



P-RFQ No. 2018-030

June 14, 2018

REQUEST FOR QUOTATION

(REPAIRS & PREVENTIVE MAINTENANCE OF SMWD SERVICE VEHICLES - MOTORCYCLES and SIDECARS)

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, "**REPAIRS & PREVENTIVE MAINTENANCE OF SMWD SERVICE VEHICLES - MOTORCYCLES and SIDECARS**" through Small Value Procurement (Sec. 53.9 of R.A. No. 9184) with Approved Budget for the Contract (ABC) of Three Hundred Forty Two Thousand Two Hundred Fifteen pesos only (**P 342,215.00**)

Parts for Replacement – P 272,395.00 / Labor – P 69,820.00

SUPPLY OF PARTS AND LABOR (JULY 2018 TO JUNE 2019)			
Parts	QTY	Parts	QTY
Accelerator Cable	33	Oil Filter	77
Battery	46	Oring	73
Bearing NSK 6302	100	Rubber Damper	38
Brake Cable	57	Seat Cover	1
Brake Light Bulb	50	Shift Gear Pedal	23
Brake Shoe Front	63	Shock Rear	6
Brake Shoe Rear	42	Side Mirror	24
Chain and Sprocket Set	57	Signal Light Bulb	89
Chain Cover Stainless	2	Signal Light Assembly	20
Clutch Cable	39	Socket CDI	23
Clutch Lining	29	Sparkplug	106
Front Tapalodo Stainless	3	Speed Gear	2
Grip Handle	2	Speedometer Cable	28
Head Light Bulb	57	Speedometer Gear Bushing	48
Horn	4	Spokes	28
Ignition Switch	23	Stop Light Switch	5
Interior (Front)	131	Tail Light Bulb	88
Interior (Rear)	25	Throttle Cable	19
Kick Arm	23	Tires	118
Odometer Gear Cable	25		

#3 M. De Leon St., Poblacion, Santa Maria, Bulacan
 Tel Nos.: (044) 815-3363 / (044) 815-3238 Mobile No.: 0932-890-1155
 Email Address: smwdbulacan@yahoo.com
 www.smwdbulacan.gov.ph



- When needed arises.
- Work completed must be paid monthly. Amount of repairs is based on actual repair works completed.
- Bidder/Contractor must be located w/in Santa Maria, Bulacan.

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/Contractor 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 "**REPAIRS & PREVENTIVE MAINTENANCE OF SMWD SERVICE VEHICLES - MOTORCYCLES and SIDECARS**" (RFQ No. 2018-030) and must be delivered on or before **June 20, 2018, 11:59AM** at the SMWD main office (BAC Secretariat). It may also be sent thru email on our official email address at smwdbulacan@yahoo.com / procurement@smwdbulacan.gov.ph on the specified time stated above and address to the BAC Secretariat, Charito S. Fernando and /or **Procurement Assistant, Randy S. Sazon - 09171189347**.

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



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 REPAIRS & PREVENTIVE MAINTENANCE OF
SMWD SERVICE VEHICLES – MOTORCYCLES
AND SIDECARS**

I. Objective

The Santa Maria Water District (SMWD) intends to engage the services of a Service provider duly authorized and with the necessary expertise, experience and capacity to maintain and repair and/or replace parts/accessories of the Santa Maria Water District service vehicles – motorcycles and sidecars.

II. Project Coverage

The project shall cover the supply of labor, parts, tools, equipment, supplies, supervision and all others necessary for the comprehensive maintenance services of the SMWD's service vehicles: 21 motorcycles without sidecar and 8 motorcycles with side car with provision of increase subject to SMWD information

III. Scope of Work

The service provider shall provide all supplies, personnel, equipment, tools, materials, supervision, and other items or services necessary to perform the management and operation of motor vehicle maintenance functions.

All supplies and materials shall be a type and quality that conform to maker's specifications and standards – ideally original parts. All supplies, materials and equipment to be used in the performance of work described herein are subject to be checked.

The service provider shall not use any material, chemical or compound which SMWD determines would be unsuitable for the intended purpose or harmful to the vehicles being repaired.

The service provider shall provide intermediate maintenance, repair/replace unserviceable parts, assemblies, subassemblies and components; refinish, fabricate parts and make modifications; repair accessories, and auxiliary equipment and structural repair excluding the body of sidecars.

The service provider shall be responsible for repairs and parts after installation which should fall under warranty.



The service provider shall provide, issue and add all replenishment of fluids/lubricants to include; engine oils, drive chain, clutch and throttle inner lubricants, grease clutch, throttle and front brake inner cable that meet the standards set forth by makers.

The engine oil to be used is only of recognized and well reputed brand. It is the responsibility of the Service Provider/Contractor to provide the oil and make sure that there is always enough quantity kept in stock to serve all SMWD vehicles.

IV. Obligation of Bidder/Contractor

Preventive Maintenance Service

Preventive maintenance is a term used to describe the performance of regularly scheduled maintenance procedures of a vehicle to prevent the possibility of malfunctions. SMWD will maintain all vehicles in the best possible operational conditions. This will be accomplished by adhering to and/or exceeding the manufacturer's recommended minimum maintenance requirements. Preventive maintenance interval is every 1,500 km of distance travelled.

Corrective Maintenance

The SMWD transport personnel will send the service vehicle to the Service Provider with the Repair Request Form (RRF) to estimate the cost of repairs to be done, parts to be replaced and the cost of labor. The Service Provider will then issue a quotation for the cost of labor and materials for the said repair/maintenance of the service vehicle. The recommended repair and cost estimate will then be submitted to the SMWD authorized representative for approval. The approved Repair Request Form shall serve as an authorization to execute the recommended repair.

Additional repairs or replacement of parts may be allowed provided that such additional was approved by SMWD authorized personnel.

The SMWD will provide list of personnel who are authorized to administer and process the repair of the service vehicles.

V. Minimum Requirements for the Bidder

Firm/Corporation

- Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) Registration Certificate.
- Mayor's Permit
- BIR Certificate of Registration
- Philgeps Registration and Membership
- Omnibus Sworn Affidavit



Manpower Requirement

The service provider shall ensure that employees or his/her service crew have the technical know-how and capability to do the job required by the SMWD for the repairs and maintenance of service vehicles. The accountability of the service vehicle will be transferred to the Service Provider while it was on their possession during the period of repair so trustworthy, reliable and dependable crews/employees are expected from the Service Provider.

Manpower/Equipment Requirement

The Service Provider must have a professional welding services or equipment. Alignment and tire pressure equipment with reprogrammable capability. Coolant and transmission flush machines must be available. It must also have a brake fluid replacement system, full service and overhaul equipment as well.

Additional Requirements of the service provider

- The service provider shall be an authorized dealer of Kawasaki and Honda motorcycle parts and shall provide warranties for all services performed.
- The service provider shall provide genuine Kawasaki and Honda parts.
- The service provider shall provide maintenance services in line with the maintenance intervals prescribed by the manufacturer.
- The service provider shall only provide services only upon receipt of authorized Repair Request Form from SMWD (*See attached Form*).
- The service provider shall provide invoice for all services (spare parts and labor).

VI. SMWD Service Vehicle Inventory

3 wheeled vehicles	
1	SG 2617 Tricycle
2	SG 8489 Tricycle
3	SH 4151 Tricycle
4	SL 8979 Tricycle
5	SL 8978 Tricycle
6	SG 1258 Tricycle
7	SG 8615 Tricycle
8	MV 34 0884 Tricycle



Santa Maria

WATER DISTRICT

2 wheeled vehicles					
1	SK 9105 Kawasaki Aura	11	MV 36 Honda Wave SH 4185	21	Honda Wave 2018
2	SG 1251 Motorcycle	12	MV 37 Honda Wave SM 2632		
3	SG 1252 Motorcycle	13	MV 38 Honda TMX SL 9637		
4	SL 8941 Motorcycle	14	MV 39 Honda TMX SL 9636		
5	SG 8611 Honda Wave	15	Honda Wave 2017		
6	SG 8614 Motorcycle	16	Honda Wave 2018		
7	SG 8613 Motorcycle	17	Honda Wave 2018		
8	SG 8617 Honda Wave	18	Honda Wave 2018		
9	SG 8616 Honda Wave	19	Honda Wave 2018		
10	MV 35 Honda Wave SH 4184	20			

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VII. Project Duration and Frequency of Services

The service contract shall be for a period of one (1) year commencing on July 2018 and will end on June 2019. Preventive maintenance shall be rendered every 1,500 km odometer reading or if the PMS is already imperative for the vehicles.

VIII. Payment Terms

SMWD shall pay the service provider, not to exceed 15 working days upon receipt of Statement of Account with sales invoice for the repair/services rendered and replacement of parts. The transport representative on the other hand shall prepare certificate of completion to certify that the work has been completed/satisfied.

IX. Approved Budget for the Contract (ABC)

The maximum possible contract price for the duration of the project is: THREE HUNDRED FORTY-TWO THOUSAND TWO HUNDRED FIFTEEN PESOS (P 342,215.00) FOR CY 2018, but the contract will be based on actual parts, repairs and maintenance cost.

Prepared by:

GINABELLE G. DATOLAYTA
Utilities/Customer Services Officer A

RECOMMENDING APPROVAL:

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

APPROVED BY:

ENGR. CARLOS N. SANTOS, JR.
General Manager