



Republic of the Philippines
PUBLIC ATTORNEY'S OFFICE

Tanggapan ng Manananggol Pambayan
Kagawaran ng Katarungan
DOJ Agencies Building, NIA Road corner East Avenue, 1104 Quezon City

October 28, 2020

Bids and Awards Committee

TERMS OF REFERENCE (TOR)

SUPPLY AND DELIVERY OF DRINKING WATER FOR PUBLIC ATTORNEY'S OFFICE (PAO) – CENTRAL OFFICE

(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 TWELVE THOUSAND PESOS (Php 312,000.00)**, inclusive of all taxes applicable and bank and government charges payable.

2. Specification:

No.	Scope of work / Schedule of Requirements	Schedule delivery
1 Lot	<p>1. Supply and delivery of Seven Thousand Eight Hundred bottles of Five-gallon round containers of purified drinking water (7,800) @ P40.00 per bottle for year 2021, 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>	See delivery schedule.



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TECHNICAL SPECIFICATIONS

Item/Description	Bidder's Statement of Compliance	Demo Unit/Brochure Submitted
<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 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.</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)</p> <p>Contract term : 12 months (January to December 2021)</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)</p>		

hours from response, except justifiable cause		
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TECHINICAL 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

ACKNOWLEDGEMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE AND TECHNICAL SPECIFICATIONS FOR THE LEASE OF PHOTOCOPIES WITH CONSUMABLES

**SIGNATURE OVER PRINTED NAME
OF THE AUTHORIZED REPRESENTATIVE,
DESIGNATION AND PRINTED NAME OF COMPANY**