



**REQUEST FOR QUOTATION OF PRICES FOR THE PROJECT "Supply of Services for Computer Hardware Maintenance for the Santa Maria water District for the year 2017"**

January 19, 2017

Sir/Madam:

Please submit your lowest price quotation for the maintenance of SMWD's computers, subject to the following conditions:

1. Quotation Submitted to this office will be considered final offer. In the event that the price is acceptable, a Notice of Award will be served to the supplier/contractor.
  2. The Santa Maria Water District hereby reserves the right to reject any/all offers; and accept any/all offer it may consider most economical and advantageous to the Government.
  3. Goods/Services supplied and delivered shall be subject to the usual inspection by the General Services Division or the MIS Office or duly authorized representative.
  4. Payment will only be effect by strict compliance with the usual prescribed accounting and auditing requirements.
  5. The validity period of the prices quote must appear in the quotation.
- Term of contract is from 01 January 2017 to 31 December 2017. Allocated budget for said service is Three Hundred Fifty Six Thousand Four Hundred Pesos (P 356,400.00) for the year 2017.
  - The company's technician will be responsible for the following:
    - All software maintenance, including installation and maintenance operation system as well as application programs
    - Hardware repairs, replacement of expendable and other computer spare parts are not included in the contract. Technician will assist in acquiring quotations, purchasing expendable and spare part needed.
    - Monthly maintenance of the SMWD computers/laptops including printers, scanners and CCTV devices and other computer peripherals and accessories under the agreement without delay, unless any special conditions arise.
    - All of the SMWD computers as well as replacement of parts will be covered by the maintenance service. However, if the problem arises due to natural calamity, the technician will not take any responsibility. At the same time, the Technician will not take any responsibility on dispute of property, copyright or license of any software.
    - Provide consultation and technical support on computers, network and software, etc.
    - Treat all its technical support and service provided as confidential.
  - A Contract Agreement shall be prepared by the district and shall be signed by both parties. The technician shall make a monthly report on the services rendered for each month.
  - Terms of Payment: Check payment on a monthly basis

Please submit quotation to SMWD-BAC, through Ms.Charito S. Fernando,SMWD BAC Secretariat. For more information please call 044-815-3238 or send an email message to:[smwdbulacan@yahoo.com](mailto:smwdbulacan@yahoo.com).

In the event quotations can't be emailed, please mail the hard copies to:

Santa Maria Water District-Bids & Awards Committee  
Santa Maria Water District  
#3 M. de Leon St., Poblacion  
Santa Maria, Bulacan

Deadline for submissions: January 26, 2017

ENGR. EMMANUEL ENRICO A. DE VERA  
SMWD BAC Chairman