

## TERMS OF REFERENCE

**I. TITLE:** PROVISION FOR THE SUPPLY AND DELIVERY OF PURIFIED DRINKING WATER FOR THE PERIOD OF ONE (1) YEAR FROM JUNE 1, 2025 TO MAY 31, 2026

**II. OBJECTIVE:**

1. To ensure the supply and delivery of purified drinking water for the consumption of all PhilFIDA Central Office officials, employees, staff and personnel for one (1) year.


**III. APPROVED BUDGET OF THE CONTRACT (ABC):**

Eighty Thousand Six Hundred Pesos Only. (P 80,600.00)


**IV. SCOPE OF CONTRACT:**

1. Availability and supply and delivery of purified drinking water for all PhilFIDA Central Office officials, employees, staff and personnel.
2. Free use of eight (8) units hot and cold water dispenser.
3. Delivery will be at the 3<sup>rd</sup> Floor, ATI Building, Elliptical Road, Diliman and Fiber Processing and Utilization Laboratory, BAI Compound, Visayas Avenue, Brgy. Vasra in Quezon City

**V. RESPONSIBILITY OF THE SUPPLIER:**

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1. The Supplier shall assume overall responsibility for the availability clean, safe and potable drinking water for PhilFIDA Central Office officials, employees, staff and personnel.
  2. The Supplier shall submit monthly Certificate of Potability of Drinking Water to the General Services Section of the Administrative, Financial and Management Division to be conducted by the testing center accredited by the Department of Health.
  3. Manage an on-site free of charge monthly maintenance and repair of hot and cold water dispenser.
  4. Ensure weekly delivery of at least Forty Eight (48) bottles of 5 gallons of drinking water.

**VI. RESPONSIBILITY OF PhilFIDA:**

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1. Grant the supplier's authorized representative/s limited access to the designated office of PhilFIDA to perform its duties and responsibilities.
  2. Provide relevant documents needed by the supplier.
  3. Pay the supplier in accordance with the conditions set forth in Section VII hereof.

## **VII. REQUIREMENTS FOR PAYMENT:**

Payment will be processed upon receipt of Billing Statement/Statement of Account supported by delivery receipts duly signed by representative by PhilFIDA based on actual number of gallons delivered and subject to the issuance of Certificate of Satisfactory Performance Rendered.

In addition thereto, a copy of duly certified true and correct Certificate of Potability of Drinking Water by the authorized representative shall be attach in accordance with Item V.2 of this TOR.

## **VIII. TERMS OF PAYMENT:**

1. Payment shall be done within thirty (30) calendar days upon receipt of the monthly Billing Statement/Statement of Account.
2. Payment shall be paid thru LDDAP-ADA subject to applicable tax laws, rules and regulations.

Prepared by:

  
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