



**TERMS OF REFERENCE**  
**SUPPLY AND DELIVERY OF PURIFIED DRINKING WATER WITH FREE USE OF HOT AND COLD**  
**WATER DISPENSERS FOR THE DEPARTMENT OF TOURISM FOR CY 2024**

**I. INTRODUCTION**

The Department of Tourism (DOT) provides the Supply of Purified Drinking Water for the consumption of its officials, employees and stakeholders. The DOT through the Administrative Service – General Services Division (AS-GSD) intends to procure a service provider who can provide the highest degree of quality purified drinking water with free use of Hot and Cold Dispensers.

**II. OBJECTIVE**

To procure a Technically and Financially capable Service Provider for the Supply and Delivery of Purified Drinking Water with Free Use of Hold and Chilled Water Dispensers for CY 2024.

**III. QUALIFICATIONS OF BIDDER/SERVICE PROVIDER:**

1. Must be a Service Provider of Purified Drinking Water for the last three (3) years;
2. Must be Philgeps Registered;
3. Must have the latest valid Mayor or Business Permit where the place of business is located; and
4. Must have a valid Sanitary Permit and/or Certificate of Potability/Certificate of Health-Related Device Registration/Certificate of Product Registration from the Bureau of Food and Drugs Administration (FDA).

**IV. DUTIES AND RESPONSIBILITIES OF BIDDER/SERVICE PROVIDER:**

1. The Service Provider shall provide the DOT with the total of 9,900 of 5-gallon/containers of Purified Drinking Water on per order basis;
2. The Service Provider shall provide the DOT with thirty-five (38) units of hot and chilled water dispenser in good working condition or as may be required by the DOT, free of charge;
3. The Service Provider shall deliver and the maintain the 225 containers/bottles of purified drinking water per week, less the available on stock containers/bottles;

4. The Service Provider shall submit original or authenticated copy of passed/approved Laboratory Analysis Result (Physical/Chemical Analysis and Bacteriological Analysis) issued by the third-party water-testing facility accredited by the Department of Health (DOH) to ensure that it complies with the Philippine National Standards of Drinking Water (PNSDW);
5. The Service Provider shall ensure that the containers/bottles provided to the DOT are free of dirt and contaminants. The labels on the containers/bottles shall indicate the following:
  - a. Name, address and contact number/s of the manufacturer;
  - b. Type of water; and
  - c. Best Before Date.

And that all labels shall be truthful and not misleading.

6. The Service Provider shall immediately replace defective water containers and water dispensers at no-cost to the DOT within 48-hours from the time it was reported and requested;
7. The Service Provider shall provide additional units of water dispensers equivalent to at least 20% of the total units of the original contract upon receipt of the official request from the DOT with No Additional Cost;
8. The Service Provider shall conduct monthly cleaning/washing/sanitizing, and proper maintenance of all the water dispensers at no-cost for optimum operation; and
9. The Service Provider shall bill the DOT based on actual monthly deliveries through a receipt and billing statement/Summary of Account (SOA), but in no case shall not exceed the total contract price/cost.

## V. MINIMUM TECHNICAL SPECIFICATIONS

- A. Purified Drinking Water and Container
  - At least 5-gallons capacity per container/bottle
  - Minimum of 18-stages purification/filtration process
  - Shape and Quality of Bottle: Round and made from Polycarbonate resin type of free of contaminants and BPA-Free
- B. Means of transportation/delivery: Car/Van
- C. Hot and Chilled Water Dispenser:
  - Dispenser Dimension: at least (L) 35 cm x (H) 100 cm x (W) 36 cm
  - Free Standing
  - With at least two (2) faucet for Hot and Chilled

- With removable drip tray for easy cleaning
- Hot Water outlet at least 88° to 92°
- Chilled Water outlet – 4° to 11 °
- At least 2.0-Liters per hour cooling capacity
- At least 5.0-Liters per hour heating capacity
- Power Source: 220V/60Hz

**VI. APPROVED BUDGET FOR THE CONTRACT (ABC) AND SOURCE OF FUND:**

**Three Hundred Sixty-Three Thousand Eight Hundred Twenty-Five Pesos only (PhP363,825.00),** inclusive of applicable taxes, chargeable against General Administration Expenses (GAE) 2024.

**VI. CONTRACT DURATION:**

11-months from the receipt of the Notice to Proceed (NTP)

**VII. PAYMENT PROCEDURE:**

Based on actual delivery/utilization. Government Procedure.

**PREPARED BY:**

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