

TERMS OF REFERENCE
FOR THE ANNUAL SUPPLY OF PURIFIED DRINKING WATER FOR BCDA

BACKGROUND INFORMATION

1.0 OBJECTIVE

- 1.1 It is the intention of BCDA to provide annual supply of purified drinking water for its officers and employees as well as its guests/visitors.
- 1.2 It is the intention of BCDA to enter into a contract with a supplier of purified drinking water.
- 1.3 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.

2.0 PROJECT BACKGROUND

The proposed annual supply of purified drinking water shall be delivered, in five (5) - gallon containers, to the PMO office in the Building 7458 located at J. Topacio street, corner C.M. Recto Highway, Clark Freeport Zone, Clark, Pampanga.

3.0 THE PROPOSAL

3.1 Components of the Proposal

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 documents:

- 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. 2020 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);and
11. Sanitary Permit from City Health Office.
12. List of handling staff and photocopy of health Certificate (each)

4.0 SCOPE OF WORK

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

- a. Supply BCDA purified drinking water in a five (5)-gallon container, forty five (45) containers per week and may vary depending on the actual consumption;
- b. Guarantee the quality of the drinking water delivered to BCDA by passing through at least 16 stages of Reverse Osmosis System. Further, it shall cause the laboratory testing of the drinking water it supplies to BCDA at least once a month, at its expense. The result of said test shall be furnished to BCDA;
- c. Install the free use of ten (10) units of hot and cold water dispensers at places designated by BCDA;
- d. Maintain and check the installed water dispensers on a monthly basis;
- e. Upon written request, provide BCDA with additional water dispensers free of charge.

5.0 APPROVED BUDGET OF THE CONTRACT

One Hundred Eighty Thousand Pesos Only (Php180,000.00) charged to the ~~2020~~²⁰²¹ approved budget of the General Services Department under Water Expenses.

2021
[Signature]

6.0 EFFECTIVITY

The proposed annual supply of purified drinking water shall be effective starting 01 January 2021 to 31 December 2021 unless sooner terminated as provided in paragraph 7.0 hereof.



7.0 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.

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