

## REQUEST FOR QUOTATION

**Date** : \_\_\_\_\_

**RFQ No.:** \_\_\_\_\_

Name of Company : \_\_\_\_\_

Address : \_\_\_\_\_

Name of Store/Shop : \_\_\_\_\_

Address : \_\_\_\_\_

TIN : \_\_\_\_\_

PhilGEPS Registration Number (required prior to award): \_\_\_\_\_

The **Small Business Corporation (SBCorp)**, through its Bids and Awards Committee (BAC), intends to procure **Supply and Delivery of Purified Drinking Water for SBCorp Head Office & SLG** in accordance with **Section 53.9** of the 2016 revised Implementing Rules and Regulations of Republic Act of 9184.

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this RFQ. Submit your quotation duly signed by you or your authorized representative not later than **May 14, 2025**. A copy of your **valid Business/Mayor's Permit, Philgeps Registration, Omnibus Sworn Statement(Notarized) and BIR 2303** is also required to be submitted along with your quotation/proposal.

For any clarification, you may contact us at telephone no. (02) 5328-1100 to 10 local 1734 or email address at [jperez@sbcorp.gov.ph](mailto:jperez@sbcorp.gov.ph); [bac@sbcorp.gov.ph](mailto:bac@sbcorp.gov.ph)

  
**Rowena G. Betia**  
BAC Chairperson

### INSTRUCTIONS:

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way
3. All technical specifications are mandatory. Failure to comply with any of the mandatory requirements Will disqualify your quotation.
4. Failure to follow these instructions will disqualify your entire quotation.

*\*Submit the following documents:*

1. *Certified-true-copy of Secretary's Certificate for corporation, partnership or cooperative; or*
2. *Special Power of Attorney:*
  - a. *Joint venture - executed by all members thereof giving full powers and authority to its officers to sign the OSS/Sworn Statements and do acts to represent the bidder; or*
  - b. *Single Proprietorship – if the person representing the company or acting on behalf of the company is not the registered owner.*

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

| <b>Procurement of (Name of Item/s to be procured)</b>  |                |
|--|----------------|
| <b>TECHNICAL SPECIFICATIONS (detailed)</b>   | <b>REMARKS</b> |
| <p style="text-align: center;"><b>TERMS OF REFERENCE<br/>FOR THE SUPPLY AND DELIVERY OF<br/>PURIFIED DRINKING WATER</b></p> <p><b>I. Project</b></p> <p>Supply and delivery of purified drinking water for Small Business Corporation Head Office and South Luzon Group (SLG) for one (1) year.</p> <p><b>II. Total Approved Budget</b></p> <p>One Hundred Fifty Thousand Pesos (P150,000.00) inclusive of all applicable taxes at P40.00 per container (5 gallons).</p> <p><b>III. Scope of the Project</b></p> <p>The service provider shall deliver clean and safe purified drinking water to Small Business Corporation Head Office and SLG located at 17F, 18F and 19F, 139 Corporate Center, Valero St., Salcedo Village, Makati City.</p> <p><b>IV. Detailed Specifications</b></p> <p>Service provider shall ensure delivery of approximately 70 to 80 containers (5 gallons) in a week or 3,750 containers in one year, or as may be needed by SB Corporation, however, payment thereof will be based on actual consumption. Additional requirements are provided below:</p> <p>a. The Supplier shall provide the SB Corporation with free use of four (4) units of Hot and Cold-Water Dispenser.</p> <p>b. The Supplier must conduct quarterly maintenance and cleaning of all the dispensers including the water dispensers owned by SB Corporation. In the event that the previously issued dispenser or those belonging to SB Corp can no longer be repaired, the supplier must</p> |                |

Small Business Corporation is an Attached Agency of the Department of Trade and Industry

replace the same without cost to SB Corporation.

- c. The Supplier shall provide technical services with immediate response time as much as possible within the day from the time of request by SB Corporation whenever there is a unit breakdown. Such technical services by the Supplier shall be free of charge.
- d. The Supplier shall always ensure the delivery of purified drinking water in a dent-free container using a vehicle suitable to quantity of product and provide the SB Corporation with at least ten (10) containers as reserve.

**V. Warranty and After-Sales Service Requirements**

- a. The Supplier complies with the provision of the Code of Sanitation of the Philippines as well as the provision of Administrative Order 2007-2022, Philippine National Standards for Drinking Water 2007 of the Department of Health.
- b. The Supplier shall furnish SB Corp with certified true copy of the latest test results on water sample as provided under VI-a (Product Specifications).

**VI. Clear Statement of the Required Standards of Workmanship**

- a. Product Specifications – Drinking water shall conform to the water quality standards prescribed or tested by accredited Department of Health Laboratories
  - a.1 Microbiological test – quarterly
  - a.2 Physical-chemical test – quarterly
- b. **Packaging**
  - b.1. All water containers may be packed/covered by plastic materials during transportation, or the containers have plastic rims at the bottom for protection.

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|--|--|
| <p>b.2. Tamper proof or properly sealed containers to protect the product from contamination during handling, storage, and distribution.</p> <p><b>c. Schedule and Place of Delivery</b></p> <p>Delivery of water should be made three times a week with at least 20 to 30 containers per delivery. Place of delivery will be at 17<sup>th</sup>, 18<sup>th</sup>, Unit 1903 and 1904, 139 Corporate Center, Valero St., Salcedo Village, Makati City.</p> <p><b>d. Terms of Payment</b></p> <p>The above-mentioned services shall be paid within fifteen (15) days after receipt of the monthly billing from the Supplier. The services rendered must be duly found to be satisfactory on yearly performance evaluation. All payments shall be subject to existing accounting and auditing rules and regulations applicable to SB Corporation.</p> <p><b>e. Responsibilities of the End-user Unit during project implementation</b></p> <p>The assigned personnel in-charge of SB Corporation shall monitor the delivery of the purified drinking water and to report any incidents for the repair and maintenance of the water dispensers.</p> |  |
|--|--|

| <b>DELIVERY REQUIREMENT</b>  |  |
|--|--|
| a) Lot   |  |
| b) 17th, 18th & 19th Flrs., 139 Corporate Center, 139 Valero St., Salcedo Village, Makati City |  |
| c) Fifteen (15) days after receipt of the monthly billing                                      |  |
|  |  |

**FINANCIAL OFFER:**

Please quote your **best offer** for the item below. Please do not leave any blank items. Indicate “0” if item being offered is for free.

| <b>PROCUREMENT OF (name of item/s to be procured)</b> |                             |                |  |
|---|-----------------------------|----------------|--|
| Quantity (A)  | Description/Brand/Model (B) | Unit Price (C) | Total Offered Quotation (A x C)              |
| <b>ABC-Php150,000.00</b><br>VAT Inclusive             |                             |                | In words _____<br>_____<br>In figures: _____ |

**TERMS AND CONDITIONS**

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any or all the items.
3. Price quotation/s must be valid for a period of 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. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.
6. Award of contract shall be made to the lowest quotation (for goods and infrastructure) 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.
9. The SBCorp shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the SBCorp shall adopt and employ “draw lots” as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.

11. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e. order slip and/or billing statement, by the contractor. Our Government Servicing Bank, i.e. the Land Bank of the Philippines, shall credit the amount due to the contractor's identified bank account not earlier than twenty four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.

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. The SBCorp shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Office Telephone No. \_\_\_\_\_

Signature over Printed Name

Mobile No. \_\_\_\_\_

Position/Designation

Email address: \_\_\_\_\_