



Republic of the Philippines
PUBLIC ATTORNEY'S OFFICE
Tanggapan ng Manananggol Pambayan
Kagawaran ng Katarungan
DOJ Agencies Bldg, NIA Road corner East Avenue, 1104 Quezon City
Telephone Nos. 929-90-10 / 929-94-36 ; Fax Nos. 927-68-10 / 926-28-78

Trans. No. 2023-09-132

September 25, 2023

ATTY. JAN STEVEN S. DUNUAN
Chairperson – PAO-Bids and Awards Committee
Regional Public Attorney
PAO-NCR

Sir:

Attached herewith is the approved Purchase Request of **PAO-Central Office**, to wit:

| No. | PR No. | Item Description | Quantity | Unit | Unit Price | Total Amount |
|-----|-------------|--|----------|---------|------------|--------------|
| 1 | 681-08-2023 | Supply and Delivery of Drinking Water for 2024 (please refer to the attached TOR) | 8,775 | gallons | | |

TOTAL 351,000.00

Prepared by:

DENVER CHRISTIAN P. LACANILAO
Administrative Aide IV

Certified Correct by:

CARMELA L. FLORENDO
OIC-Supply Section

Noted by:

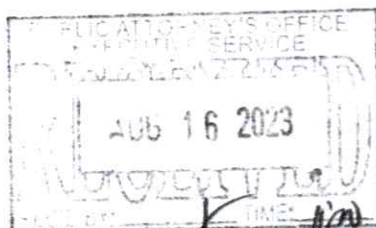
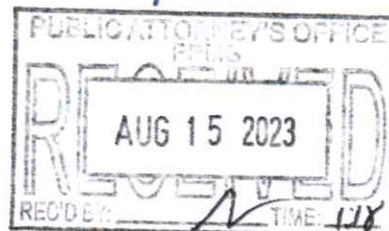
ATTY. DEMITEER U. HUERTA
Public Attorney IV/OIC
Administrative Service



PURCHASE REQUEST

Entity Name: PUBLIC ATTORNEY'S OFFICE

Fund Cluster: _01

[illegible]



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Bids and Awards Committee

TERMS OF REFERENCE (TOR)

**SUPPLY AND DELIVERY OF DRINKING WATER
FOR PUBLIC ATTORNEY'S OFFICE (PAO) – CENTRAL OFFICE FY 2024**
(Through Public Bidding Pursuant to 2016 Revised Implementing Rules and Regulations
of Republic Act No. 9184)

1. Approved Budget for the Contract

The bidder shall bid for the item described in this Terms of Reference, which shall not exceed the Approved Budget for the Contract in the amount of **THREE HUNDRED FIFTY-ONE THOUSAND PESOS (Php 351,000.00)**, inclusive of all taxes applicable and bank and government charges payable.

2. Specification:

| No. | Scope of work / Schedule of Requirements | Delivery Schedule |
|-------|---|---------------------------------|
| 1 Lot | <p>1. Supply and delivery of Eight Thousand Seven hundred seventy-five bottles of Five-gallon round containers of purified drinking water (8,775) @ P40.00 per bottle for year 2024, and to be delivered by the winning bidder at the PAO Central Office.</p> <p>The bid price rental submitted by the winning bidder shall not be increased during the duration of the contract.</p> <p>FREE USE OF HOT AND COLD DISPENSERS</p> <p>Twenty-Five (25) hot and cold dispensers which are brand new, shall be provided to PAO with no additional costs.</p> <p>Brand new hot and cold dispensers with 220 volts.</p> <p>Supplier shall render monthly maintenance and repair of the water dispensers provided to PAO, including the replacement of its units and parts, should there be any defect in the water dispenser which renders it unusable, all costs of</p> | 1st working day of January 2024 |

| | | |
|--|---|--|
| | <p>which shall be on the account of the supplier.</p> <p>Supplier shall ensure the delivery of at least One hundred fifty (150) bottles of five-gallons of drinking water every week.</p> <p>Supplier shall submit microbiological test results from duly-licensed Environmental Health Laboratory Service and shall have a sanitary permit / certificate of potability.</p> <p>Payment shall be made to the supplier on a monthly billing basis. (Based on actual number of delivered bottles) Monthly maintenance report of water dispenser must be attached in the monthly billing.</p> <p>Contract term: 12 months (January to December)</p> <p>Supplier shall provide a certificate that the units are brand new and unused.</p> <p>Warranty: One year free replacement of spare parts and services.</p> <p>Machines that cannot be repaired within forty eight (48) hours shall be replaced with a new unit.</p> <p>Replacement of defective parts, provided the machine is still functional, shall be made within forty eight (48) hours from response, except justifiable cause</p> | |
|--|---|--|

September 19, 2023

TECHNICAL WORKING GROUP:

Head:

ALMA E. DUMAGO – LATOSA

Director II

Financial Planning and Management Service

Members:

THOR ARTHUR B. AVILA

Administrative Officer V

Human Resource Management and Development Division

Administrative Service

MICHAEL M. MENDOZA

Administrative Assistant III

Cash Section

Administrative Service