

REQUEST FOR QUOTATION

 P.R. No./Date 201812-0424/ December 10, 2018

 RFQ No./Date: 201812-0280/ December 13, 2018
Sir / Madam:

Please quote your lowest price/s for the item/s listed below including the total amount in legible style (preferably typewritten) and return this duly signed by the company's authorized signatory/ies to the General Services Division, Administrative and Legal Office c/o Mr. Jeson Q. de la Torre, 2/F Floor of the above address on or before **December 20, 2018/ 5:00 PM**

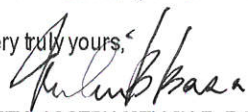
Your participation to this project shall be subject to the requirements as identified below:

- PhilGEPs Registration Number.
- Mayor's/Business Permit / BIR Certificate of Registration in case of individual.
- Latest Income/Business Tax Return.
- Professional License/Curriculum Vitae.
- Omnibus Sworn Statement.
- Signed Terms of Reference.
- Proposal must be inclusive of all applicable government taxes and subject to 5%R-VAT and 1%(PO) or 2%(JO) deductions
- Bids must be submitted using this form. Supplemental information using your company stationery may be attached to reflect the complete specification of bid e.a.. brand name. model. pictures/brochures/literature. menu. etc.
- Bids should not exceed the Approved Budget for the Contract (ABC) in the amount of PhP 100,000.00
- Award shall be made by lot (please bid for all items to avoid disqualification of bid)
- Bids should be valid for a **minimum of one (1) month** from deadline of submission of bids as indicated above
- Procured items shall be delivered to PCC Office
- Refusal to sign and accept an Award/Purchase Order/Job Order or enter into contract without justifiable reason, maybe ground for imposition of administrative sanctions under Rule XXIII of the Revised IRR of RA 9184.

In case you do not receive any communication from PCC 5 days/months from the deadline indicated above, it will mean that the award was not made in your favor. With the end in view of obtaining the contract most advantageous to the government, PCC reserves the right to: 1) accept or reject any or all the quotations/bids; 2) award the contract on a per item/lot basis; and 3) to annul the bidding process and to reject all quotations/bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

For clarifications, please contact PCC-ALO-GSD - c/o Mr. Jeson Q. de la Torre, in the above address/telephone numbers.

Very truly yours,


ATTY. JOSEPH MELVIN B. BASAS
 PBAC Chairperson and Director IV, FPMO

Item No.	QTY	UNIT	ITEM/DESCRIPTION	BRAND/MODEL	UNIT PRICE	TOTAL (PhP)
				(To be filled-up by the supplier)		
1	1	lot	Supply and Delivery of Purified Drinking Water for the Philippine Competition Commission (January to December 2019) xxxxxxxxxxxxxxxxNOTHING FOLLOWSxxxxxxxxxxxxxxxx			
This procurement shall be subject to the salient provisions of the IRR of RA 9184 - Liquidated Damages - Section 68 and the delivery schedule shall be completed within 5 calendar days from the receipt of the Purchase Order						
					TOTAL:	

 (Bidders, please provide **complete** information below)

 Posted on _____
 Fanned-out _____
 Retrieved on _____

 Signature : _____
 Name/Designation : _____
 Name of Company : _____
 Address : _____
 Telephone/Fax : _____
 E-mail Address : _____
 TIN : _____

TERMS OF REFERENCE

SUPPLY AND DELIVERY OF PURIFIED DRINKING WATER FOR THE PHILIPPINE COMPETITION COMMISSION

I. RATIONALE

The Philippine Competition Commission (“PCC”) is an independent quasi-judicial body mandated under Republic Act No. 10667, otherwise known as the Philippine Competition Act, to promote and maintain market competition by regulating anti-competitive agreements, abuse of dominant position, and anti-competitive mergers and acquisitions.

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

II. SCOPE OF SERVICES

The Contract period shall be from January to December 2019. The items subject of the contract should be delivered at PCC’s office, at 25/F Vertis North Corporate Center 1, North Avenue, Quezon City.

The Services subject of the Contract shall include the following:

Item No.	Description	Quantity	Schedule of Delivery
1	Water dispenser, with options for dispensing both hot and cold water	Two (2) units for the entire duration of the Contract	January 2019 or after receipt of Notice to Proceed
2	Five-gallon round containers of Purified Drinking Water	Forty (40) bottles per week	Weekly

III. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract is One Hundred Thousand Pesos (PhP100,000.00), inclusive of all applicable government taxes.

IV. DUTIES AND RESPONSIBILITIES OF THE SUPPLIER

- A. The Supplier shall provide two (2) units of water dispenser, with options for dispensing both hot and cold water, for use of PCC during the contract implementation.

- B. The Supplier shall render monthly maintenance and repair of the water dispensers provided to PCC, including the replacement of its units and parts, should there be any defect in the water dispenser which renders it unusable, all costs of which shall be accounted for by the supplier.
- C. The Supplier shall ensure weekly delivery of at least forty (40) bottles of 5 gallons of drinking water.
- D. The Supplier shall submit microbiological test results from duly-licensed Environment Health Laboratory Service and/or shall have a Sanitary Permit/ Certificate of Potability.
- E. The supplier shall defray any permit fee that may be required by the Ayala Property Management Corporation (APMC).

V. RESPONSIBILITIES OF PCC

- A. PCC shall grant the Supplier's authorized representative/s limited access to the designated office of PCC to perform its duties and responsibilities under the Contract, provided that such representative/s shall be accompanied by the duly assigned GSD personnel.
- B. PCC shall pay the Supplier in accordance with the conditions set forth in Section VI hereof.

VI. PAYMENT SCHEME

Payment shall be made to the Supplier through check, within fifteen (15) working days upon PCC's receipt of a billing/statement of account (based actual number of bottles delivered), and subject to the issuance of the PCC's Administrative Office of a Certificate of Satisfactory Service Rendered.

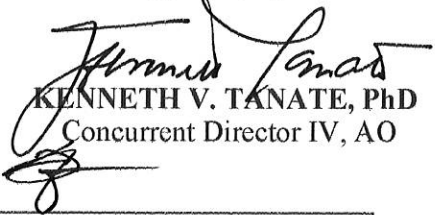
VII. LIQUIDATED DAMAGES

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, PCC shall rescind the contract, without prejudice to other courses of action and remedies open to it.

VIII. DISPUTE RESOLUTION

- A. Should there be any dispute relative to the contract and/or rights of the parties arise, the same shall be submitted to mutual consultation, mediation and arbitration, in order of application. The venue of the proceedings shall be in Quezon City.
- B. In case of a court suit, the venue shall be the courts of competent jurisdiction in Quezon City, to the exclusion of all other courts; and

Approved by:



KENNETH V. TANATE, PhD
Concurrent Director IV, AO

Conforme:

Name and Signature of Authorized Representative

Designation: _

Company:

Date:
