



**BIDS AND AWARDS COMMITTEE**

**Supplemental/Bid Bulletin No.1**

**SUPPLY AND DELIVERY OF PURIFIED DRINKING WATER WITH PROVISION OF HOT AND COLD WATER DISPENSER FOR THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO) FOR CY 2025  
Bid Ref. No. DENR-CO-2024-061**

This **Supplemental/Bid Bulletin No.1** is being issued to revise provisions/specifications in the Bidding Documents for the aforementioned project:

**Revision to provisions/specifications in the Bidding Documents:**

FROM		TO	
<b>Section III. BID DATA SHEET</b>			
20.2	Post-Qualification: 1.(h) Valid and current Certificate of Health Related Device Registration issued by the Department of Health or Certificate of Product Registration/License to Operate  (...XXX...)	20.2	Post-Qualification: 1.(h) <b>Copy of any of the following documents issued to bidder by the Department of Health:</b> i. <b>Valid and current Certificate of Health Related Device Registration; or</b> ii. <b>Certificate of Product Registration/License to Operate; or</b> iii. <b>Proof of application for any of the abovementioned Certificates</b>  <i>Note: <u>If the bidder submitted the proof of application during post-qualification, the original valid and current Certificate shall be presented and its certified true copy shall be submitted prior to the issuance of Notice of Award.</u></i>  (...XXX...)
<b>Section VI. SCHEDULE OF REQUIREMENTS</b>			
Schedule of Requirements (Terms of Reference as of 25 September 2024)		Revised Schedule of Requirements (Terms of Reference as of 15 October 2024)	

Bidders are advised to use **Section VI. Revised Schedule of Requirements (Terms of Reference as of 15 October 2024)** and submit together with all other required documents for the submission of bids on **23 October 2024, 12:00 NN:**

Also please use the **Revised Checklist of Technical and Financial Documents** as a guide/reference.

This Supplemental/Bid Bulletin No. 1 shall form part of the Bidding Documents. Any provisions in the Bidding Documents inconsistent herewith is hereby amended, modified and superseded accordingly.

For guidance and information of all concerned.

Issued this 16<sup>th</sup> day of October 2024 in Quezon City.

Approved by:

(sgd.) **EVELYN G. NILLOSAN**  
Chief, Management Division &  
Alternate Vice Chairperson, Bids and Awards Committee

<b>Received by:</b>		
_____	_____	_____
(SIGNATURE OVER PRINTED NAME)	DATE	NAME OF COMPANY
<b>(PLEASE RETURN OR FAX THIS PAGE ONLY TO THE DENR BAC OFFICE @ 8926-2675)</b>		

## **SECTION VI. REVISED SCHEDULE OF REQUIREMENTS**

**Instruction to Bidders:** **Please fill up the form accordingly and sign the Bidder's Undertaking. Failure to conform will result in a rating of "FAILED".**

### **A. TERMS OF REFERENCE as of 15 October 2024**



**Republic of the Philippines**  
**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES**

Visayas Avenue, Diliman, Quezon City, 1100  
Trunkline (632) 929-6626; 929-6628; 929-6635; 929-4028; 929-3618  
Voice-Over-Internet-Protocol (VOIP) Trunkline (632) 988-3367  
Website: <http://www.denr.gov.ph> / E-mail: [Web@denrgov.ph](mailto:Web@denrgov.ph)



#### **TERMS OF REFERENCE**

**Supply and Delivery of Purified Drinking Water with Provision of Hot and Cold Water Dispenser for the Department of Environment and Natural Resources-Central Office (DENR-CO)**

**ABC: Php 2,109,360.00**  
(as of October 15, 2024)

##### **I. Responsibilities of the Service Provider**

1. Provide DENR brand new Hot and Cold Water Dispensers;
2. Provide the number of these dispensers in accordance with the schedule of dispensers' deployment provided below, free of charge;
3. Include elimination of germs and microbes using UV technology in the process of purifying drinking water with certificate germs free;
4. Supply and deliver purified drinking water in properly sealed bubble containers (5-gallon capacity) to all offices of the DENR-CO in accordance with the schedule of bubbles delivery provided below. Delivery must be conducted 3x a week, Monday to Friday during working hours or weekends if necessary;
5. Ensure that personnel (in proper uniform with ID) of the service provider must deliver directly the purified drinking water requirements at the designated deployment offices as specified in the schedule below;
6. Conduct weekly cleaning/maintenance of one hundred twenty-six (126) water dispensers within one (1) month with corresponding monthly accomplishment report to be attested by authorized DENR Personnel. The cleaning activities shall be done during weekends or holidays only;
7. Provide DENR duly signed (with printed name) delivery receipts upon delivery of purified drinking water to each respective office/station;
8. Provide a copy of the monthly results of the Bacteriological Examination and HPC Test conducted by the DOH/DENR-EMB Authorized/Accredited Laboratory for the delivered purified drinking water;
9. Submit to the Property and Supply Management Division-Supply Management Section a monthly billing indicating the Statement of Account (SA) and other supporting documents enumerated in Section IV of this Terms of Reference every first week of the ensuing month;
10. Furnish the General Services Division-Building and Grounds Maintenance Section a copy of Items 2-4 in Section IV of this Terms of Reference for monitoring;
11. Shoulder the cost and any expenses on mechanical defect of water dispensers or its immediate replacement whenever requested by the DENR;
12. Provide replacement unit for defective water dispensers must be within 24 hours;
13. Upon request of DENR, provide additional water supply and dispenser on same terms and conditions of the contract;
14. Provide DENR an existing water refilling station that can accommodate sufficient persons during official events on short notice/s;
15. Supply the products in recyclable packages and shall provide a packaging take-back service; and
16. Action to be taken

**II. Schedule of Dispensers' Deployment and Bubbles Allocation**

OFFICES	NO. OF ASSIGNED DISPENSER/S	MONTHLY BUBBLES ALLOCATION
<b>BASEMENT</b>		
RMD	2	30
PSMD-Office of the Chief	1	30
GSD/Conference Room	1	15
GSD-Motorpool	1	15
BGMS-GSD	1	15
BGMS-Ecology	1	25
Driver's Lounge	1	20
PSMD-Stockroom	2	15
<b>GROUND FLOOR</b>		
Assistant Secretary for Administration (Asec. Tawan Tawan)	2	15
Personnel Division	2	15
OD-FMS	2	15
Management Division	1	15
Budget Division	3	70
Accounting Division	5	70
IAS-OAD	1	15
OD-IAS	1	15
IAS-MAD	1	15
COA	1	20
Cashier	1	15
OD-Admin Service	1	15
LOBBY/VIP ENTRANCE	1	20
RMD-Receiving Area	1	15
Public Assistant and Complaint Desk (PACD)	1	15
Media Beat Conference Room (SCIS)	1	15
<b>SECOND FLOOR</b>		
SCIS-OD	1	15
SCIS-DCD	2	20

SCIS-PID	1	15
SCIS-SAEPD	1	15
SCIS-SMRCD	1	15
HRDS-CDD	1	15
HRDS-TDD	1	15
GSD-TELECOM	1	15
Undersecretary for Policy, Planning and International Affairs ( <b>Usec. Leones</b> )	1	20
Undersecretary for Finance, Information Systems and Climate Change ( <b>Usec. Teh</b> )	1	15
Social Hall	1	10
Undersecretary for Special Concerns and Legislative Affairs ( <b>Usec. Rodriguez</b> )	1	15
Undersecretary for Organization Transformation and Human Resources ( <b>Usec. Dela Peña</b> )	2	15
Assistant Secretary for Human Resources ( <b>Asec. Masuda</b> )	1	15
Legislative Liaison Office	1	15
HRDS-OD	1	15
Climate Change Service	1	15
Special Assistant for Public Relations and Media Affairs ( <b>Asec. Gamboa</b> )	1	15
<b>THIRD FLOOR</b>		
Undersecretary for Field Operation-Luzon and Visayas, and Supervising Usec for MGB and EMB Luzon and Visayas ( <b>Usec. Cuna</b> )	2	20
Assistant Secretary for Legal Affairs and Enforcement ( <b>Asec. Eneran</b> )	2	20
Legal-IAD	1	20
Legal-CCD	1	20
Legal-INAD	1	20
Legal-LPD	1	20
Legal-LROD	1	20
Legal-ADR	1	20
OD-PPS/Conference Room	1	20
PPS-PPD	1	20
PPS-PSD	2	20
PPS-PMED	1	20

Assistant Secretary for Quality Management ( <b>Asec. Nicer</b> )	1	20
Undersecretary for Integrated Environmental Science ( <b>Usec. David</b> )	2	20
Legal-ZBTE	1	20
Project Transform ( <b>Usec. Malou Erni</b> )	1	20
Legal-Gensan	1	20
Legal-LCPMD	1	20
<b>FOURTH FLOOR</b>		
OSEC-Pantry	1	15
OD- Special Concerns ( <b>Dir. Macapagal</b> )	1	15
DENR Action Center	1	15
Office of the Secretary	2	30
Receiving Area 4 <sup>th</sup> Floor Lobby	1	15
OCOS/Dir. Joe-Mar Perez Office	2	20
<b>FIFTH FLOOR</b>		
Assistant Secretary for Biodiversity ( <b>Asec. Amaro</b> )	1	15
Assistant Secretary for Policy, Planning, International Affairs and Climate Change ( <b>Asec. Uy</b> )	2	20
MBCO	1	20
Undersecretary for Field Operations-Mindanao and Supervising Usec. MGB and EMB-Mindanao ( <b>Usec. Fragada</b> )	1	20
Indigenous Peoples Concerns-Mindanao and BARMM Affairs ( <b>Dir. Bayam</b> )	1	10
Assistant Secretary for Field Operations -Luzon and Visayas ( <b>Asec. Gonzales</b> )	1	15
Assistant Secretary for Inter-Agency Relations ( <b>Asec. Go</b> )	2	20
<b>SIXTH FLOOR</b>		
Undersecretary for Legal and Administration ( <b>Usec. Adobo</b> )	2	20
KISS-ISD	1	20
KISS-NIMD	1	20
KISS-SDRMD	1	15
OD-KISS	1	20
Assistant Secretary for Field Operations – Mindanao ( <b>Asec. Adorable</b> )	1	20
<b>ANNEX Building</b>		
ELEPS (Environmental Law of Enforcement and Protection Service)	2	20

CARP-NCO	1	15
Civil Service Commission	1	15
Clinic	1	15
IPC/QMS	1	15
Day Care Center	1	10
<b>SECAL BLDG</b>		
OD-FASPO	2	30
FASPO-PAMD	1	15
FASPO-PMED	1	20
FASPO-PMD	1	15
FASPO-PPD	1	15
FASPO Conference Room	1	15
RBCO	1	15
<b>TWO STOREY BLDG</b>		
PSMD-BAC	1	20
<b>HOSTEL Building</b>		
Hostel	3	40
Library	1	10
<b>OTHERS</b>		
Multi-Purpose Building	4	50
<b>Additional/ for General Use</b>	15	60
<b>TOTAL :</b>	<b>140</b>	<b>1900</b>

**TOTAL BUBBLES 12 MONTHS** =====> **22,800.00**

**Bubbles Price**

**P 75.00** 75 x 1,900 = 142,500.00 per month x 12 (1 year) = Total **1,710,000.00**

VAT 12% = **205,200**

**TOTAL 1,915,200.00**

**Costing of Cleaning Dispenser**

Per day 645 x 2 persons = **1,290.00**

1290.00 x 104 day (Saturday & Sunday) = **Total 134,160.00**

**Test of Hot & Cold Water**

Microbiological Test Certificate

1,500 per month x 12 = **Total 18,000.00**

**Microbiological Analysis of Water DENR Dispensers**

3,500 per month x 12 = **Total 42,000.00**

**Grand Total = 2,109,360.00**

**III. Terms and Conditions**

1. The supply and delivery contract is for the period of until the end for CY 2025, which shall commence upon receipt of the Notice to Proceed;
2. Delivery and deployment of Hot and Cold Water Dispensers at the designated office/location must be completed within fifteen (15) calendar days from receipt of Notice to Proceed; and
3. Ensure appropriate response to situations that require immediate action/assistance in any form, involving its services and employees during national emergency or crisis.

**IV. Documentary Requirements to Process Monthly Payment**

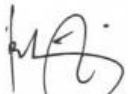
1. Distribution List duly signed/acknowledged by authorized DENR personnel (with printed name and signature) upon delivery of purified drinking water to each respective Office/Station;
2. Copy of the monthly Microbiological Water Test Laboratory Certificate issued by a water-testing laboratory duly accredited by the Department of Health (DOH) or the Food and Drug Administration (FDA);
3. Copy of the latest result of monthly Microbiological Analysis of Water, Chemical and Physical Water Test Laboratory Certificate issued by a water-testing laboratory duly accredited by the Department of Health (DOH) or the Food and Drug Administration (FDA);
4. Valid and current Certificate/Application of Health Related Device Registration issued by the Department of Health (DOH) or Certificate/Application of Product Registration/License to Operate; (certification must be submitted prior to Notice to Award)
5. Monthly Accomplishment Report as proof for the conduct of Weekly cleaning/maintenance of one hundred twenty-six (126) water dispensers within the specified month to be attested by authorized DENR Personnel with documentation/picture taken before and after on a monthly basis duly signed/acknowledged by GSD-BGMS authorized personnel;
6. Statement of Account (SA) and other supporting documents every first week of the ensuing month.



Prepared by:

  
**ANGELITO L. ESTRADA**  
Administrative Assistant V  
GSD-BMS

Noted by:

  
**ENGR. RANDY L. HIN, CE**  
Section Chief, GSD-BMS

Recommending Approval:

  
**ENGR. GUILLERMO V. ESTIPONA JR.**  
OIC-Chief, General Services Division

Approved by:

  
**ROLANDO R. CASTRO**  
Director, Administrative Service  


**B. OTHER REQUIREMENTS**

1. Bidder has no overdue deliveries or unperformed services intended for DENR.
2. Bidder did not participate as a consultant in the preparation of the design or technical specification of the GOODS/SERVICES subject of the bid.

**BIDDER'S UNDERTAKING**

*I/We, the undersigned bidder, having examined the Bidding Documents including Bid Bulletins, as applicable, hereby BID to (supply/deliver/perform/comply) the above Terms of Reference*

*I/We undertake, if our bid is accepted, to deliver the goods/services in accordance with the terms and conditions contained in the bid documents, including the posting of the required performance security within ten (10) calendar days from receipt of the Notice of Award.*

*Until a formal contract/order confirmation is prepared and signed, this Bid is binding on us.*

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**Name of Company (in print)**

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**Signature of Company Authorized Representative**

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**Name & Designation (in print)**

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**Date**

**DENR BIDS AND AWARDS COMMITTEE**

**REVISED CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS**

**Project:** SUPPLY AND DELIVERY OF PURIFIED DRINKING WATER WITH PROVISION OF HOT AND COLD WATER DISPENSER FOR THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO) FOR CY 2025

**Bid Ref. No.** DENR-CO-2024-061

**APPROVED BUDGET FOR THE CONTRACT:** ₱2,109,360.00

**ENVELOPE 1: TECHNICAL COMPONENT**

**CLASS "A" DOCUMENTS**

**A. LEGAL DOCUMENTS**

<input type="checkbox"/>	<p>(a) Valid and current <b>Certificate of PhilGEPS Registration (Platinum Membership)</b> (all pages) <i>in accordance with Section 8.5.2 of the IRR</i> (pursuant to GPPB Resolution No. 15-2021, dated 14 October 2021);</p> <p><i>Note: For corporations filing Audited Financial Statement (AFS) on a fiscal year, must attach copies of the following documents:</i></p> <ul style="list-style-type: none"><li>i. Application for Registration (BIR Form No. 1903) with stamp of receipt by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions; and</li><li>ii. Latest AFS (with stamp receipt or with attached copy of acknowledgement thru email) by the BIR or its duly accredited and authorized institutions</li></ul>
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**B. TECHNICAL DOCUMENTS**

<input type="checkbox"/>	<p>(b) Statement of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid (per <b>Annex I</b>);</p>
<input type="checkbox"/>	<p>(c) Statement of the Bidder's Single Largest Completed Contract (SLCC) of similar nature within the last five (5) years from date of submission and receipt of bids equivalent to at least fifty (50%) of the total ABC (per <b>Annex I-A</b>)</p> <p><i>Similar in Nature shall mean "Supply and Delivery of Purified Drinking Water with Provision of Hot and Cold Water Dispenser"</i></p> <p><u>Any of the following documents must be submitted/attached corresponding to listed completed largest contracts per Annex I-A:</u></p> <ul style="list-style-type: none"><li>i) Copy of End User's Acceptance; or</li><li>ii) Copy of Official Receipt/s or Sales Invoice or Collection Receipt/s</li></ul>

(d) Original Bid Security must be issued in favor of the **DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO)** (must be valid for at least 120 calendar days from the date of bid opening); any one of the following forms:

Project ABC (₱)	Bid Security: Cash, Cashier's/ Manager's Check, Bank Draft / Guarantee, Irrevocable Letter of Credit (2%) (₱)	Bid Security: Surety Bond (5%) (₱)	Original Bid Securing Declaration
2,109,360.00	42,187.20	105,468.00	No required Amount

- 1. Bid Securing Declaration per **Annex II**;
- 2. The Cashier's/Manager's Check shall be issued by a Local, Universal or Commercial Bank
- 3. The Bank Draft/Guarantee or Irrevocable Letter of Credit shall be issued by a Local Universal or Commercial Bank; or
- 4. Should bidder opt to submit a Surety Bond as Bid Security, the surety bond must be callable on demand and must be issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such bond. Together with the surety bond, a certification from Insurance Commission must be submitted by the bidder which must state that the surety or insurance company is specifically authorized to issue surety bonds.
- 5. For submission of Bank Draft/Guarantee or Irrevocable Letter of Credit or Surety Bond, the following must be stated/specified in the Bid Security pursuant to Section III, ITB Clause 18.5, to wit:

*The following are the grounds for forfeiture of Bid Security*

- **IF A BIDDER:**
  - a) Withdraws its bid during the period of bid validity.
  - b) Does not accept the correction of errors pursuant to Section 32.2.1 of the IRR of RA 9184.
  - c) Fails to submit the Post Qualification requirements within the prescribed period or a finding against their veracity thereof.
  - d) Submission of eligibility requirements containing false information or falsified documents.
  - e) Submission of bids that contain false information or falsified documents, or the concealment of such information in the bids in order to influence the outcome of eligibility screening or any other stage of the public bidding.
  - f) Allowing the use of one's name, or using the name of another for purposes of public bidding.
  - g) Withdrawal of a bid, or refusal to accept an award, or enter into contract with the Government without justifiable cause, after the Bidder had been adjudged as having submitted the Lowest Calculated and Responsive Bid.
  - h) Refusal or failure to post the required performance security within the prescribed time.
  - i) Refusal to clarify or validate in writing its bid during post-qualification within a period of seven (7) calendar days from receipt of the request for clarification.
  - j) Any documented unsolicited attempt by a bidder to unduly influence the outcome of the bidding in his favor.
  - k) Failure of the potential joint venture partners to enter into the joint venture after the bid is declared as successful.
  - l) All other acts that tend to defeat the purpose of the competitive bidding, such as habitually withdrawing from bidding, submitting late Bids or patently insufficient bid, for at least three (3) times within a year, except for valid reasons.
- **IF THE SUCCESSFUL BIDDER:**
  - a) fails to sign the contract in accordance with Section 40 of the Revised IRR of RA 9184; or
  - b) fails to furnish performance security in accordance with Section 40 of the Revised IRR of RA 9184.

(e) **Conformity with Section VI. Revised Schedule of Requirements (Terms of Reference as of 15 October 2024) as enumerated and specified in the Supplemental/Bid Bulletin No. 1 and Section VII. Technical Specifications of the Bidding Documents.**

<input type="checkbox"/>	<p>(f) Original duly signed <b>Omnibus Sworn Statement</b> in accordance with Section 25.3 of the IRR of RA 9184 and using the prescribed form attached as <b>Annex III</b> with attached <b><u>Proof of Authority of the bidder's authorized representative/s:</u></b></p> <p style="margin-left: 40px;">i. <b>FOR SOLE PROPRIETORSHIP (IF OWNER OPTS TO APPOINT A REPRESENTATIVE):</b> Notarized Special Power of Attorney.</p> <p style="margin-left: 40px;">ii. <b>FOR CORPORATIONS, COOPERATIVE OR THE MEMBERS OF THE JOINT VENTURE:</b> Notarized Secretary's Certificate evidencing the authority of the designated representative/s.</p> <p style="margin-left: 40px;"><b>Note:</b> <i>Should there be more than one (1) appointed authorized representatives, use the word <u>"any of the following"</u> or <u>"OR"</u>, otherwise, all authorized representatives must sign/initial the bid submission.</i></p> <p><b>IN THE CASE OF UNINCORPORATED JOINT VENTURE:</b> Each member shall submit a separate Special Power of Attorney and/or Secretary's Certificate evidencing the authority of the designated representative/s.</p>
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**C. FINANCIAL DOCUMENTS**

<input type="checkbox"/>	<p>(g) Net Financial Contracting Capacity (NFCC) computation, in accordance with ITB Clause 5.5, (per <b>Annex IV</b>). The NFCC computation must at least be equal to the ABC of this project. The detailed computation using the required formula must be provided.</p> <p style="margin-left: 40px;"><b><u>OR</u></b></p> <p>Original copy of Committed Line of Credit (CLC) per <b>Annex IV-A</b> issued by a Local Universal or Local Commercial Bank at least equal to ten percent (10%) of the ABC of this project.</p> <p><b><u>In case of Joint Venture, the partner responsible to submit the NFCC shall likewise submit the Statement of all its ongoing contracts and the Latest Audited Financial Statements.</u></b></p>
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**Class "B" Document: (For Joint Venture)**

<input type="checkbox"/>	<p><b>If applicable, For Joint Ventures, Bidder to submit either:</b></p> <p style="margin-left: 40px;">(i) Copy of the JOINT VENTURE AGREEMENT (JVA) in case the joint venture is already in existence, or</p> <p style="margin-left: 40px;">(ii) Copy of Protocol/Undertaking of Agreement to Enter into Joint Venture (<b>Annex V</b>) signed by all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful and must be in accordance with Section 23.1 (b) of the IRR</p> <p style="margin-left: 40px;">In case the joint venture is not yet in existence, the submission of a valid JVA shall be within ten (10) calendar days from receipt by the bidder of the notice from the BAC that the bidder is the Lowest Calculated and Responsive Bid [Sec 37.1.4 (a) (i)]</p> <p>(h) <b><u>The JVA or the Protocol/Undertaking of Agreement to Enter into Joint Venture (per Annex V) must include/specify the company/partner and the name of the office designated as authorized representative of the Joint Venture.</u></b></p>
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**ENVELOPE 2: FINANCIAL COMPONENT**

<input type="checkbox"/>	(a) Completed and signed Financial Bid Form. Bidder must use, accomplish and submit Bid Form ( <b>Annex VI</b> ); <b><u>and</u></b>
<input type="checkbox"/>	(b) Original of duly signed and accomplished Price Schedule(s) ( <b>Annex VI-A or VI-B</b> ).
<p>The ABC is inclusive of VAT. Any proposal with a financial component exceeding the ABC shall not be accepted.</p>	