



Funding the Republic

REPUBLIKA NG PILIPINAS
KAGAWARAN NG PANANALAPI
KAWANIHAN NG INGATANG-YAMAN
(BUREAU OF THE TREASURY)
Intramuros, Manila

TERMS OF REFERENCE

SUPPLY AND DELIVERY OF DRINKING WATER FOR EMPLOYEES OF THE BUREAU OF THE TREASURY

A. OBJECTIVE

The Bureau of the Treasury (BTr) aims to provide clean and potable water for all employees so as to be able to maintain a healthy lifestyle for all.

B. APPROVED BUDGET FOR THE CONTRACT (ABC): PHP 305,856.00

C. SPECIFICATIONS

The supplier must provide and deliver to the Bureau of the Treasury MINERAL/PURIFIED DRINKING WATER at P36.00 per bottle and should not be more than 5-gallon per bottle.

Total BTr Consumption of 5-gallon-bottled water per week is 177 bottles (see attached deployment plan of 708 bottles per month) for a total of 8,496 bottles a year.

D. TERMS AND CONDITIONS

1. The water supplier must be PhilGEPS registered
2. The water supplier must be in the Supply of Drinking Water business for at least four (4) years and shall submit a service certification from its previous customers/client for the past two (2) years.
3. The water supplier must deliver mineral/purified water for the Bureau of the Treasury twice a week, more or less 190 units of 5-gallon-bottled water per week and shall be monitored by PSMD.
4. The water supplier must deliver directly to the various pantries of divisions/offices of BTr at the Ayuntamiento and Palacio del Gobernador building.
5. The water supplier must submit to the Property Supply and Management Division (PSMD) a list of the number of deliveries prior to distribution at various division/offices. Itinerary/Distribution Report duly acknowledged by concerned units shall likewise be submitted to PSMD as attachment to the Sales Invoice for payment processing.

6. The water supplier, whether current or new, shall provide a new tabletop dispenser for all the 54 pantries of various division/offices and five (5) hot and cold water dispenser executive offices, free of charge.
7. The water supplier shall provide at least 5 free units of hot and cold water dispenser for use by BTr for special occasions and additional bottled units whenever necessary.
8. Water supplier must submit a certification that it has passed all the stages of water treatment as required.
9. Any opened bottle with leak found upon delivery shall be returned by BTr.
10. All 5-gallon bottles must be thoroughly cleaned and checked prior to delivery to the BTr.

E. CONTRACT DURATION

The supply and deliver of drinking water for the Bureau of the Treasury shall be for a period of one year or from the period of January 1, 2024 to December 31, 2024 and is renewable on a yearly basis subject to performance/service evaluation by end user.

F. TERMS OF PAYMENT

No down payment. Payment shall be made on a monthly basis, within 30 days after full delivery of the total monthly water requirement of the Bureau of the Treasury and upon receipt of Sales Invoice with attached Itinerary/Distribution Report duly acknowledged by concerned units.

G. ASSIGNMENT

Unless otherwise expressly stipulated or prior written approval of the BTr is secured, this contract or any portion thereof shall not be assigned or subject to any party or parties.

H. TERMINATION

The Bureau may terminate the contract prior to the expiration of the one (1) year contract upon justifiable cause and upon 30 days prior written notice to the supplier.

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