiological/bacteriological test undertaken by Maynilad/Manila Water and a DOH-accredited water testing laboratory within the last thirty (30 days) and physicochemical tests undertaken by a DOH-accredited water testing laboratory within the last three months.
4. The supplier shall also submit a Certificate of Potability issued by the Local Government Unit's (LGU) Health Office.
5. Upon implementation of the contract, the supplier shall regularly submit certified true copies and present the original copies of the certification that it has passed the abovementioned water tests. The schedule are cited below:

Water Analysis	Date of Submission to NCMF
Microbiological/bacteriological	Every 7 th day of the month
Physical-chemical	Every 7 th day of the first month of every quarter

6. The supplier shall conduct maintenance/cleaning of all the hot and cold water dispensers twice a month or as may be required by the NCMF.
7. The supplier shall allow NCMF to have access to its facilities during the conduct of an ocular inspection of its water refilling station before contract implementation.
8. The supplier shall conduct a one-day training on the proper handling of water containers and maintenance of water dispensers.

II. SCHEDULE OF DELIVERY

The supplier shall deliver the purified drinking water to NCMF not later than 8:00 a.m. twice a week or as may be required by NCMF.

III. CONTRACT COSTS AND PAYMENT

1. All bid prices shall be considered as fixed price, and therefore not subject to price escalation during contract implementation.
2. Payment shall be made every end of the month.
3. Contract duration is (7 1/2) months upon execution of the contract (May 15-December 2018).
4. Approved budget for the contract is (P105,000.00).

For further inquiries, please coordinate with Ms. Leonila S. Odon at telephone number (02) 956-4875 (telefax). The Quotation may be submitted through e`-mail at ncmf.bac2016@gmail.com or delivered to the following address:

Bids and Awards Committee Secretariat
#79 Jocfer Bldg., (Annex) Commonwealth Avenue,
Diliman, Quezon City

The NCMF reserves the right to reject any or all Quotations/Bids, to waive any minor defects therein, to annul the bidding process, to reject all Quotations/Bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept only the offer that is most advantageous to the Government.

The NCMF assumes no responsibility whatsoever to compensate or indemnify Bidders for any/expenses incurred in the preparation of their Quotation/Bid.

After having carefully read and accepted your General Conditions. I/We quote you on the item at prices noted above.

Company Name/Signature over Printed Name of

Authorized Representative

Telephone/Cell No./e-mail address

Date:

