



Republic of the Philippines  
Department of Agriculture  
**AGRICULTURAL TRAINING INSTITUTE**

ATI Building, Elliptical Road, Diliman, Quezon City, Metro Manila 1100  
Tel. Nos. (63-2) 8929-8541 to 49 & 8928-7397 | Fax No. (63-2) 8920-9792  
Email: director@ati.da.gov.ph  
URL: http://www.ati.da.gov.ph | www.e-extension.gov.ph

**REQUEST FOR QUOTATION**

DATE: 04/22/2024

**PURCHASE REQUEST NO.: ADMIN FUND 2024-04-66**

CANVASS NO. 53

Gentlemen:

Please quote your lowest price, taxes included, and subject to the terms and conditions that you may encounter purposely for article (s) and/or service(s) enumerated below, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than \_\_\_\_\_ in the return envelope attached here with.

Very truly yours:

**MILAGROS C. URBANO**

BAC Chairman

ITEM NO.	QTY	UNIT	ITEM AND DESCRIPTION	UNIT PRICE	TOTAL
	1,710	ctr.	<b>Supply and delivery of purified/mineral drinking water for 2024</b>  Purified/mineral water refill (slim/round), 20-25 liters *See attached TOR for more details		

**PURPOSE:**

Supply and delivery of purified/mineral water refill for ATI Offices/Division/Units for 2024

Pls. submit the following eligibility documents:

- ☒ Mayor's/Business Permit
- ☒ Income Tax Return
- ☒ Notarized Omnibus Sworn Statement
- ☒ PhilGEPS Registration Number/Red Membership
- ☐ Certificate of Sole Distributorship

Note: Pls. provide also the following: contact information such as email address and mobile/landline numbers; Tax Identification Number and Bank Details

I hereby certify that I am in the position to furnish the above article(s), service(s) at the prices and in quantities as called for except as I have indicated. The articles are available in our stock for immediate delivery to the Agricultural Training Institute, Elliptical Road, Diliman, Quezon City

MODEL: \_\_\_\_\_

DELIVERY PERIOD: \_\_\_\_\_

WARRANTY PERIOD: \_\_\_\_\_

PRICE VALIDITY: \_\_\_\_\_

\_\_\_\_\_  
Signature Over printed name of proprietor/Manager  
or Authorized Representative

CANVASSED BY: \_\_\_\_\_

DATE: \_\_\_\_\_



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## **TERMS OF REFERENCE** **(Supply and Delivery of Purified/Mineral Water)**

### **I. SCOPE:**

Supply and delivery of purified drinking water (round/slim - 20-25 Liters) to various divisions/offices of the Agricultural Training Institute Central Office, Elliptical Road, Visayas Ave. corner, Diliman, Quezon City.

### **II. CONTRACT DURATION:**

1. The duration of the contract shall be from May to December 2024.

### **III. SUPPLIER'S REQUIREMENTS:**

1. Provide a sample of purified water in a 500ml bottle.
2. Free usage of 3 units of hot and cold water dispensers, and containers 20-25 liters (slim/round) for the entire contract duration.
3. Provision of a repair/replacement unit for defective water dispenser at no additional cost.
4. Free of charge weekly delivery.
5. The purification process of the drinking water should consist of at least 16 stages of the reverse osmosis system.
6. The Supplier shall provide delivery receipts upon delivery of purified drinking water;
7. The supplier shall furnish ATI with quarterly regular laboratory analysis (Physical/Chemical Analysis and Bacteriological Analysis).
8. The supplier shall designate a contact person to handle ATI requests, and this information must be included in the bid proposal. The contact person must be available by phone during working hours.

### **IV. SCHEDULE OF DELIVERY:**

1. Free delivery shall be from Monday to Friday, from 8:00 AM to 4:00 PM, or as needed;
2. The sealed water containers shall be delivered in an enclosed vehicle. The delivery vehicle(s) shall be properly sanitized; and
3. The ATI-Supply Management Office (SMO) shall determine the number of containers to be delivered.

### **V. TERMS OF PAYMENT:**

1. The quoted prices shall be considered fixed and not subject to price escalation during contract implementation.
2. Payment shall be based on the actual number of delivered containers.
3. Payment shall be made within thirty (30) days upon the complete delivery of required goods and services and their acceptance by the ATI or upon the submission of the Billing Statement and other required documents. The ATI shall not be held liable for any delay in payment under reasonable and acceptable circumstances.

### **VI. SPECIAL CONDITIONS:**

1. The ATI reserves the right to inspect the supplier's water refilling Station to ensure safe drinking water and enforce health protocols.
2. In case the requirement exceeds the quantity stipulated in the contract, the ATI shall prepare a Purchase Order for the additional order. The supplier shall provide the additional order at the same price.
3. Limitation of Liability:

*Masaganang Agrikultura, Maunlad na Ekonomiya*






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- Both parties' liability under this TOR, including contract, tort, or negligence, is limited to the Price.
4. Termination:
- The agreement is effective upon ATI's approval and the Supplier's acceptance, continuing until completion or earlier termination.
  - Either party may terminate for breach, not remedied within 15 days of notice.
  - Termination doesn't affect accrued rights or provisions intended to survive termination.
5. Miscellaneous:
- Failure to enforce rights doesn't waive them.
  - Illegal/unenforceable provisions don't affect the validity of others.
  - Neither party is liable for delays beyond reasonable control; if such delay continues for 5 days, termination is allowed.

**Prepared by:**

  
**ARLENE GEMINIANA S. NILO**  
OIC, Supply Management Office  
(Consolidated based on the approved APP)

**Approved by:**

  
**REMELYN R. RECOTER, MNSA, CESO III**  
Director IV