



Republic of the Philippines
Iloilo Science and Technology University
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TERMS OF REFERENCE

PROJECT TITLE: PROVISIONS OF SUPPLY AND DELIVERY OF PURIFIED DRINKING WATER FOR THE ILOILO SCIENCE AND TECHNOLOGY UNIVERSITY (ISAT U) ILOILO CITY CAMPUS

I. RATIONALE

The higher education institution is mandated to provide holistic development for its students through the development and implementation of various programs and services that focus on the non-academic aspects of the student's life in the college or university, including other academic services.

The Iloilo Science and Technology University desires to provide a university environment in which students can have a productive, meaningful, and employable life while learning and engaging in worthwhile activities. In line with this, the university is providing unwavering support and commitment to the Sustainable Development Goals (SDGs), specifically providing clean and free water for all students.

II. APPROVED BUDGET FOR THE CONTRACT

The total Approved Budget as stated in the Project Procurement Management Plan (PPMP) 2024 for this project is Seven Hundred Forty-three Thousand Four Hundred Twenty-four Pesos Only (Php743,424.00).

III. CONTRACT DURATION AND CONDITIONS

- This contract will commence 15 days upon receipt of the Purchase Order until the completion of the contract.
- This contract is valid for 264 working days but ISAT U may extend until the completion of the delivery of the total quantity of round containers, under the same terms and conditions stated herein.
- In the event that the mineral water supplied by SUPPLIER is contaminated/polluted and/or causes adverse health effects to ISAT U and its students, the SUPPLIER shall be liable for damages including but not limited to the cost of treatment, hospitalization, medication or any other medical expenses necessary to restore such affected students' health. Furthermore, such liabilities shall be subject to other remedies provided by the law and/ or under this Agreement.



- The SUPPLIER warrants its compliance with the quality, standards and requirements for the processing and packaging of mineral water set by the Department of Health and the Food and Drug Administration., Thus, it shall, at all times, ensure the purity, cleanliness and potability of its mineral water, as well as the proper sanitation of its containers.
- The SUPPLIER shall present a Certificate of Product Registration for Water Purification, Equipment and Device System for Water Refilling Station (FDA).
- The containers shall not be removed from the designated site or transferred to any other site without prior written consent from the supplier in response to a written request for transfer.

IV. PRODUCTS SPECIFICATIONS

1 unit of a round container of purified drinking water is equivalent to 5 gallons, or 20 liters.

V. SUPPLY AND DELIVERY

- The SUPPLIER shall deliver 80 units of round containers of purified drinking water every day from Monday to Friday, except holidays, until the completion of the contract.
- The delivery period of the round container of purified drinking water is 264 working days.
- The delivery should be supported by a delivery receipt
- The supplier must ensure the purity, cleanliness and potability of its mineral water, as well as the proper sanitation of its containers.
- The supplier shall deliver 5 units of round containers of purified drinking water for each dispenser located at different sites of the university, as stated below:
 - CEA Building in front of CEA Dean's Office
 - CEA-ICT Building in front of Computer Department
 - Office of the University Registrar and Admission Lobby
 - Research Hub Lobby
 - Office of Student Affairs and Services Lobby
 - CAS office Lobby
 - VPAA Office Lobby
 - Automotive Department Lobby (Ground Floor)



- Fashion Design and Merchandizing Department Lobby (2nd Floor)
- Architectural Drafting Technology Lobby (3rd Floor)
- College of Education Office Lobby (N Building)
- University Library Lobby
- PE Department Lobby
- K Building (K-3 Room Lobby)
- K Building (K-6 Room Lobby)
- University Cafeteria(inside)

VI. PAYMENT SCHEME


- The supplier shall send monthly billings to ISAT U, based on delivery and consumption, which will be the basis for the payment.
- No delivery fee shall be charged by the supplier against the account of ISAT U. The said fee shall be deemed included in the price of the purified drinking water.

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