



Republic of the Philippines
DEPARTMENT OF FINANCE
 Roxas Boulevard Corner Pablo Ocampo, Sr. Street
 Manila 1004

REQUEST FOR QUOTATION

RFQ No. : 2025-01-0001
 Date : January 31, 2025

Gentlemen :

Please quote your lowest price on the item listed below, subject to the General Conditions at the back hereof and submit your quotation duly signed by your representative in sealed envelope direct to the Bids and Awards Committee (BAC) Chairperson or thru the authorized canvasser of this Department not later than _____ the time and date of the opening of the sealed quotation.


ALVIN P. DIAZ, Director IV
 Central Administration Office

QUANTITY	UNIT	ARTICLE / MERCHANDISE / SPECIFICATION	UNIT PRICE	TOTAL
1	lot	Supply of Purified Drinking Water for CY 2025 <i>See attached Terms of Reference</i>	462,000.00	462,000.00
		NOTE: Please include the following required documents upon submission of your proposal for evaluation purposes: 1. Mayor's/Business Permit 2. PhilGEPS Registration Number <small>**For the bidder/s with Platinum Membership who opt to submit PhilGEPS Certificate, the validity of the Class "A" eligibility documents specified in Section 8.5.2 of the Revised IRR of RA 9184 shall remain current and updated.</small> Additional required document to be submitted by the winning supplier before the issuance of Purchase Order (PO): 3. Duly Notarized Omnibus Sworn Statement (OSS)		
		<i>(For GSD Use)</i>		462,000.00

After having carefully read and accepted your General conditions, I/We quote you on the item at prices noted above and bind ourselves to deliver the above articles/merchandise within _____ calendar days from receipt of your valid Purchase Order (PO). The quotations are good up to 60 days.

Canvassed by: _____

Supplier : _____
 By : _____
 Tel. No.: _____
 TIN No. : _____



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GENERAL CONDITIONS

1. The bidders are required to submit brochures, literatures, pictures and technical data pertaining to the brand and model of the equipment being offered.
2. The quotation will not be considered unless it is properly signed by the bidder's authorized representative.
3. All prizes quoted herein are valid and binding for a period of sixty (60) days.
4. Bidder shall be responsible for the source of his equipment.
5. Subject to the provisions of the preceding paragraph, where awardee has accepted a Purchase Order (PO) but fails to deliver the required products within the time called for in the same order, he must return the order accompanied by written explanations within the period of delivery of the merchandise. Thereafter, if the awardee has not completed delivery within the period, the subject PO shall be cancelled and the award shall be withdrawn from that supplier. The DOF shall then purchase the required item from such other sources as it may determine, with the price difference to be charged against the defaulting awardee.
6. The DOF reserves the right to reject any or all quotations, to waive any formality therein or to accept such quotations as may be considered most advantageous to the government.

TERMS OF REFERENCE

SUPPLY OF PURIFIED DRINKING WATER FOR CY 2025
Request for Quotation No. 2025-01-0001 dated January 31, 2025

	Quantity	Unit Cost	Total ABC
Supply of Purified Drinking Water for CY 2025	1 lot	₱462,000.00	₱462,000.00

Item Description	Statement of Compliance																							
<p>A. OVERVIEW The Department of Finance is looking for a supplier of Purified Drinking Water for CY 2025 that can provide clean and safe drinking water for DOF officials, guests and employees.</p> <p>B. SCOPE OF WORK</p> <ol style="list-style-type: none"> 1. The Contractor shall deliver fourteen thousand (14,000) pieces of 5-gallon purified water. 2. The Drinking water should pass at least fourteen (14) stages of water treatment. 3. The Contractor shall submit the most recent laboratory test result for water quality as prescribed in the Administrative Order 2017 – 0010 or the Philippine National Standard for Drinking Water of 2017 issued by the Department of Health. 4. The Contractor shall provide, free of charge, the use of purified water containers and forty-six (46) of water dispensers with hot and cold features, to be distributed across DOF offices / areas. 5. Additional dispenser may be requested from the Contractor at no extra cost to the Department. 6. The Contractor shall provide monthly water dispenser cleaning and maintenance services. <p>C. LIST OF OFFICES / AREAS TO BE SUPPLIED WITH PURIFIED WATER AND DISPENSERS</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 25%;"><i>Location</i></th> <th style="width: 45%;"><i>Offices / Areas</i></th> <th style="width: 30%;"><i>Number of Dispensers</i></th> </tr> </thead> <tbody> <tr> <td rowspan="8" style="text-align: center; vertical-align: middle;">Ground Floor, DOF Building</td> <td>Press Office</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Ground Floor Waiting Area</td> <td style="text-align: center;">1</td> </tr> <tr> <td>CAO - CRMD</td> <td style="text-align: center;">1</td> </tr> <tr> <td>GSD – Cash Section</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Driver’s Lounge</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Engineering Office</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Housekeeping Office</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Security Office</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Podium Floor,</td> <td>Revenue Office</td> <td style="text-align: center;">2</td> </tr> </tbody> </table>	<i>Location</i>	<i>Offices / Areas</i>	<i>Number of Dispensers</i>	Ground Floor, DOF Building	Press Office	1	Ground Floor Waiting Area	1	CAO - CRMD	1	GSD – Cash Section	1	Driver’s Lounge	1	Engineering Office	1	Housekeeping Office	1	Security Office	1	Podium Floor,	Revenue Office	2	
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DOF Building	Executive Pantry near Studio	1
3 rd Floor, DOF Building	FPMG	2
	OCE	1
	IMS	1
4 th Floor, DOF Building	CMIO	2
	IFG	3
	Office of Usec of PDMSG	1
5 th Floor, DOF Building	PPG	2
	CSSIG	1
	ROG	1
	EITI	1
	LAO	1
6 th Floor, DOF Building	OSEC Pantry	1
	USEC Pantry	1
	Office of Usec of SCO	1
	Office of Usec of CSSIG	1
	Office of Usec of ROG	1
	Office of Usec of IFG	1
	Office of Usec of PPG	1
	Office of Usec of LSG	1
	Office of Usec of TREM	1
Roof Deck, DOF Building	Gym	1
	Function Room	1
7 th Floor, EDPC Building	CFMO	2
	CAO	3
	IAS	1
	RIPS	1
	COA	1
TOTAL		46
<p>D. CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT Shall follow the DOF Confidentiality and Non-Disclosure Agreement</p>		

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

Signature over Printed Name of the Representative

Company Name: _____

Date Signed : _____

Email/Phone No.: _____

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