



P-RFQ No. 2018-023

May 11, 2018

REQUEST FOR QUOTATION

(PROVIDER OF PREVENTIVE MAINTENANCE FOR COMPUTER, LAPTOP, PRINTERS, SCANNER, CCTV DVR AND CAMERA)

The Santa Maria Water District (SMWD) hereinafter referred to as "the Purchaser", through its Bids and Awards Committee (BAC), invite interested parties to submit price quotation for the project, "**PROVIDER OF PREVENTIVE MAINTENANCE FOR COMPUTER, LAPTOP, PRINTERS, SCANNER, CCTV DVR AND CAMERA**" through Small Value Procurement (Sec. 53.9 of R.A. No. 9184) with Approved Budget for the Contract (ABC) of Four Hundred Thirty Seven Thousand Four Hundred Pesos only. **(P 437,400.00)**

	Description	Qty	Unit	Unit Cost	Total Amount
1	PREVENTIVE MAINTENANCE June 2018 to May 2019	1	LOT		
	Note: 2x a week cleaning/preventive maintenance, on-call	86	Pc		
	Computer / Laptop	32	Pc		
	Printers (dot matrix and desktop all in One)	7	Pc		
	Scanner	3	Pc		
	CCTV (DVR)	36	Pc		
	CCTV Camera				
	(Please see attached TOR)				
	nothing follows				

All items listed under the purchaser's specifications must be complied on a pass-fail basis.

Failure to meet any one of the requirements will result to rejection. Likewise, it is understood that Purchaser's specifications are minimum requirements. The Bidder/Supplier may offer higher specifications or additional items, if any.

Procurement procedures will be conducted in accordance with the provisions of the Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (Government Procurement Reform Act).

It is the intent of the Purchaser to evaluate the quotation for the item and award will be made to the quotation resulting in the overall lowest cost. Contract Award will be made to the lowest evaluated quotation meeting purchaser's technical specifications.



Likewise, in accordance with Section 54.6 and Appendix A of Annex "H" (Consolidated Guidelines for the Alternative Methods of Procurement) of the IRR of RA No. 9184, the supplier shall provide the following documentary requirements as a **condition for award** of the contract:

1. PhilGEPS Registration Number; and
2. Mayor's/Business Permit.
3. Certificate of Registration
4. Duly Notarized Omnibus Sworn Statement.

Your prices must be quoted in Philippine Peso and must include the unit price and total price, inclusive of all taxes to be paid and other incidental cost to the delivery site if the contract is awarded.

All quotations may be typewritten or handwritten and may be placed in sealed envelope marked "**PROVIDER OF PREVENTIVE MAINTENANCE FOR COMPUTER, LAPTOP, PRINTERS, SCANNER, CCTV DVR AND CAMERA**" (RFQ No. 2018-023) and must be delivered on or before **May 17, 2018, 11:59AM** at the SMWD main office. It may also be sent thru email on our official email address at smwdbulacan@yahoo.com on the specified time stated above and address to the BAC Secretariat, Charito S. Fernando and /or Procurement Assistant, Randy S. Sazon (0917-1189347).

Quotations shall be valid for thirty (30) calendar days from the deadline of submission of the same.

The delivery period shall be within 3 to 5 calendar days from receipt of the Purchase Order (PO). The supplier should inform the purchaser at least two (2) days before the date of delivery. The Purchaser shall have the right to reject or to return the items/fittings that will be declared defective. The delivery will be made only during working days from 8:00 AM to 5:00 PM.

DELIVERY SITE: General Services Division of SMWD located at J. P. Rizal St., Dulong Bayan, Santa Maria, Bulacan.

The prospective supplier shall submit the following:

- a) Duly accomplished Quotation Form (*Attachment A*); and
- b) Brochures of the items offered, if any.

The Santa Maria Water District reserves the right to accept or reject any quotation, and to annul the procurement process and reject all quotations at any time prior to Contract award, without thereby incurring any liability to the affected supplier or suppliers. SMWD also



reserves the right to waive any required formality in the proposals received, and select the proposal which it determines to be the most advantageous to the government.

Prepared by:

Randy S. Sazon
Procurement Assistant

Noted by:

Emmanuel Enrico A. De Vera
BAC Chairperson



**TERMS OF REFERENCE
FOR THE PREVENTIVE MAINTENANCE OF
SMWD COMPUTER HARDWARE UNITS**

I. Objective

The Santa Maria Water District (SMWD) intends to engage the services of a Bidder/Contractor duly authorized and with the necessary expertise, experience and capacity to maintain and repair and/or replacement of parts/accessories of the SMWD's Devices, Desktops, Laptops, Printers, and other computer peripherals/accessories so that district's employees can continue to focus on the company's policy and using technology at its best.

II. Project Coverage

The scope of services covers the supply of all labor necessary for the comprehensive maintenance services for the SMWD's Devices, Desktops, Laptops, Printers, and other computer peripherals/accessories including CCTV Cameras. Materials necessary for the completion of the repair shall be purchased separately by the SMWD.

III. Scope of Work

General Scope of Services:

1. Perform preventive maintenance.
2. Replacement and repair of defective components (SMWD to provide parts).
3. Upgrades to the operating systems and serve applications.
4. Notifications of server issues discovered through monitoring and the resolution.
5. Maintenance of anti-virus software and virus signature profile.
6. Regular disk defragmentation and cleaning of temporary operating system files.
7. Password resets for the supported users, server applications and services.
8. Remote server management is completed during pre-approved maintenance windows.
9. Periodic cleaning and conditioning of parts and modules and as may be required.
10. For file directory and print services.
 - a. Monitor data storage thresholds and establish user directories for file management
 - b. Establish network printers on the network and provide user access to these printers.
11. On-Site/On-call Support.
 - a. Provide regular visitation, monitoring and evaluation of computer equipment, at least twice a week from 8:00 AM to 5:00 PM.
 - b. Provide on-call service for situation requiring his immediate services.
12. Technician shall conform with SMWD existing office rules and regulations in relation with Property and Supply Management and Procurement Services.



IV. Minimum Requirements for the Bidder

1. Technician must be qualified and competent to the SMWD for the maintenance of computers, laptops, printers, software installation and CCTV devices for the period of twelve (12) months.
2. Monthly documentation of the scheduled maintenance and all the reports relative to the accomplishment of its assigned duties.
3. Provision of all necessary tools, equipment and consumable supplies in the maintenance of computers, laptops, printers, software installation and CCTV devices.
4. Record accomplished repair and maintenance for each day in a log book.
5. The service provider shall have at least two (2) years of experience in the field of computer maintenance service.
6. The service provider must show a certificate from existing clients that he has rendered satisfactory service.

V. Additional Responsibilities of the Bidder/Contractor

1. During the implementation of the contract, the bidder shall provide on a monthly basis a list of all computer hardware that he had repaired and/or maintained.
2. That the technician shall return all replaced/defective parts or equipment to the Property and Supply Section complete with necessary documents.
3. Technician shall be present during the conduct of physical count of SMWD office equipment.

VI. Final Inspection and Report

Billing Statement submitted to Property and Supply Section for confirmation every 15th of the month shall be compared with the submitted Accomplishment Report every 30th of each month. Both report shall be attached to the Disbursement Voucher.

Accomplishments shall be verified through Technician's maintenance logbook duly signed by employees concerned.



VII. SMWD Computer Unit Inventory

ITEM	QUANTITY
Computer Desktop/Laptop	86 approximately (79 existing and 7 additional)
Printers	32 (dot matrix and desktop all-in-one)
Scanner	7 (existing)
CCTV	3 – DVR 36 - Camera

VIII. Project Duration and Frequency of Services

The service contract shall be for a period of one (1) year and shall be rendered two (2) days every week.

IX. Payment Terms

SMWD shall pay the contractor every 15th and 30th of each month, not to exceed 15 working days **upon submission of Billing Statement and/or Accomplishment Report** and other documents required in the service contract.

Quoted amount stated in the contract shall be for the cleaning, preventive maintenance of SMWD's Devices, Desktops, Laptops, Printers, and other computer peripherals/accessories. Any amount for the parts and repair services identified by the contractor shall be purchased by the SMWD.

X. Approved Budget for the Contract (ABC)

The maximum possible contract price for the duration of the project is: **FOUR HUNDRED THIRTY-SEVEN THOUSAND FOUR HUNDRED PESOS (P 437,400.00) FOR CY 2018.**

Prepared by:

Maria Leonora S. Romarate
Admin/General Services Officer A



Santa Maria
WATER DISTRICT

RECOMMENDING APPROVAL:

JOVITA I. DALMACIO
Department Manager
Admin, Finance and General Services Dept.

APPROVED BY:

ENGR. CARLOS N. SANTOS, JR.
General Manager