

REQUEST FOR QUOTATION

Date: March 18, 2025
RFQ No. 2025-033

The **Philippine Health Insurance Corporation (PhilHealth)** through its Secretariat for the Bids and Awards Committees (SBAC), intends to procure:

SUPPLY AND DELIVERY OF PURIFIED DRINKING WATER

Approved Budget : **PHP630,000.00**
Purchase Request No/s : 25-0054-SVP, PRID-GSBMD
Mode of Procurement : NP-Small Value Procurement (Sec. 53.9)
Period of submission : March 19, 2025 to March 24, 2025 (until 5:00 p.m.)
Delivery Period : **Twelve (12) months**

Interested suppliers of known qualifications are hereby invited to submit a price quotation/proposal signed by its authorized representative. Quotations may be submitted physically, via email or courier at the addresses below:

SECRETARIAT SERVICES TEAM
Secretariat for the Bids and Awards Committees (SBAC)
Philippine Health Insurance Corporation (PhilHealth)
Rm. 408, 4th Floor, SBAC Office
709 Citystate Centre, Shaw Blvd.,
Pasig City
Telephone Nos.: (02) 8441-7444 local 7675
(02) 8637-4735

Updated 3/18/25
Ms. Chariss Gail H. Dalida
BAC Secretariat/Canvasser
dalidac@philhealth.gov.ph

Joan R. Lorenzana
Ms. Joan R. Lorenzana
Head, Secretariat Services Team (SST)
lorenzana@philhealth.gov.ph

Supplier who will submit a proposal / offer with the **lowest calculated quotation** shall be **selected**. A copy of the following documentary requirements as prescribed in the updated 2016 Revised IRR of RA No.9184 for NP-Small Value Procurement (Sec. 53.9) shall be submitted within three (3) working days upon **NOTIFICATION**:

1. Mayor's /Business Permit for CY2025;
2. PhilGEPS Registration Number;
3. Notarized Omnibus Sworn Statement (if ABC is above 50K);
4. Proof of PhilHealth Contribution (4th Quarter of 2024); and
5. Valid Tax Clearance.

****INSTRUCTION TO SUPPLIERS****

- Submit your quotation using the prescribed **Quotation Form, Terms and Conditions (Annexes A & B of the RFQ)** and the **Technical Specifications (if available)**.
- Accomplish the **Request for Quotation (RFQ) Form** and do not alter the contents of the form in any way.
- Non-compliance with the submission of the **accomplished prescribed/ Standard Quotation Form and Documentary Requirements** as stated above **within the prescribed deadline** shall automatically be **DISQUALIFIED**.
- **Sample or Demo Unit will be required whenever necessary.**
- **FOR LOT: PARTIAL QUOTE IS NOT ALLOWED.** Suppliers shall submit a quotation on all items, which should not exceed the ABC of each item. The award shall be based on the lowest total quotation for the LOT that complies with the requirements.

“ANNEX A”

QUOTATION FORM

Name of Company: _____
Address: _____
Contact Person: _____
Contact Number: _____
Email Address: _____

After having carefully read and accepted the Terms and Conditions of this RFQ specified in Annex B, hereunder is our quotation/s for the item/service as follows:

Item No.	QTY/ Unit	Unit Price	Total Price	ITEM Description and Technical Specifications	STATEMENT OF COMPLIANCE ("Comply" or "Not Comply")	Supplier's Offer <i>Do not fill this out if you did not comply with the Tech Specs.</i>	
						Unit Price	Total Price
1	21,000 5 gallon/ container	30.00	630,000.00	Supply and Delivery of Purified Drinking Water			
			630,000.00	See attached "ANNEX C" for Technical Specifications			
						TOTAL:	

COMPLIANCE TO THE DELIVERY PERIOD UPON RECEIPT OF THE P.O. / J.O.	Statement of Compliance ("Comply" or "Not Comply")
Twelve (12) months	

I hereby certify to comply and deliver all the above requirements.

Signature over Printed Name

Position / Designation

Date

“ANNEX B”

TERMS AND CONDITIONS:

1. Suppliers shall provide correct and accurate information required in this form.
2. **Suppliers shall quote on the project.**
3. Price quotation/s must be valid for ***thirty (30) calendar days*** from the date of submission.
4. Price quotation/s, to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
5. Quotation exceeding the Approved Budget for the Contract of the item shall be rejected.
6. Award of contract shall be made to the lowest quotation (for goods and infrastructure), passed the technical evaluation or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications and the official address of the corporation.
9. PhilHealth shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. In case two (2) or more suppliers are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, PhilHealth shall adopt and employ “draw lots” as the tie-breaking method to finally determine the single winning provider in accordance with the GPPB Circular 06-2005.
11. **Payment shall be made via check (Land Bank) after delivery and upon the submission of the required supporting documents, inspection and acceptance.**
12. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. PhilHealth shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount, without prejudice to the other courses of action and remedies open to it.
13. Warranty Security of one percent (1%) of the gross amount (for items with warranty) shall be automatically deducted from the contract for a minimum warranty period of three (3) months for expendable goods or one (1) year warranty for non-expendable goods and shall be returned after the lapse of the warranty period provided however that the goods delivered are free from defects and all the conditions imposed under the contract have been fully met.
14. The contracting parties shall comply with Office Order No. 0018-2015 “Reiteration of PhilHealth No Gift Policy (Revision 1).
15. Each of the documents submitted in satisfaction of the requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct.

I hereby declare that I understand and acknowledge the terms and conditions listed.

Signature over Printed Name

Position / Designation

Date

"ANNEX C"

TECHNICAL SPECIFICATIONS

Supply & Delivery of Purified Drinking Water

CY 2025

A. RATIONALE

Pursuant to the corporate commitment to promote and maintain the physical health and wellness of PhilHealth employees, the proper procurement, distribution, and ready availability of safe drinking water is required.

B. OBJECTIVE

PhilHealth Head Office intends to acquire the services of a reliable supplier of Purified Drinking Water in sustaining the physical wellness of its employees for a healthy workplace.

C. SCOPE OF WORKS

The Supplier shall provide the following services:

1. Supply and delivery of a total of Twenty-one Thousand (21,000) five (5) gallon container of purified drinking water for **Twelve (12) Months** at the PhilHealth Head Office, Supply Section, Room 710 at 7th Floor, CityState Center Building Center, 709 Shaw Blvd., Brgy. Oranbo Pasig City.
2. Provide free use of at least Two Hundred (200) five (5) gallon containers to be refilled daily from Monday to Friday at any given time. The containers should be non-spill type, capped and sealed to ensure safety and non-contamination.
3. Provide free use of Thirty-six (36) units of hot and cold dispensers with water spouts and protective coverings to prevent infestation of cockroaches and other pests.
4. Clean, wash, disinfect and maintain in good working condition all of the aforementioned dispenser units every 2nd and 4th Saturday of each month, for twelve (12) months.
5. Guarantee the quality of the drinking water delivered to PhilHealth Head Office by passing the criteria of the latest Reverse Osmosis System through the Philippine National Standards for Drinking Water (PNSDW). The required points of compliance are:
 - a. Total Dissolved Solids (TDS): less than 10mg/L
 - b. pH (Alkalinity/Acidity) : 5 to 7
 - c. Color : less than 10 Apparent Color Unit

- d. Odor : No Objectionable
 - e. Taste : No Objectionable
 - f. Turbidity : less than 5 Nephelometric Turbidity Unit (NTU)
6. Properly clean, sanitize and inspect all drinking water containers prior to refilling.

D. REQUIREMENTS & CONDITIONS

1. The Supplier must have an existing Water Treatment Facility that can accommodate the requirements of PhilHealth Head Office.
2. The Supplier must have necessary permit/s relevant to their line of business.
3. Upon submission of bid, the Supplier shall provide the following for validation of the end-user (PRID):
 - a. **Certificate of Registration** conforming with the requirements and standards for registration of Water Purification Equipment and Device pursuant to the Department of Health (DOH) Administrative Order No. 2005-0003 "*Guidelines on the Issuance of Certificate of Health Related Device for Water Purification Equipment and Devices*".
 - b. **Microbiological, Physical and Chemical Test Results** of purified drinking water conforming with the Philippine National Standards for Drinking Water (PNSDW) from a reputable Testing Agency accredited by DOH.
4. The Supplier shall submit the following Test Results of supplied drinking water for validation of end-user:
 - a. Microbiological Test Result – every month
 - b. Physical and Chemical Test Results – every six months or bi-annual.
5. There will be no payment if the Test Results are not in conformity with the required purification system.
6. All supplied purified drinking water shall conform with PNSDW of 2017 as per DOH Administrative Order No. 2017-0010.
7. Prior to award of Contract/Job Order, the end-user shall conduct an actual site inspection of the Supplier's Water Treatment Facility to determine its compliance to Multiple Stages of Reverse Osmosis System in the processing of the drinking water. The Supplier shall assist the end-user during the conduct of inspection.
8. Upon request of the end-user, the Supplier must be able to provide additional supply of purified drinking water during corporate events even with short notice.

E. DURATION

The engagement of this contract shall be for the period of twelve (12) months to commence on the date stated in the contract and will end when the twelve (12) months delivery has been satisfied.

F. DELIVERY SCHEDULE

The supplier shall deliver and maintain a stock level of at least two hundred (200) 5-gallon size of purified drinking water ready from Monday to Friday at any given time.

G. ACCEPTANCE OF DELIVERY

The supplier shall submit a Delivery Receipt (DR) including an inventory of bottles in every delivery of the purified drinking water.

H. PAYMENT

Payment shall be made bi-monthly upon submission of the Statement of Account (SA) and other support documents including proof/certification that the cleaning of dispensers are being done and deliveries are made from 1st to 15th day of the month and from 16th and up to the end of the month.

I hereby certify to comply and deliver all the above requirements.

Signature over Printed Name

Position / Designation

Date