



P-RFQ No. 2019-045

May 24, 2019

REQUEST FOR QUOTATION

REPAIRS & MAINTENANCE OF SERVICE VEHICLES FORTUNER, INNOVA, REVO

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 & MAINTENANCE OF SERVICE VEHICLES FORTUNER, INNOVA, REVO**" through Small Value Procurement (Sec. 53.9 of R.A. No. 9184) with Approved Budget for the Contract (ABC) of One Hundred Seventeen Thousand Eight Hundred Nineteen Pesos and 41/100 only (**P 117,819.41**)

	Description	Unit	Qty	Unit Cost	Total Amount
1	TOYOTA FORTUNER	1	Unit		
2	TOYOTA INNOVA	1	Unit		
3	TOYOTA REVO	1	Unit		
	Please see attached TERMS OF REFERENCE				
	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/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 & MAINTENANCE OF SERVICE VEHICLES FORTUNER, INNOVA, REVO**" (RFQ No. 2019-045) and must be delivered on or before **June 7, 2019, 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:

Noted by:

Randy S. Sazon
Procurement Assistant

Engr. Emmanuel Enrico A. De Vera
BAC Chairperson



**TERMS OF REFERENCE
FOR THE REPAIRS & PREVENTIVE MAINTENANCE OF
SMWD'S SERVICE VEHICLES**

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 with the following plate numbers SGR 613, TXI 261, ALA 1080 and one (1) unit of Pickup & one (1) unit of Passenger van.

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: 5 service vehicles 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 Toyota specifications and standards – ideally original Toyota 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 serviced.

The service provider shall provide intermediate maintenance, preventive maintenance and scheduled inspections/test; Repair/replace unserviceable parts, assemblies, subassemblies and components; refinish, fabricate parts and make modifications; repair accessories and auxiliary equipment and body structural repair.

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, transmission, brake and hydraulic fluids, gear lubricants, and coolants that meet the standards set forth by Toyota.

The engine oil to be used in only 100% synthetic oil type 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 is interval every 5,000 km of distance travelled. Below are the inclusions:

Basic Engine Component

1. Timing belt shall be replaced every 150,000 km.
2. Inspect the valve clearance using thickness gauge and adjust if necessary or ideally every 40,000 km.
3. Drive belts – 1KD-FTV and 2KD-FTV, inspect at first 100,000 km and every 20,000 km. 5L-E, inspect, correct and replace if necessary, every 20,000 km.
4. Replace, change, or lubricate engine oil for Euro II, III and IV every 10,000 km and for other other models at every 5,000 km.
5. Replace, change, or lubricate engine oil filter every 10,000 km.
6. Inspect and correct or replace if necessary, the cooling and heater system every 40,000 km. After 80,000 km, inspect every 20,000 km.
7. Check that the radiator, condenser, and intercooler are not blocked with leaves, dirt or insects, and clean them if necessary, and check the hose connection for the installation condition, corrosion, etc.
8. Replace engine coolant at 160,000 km then every 80,000 km.
9. Only use “Toyota Super LongLife Coolant” or similar high-quality ethylene glycol based non-silicate, non-amine, non-nitrate, and non-borate coolant with long-life hybrid organic acid technology.



Fuel and Emission Control System

1. Inspect and correct or replace if necessary, the water sedimenter every 10,000 km.
2. Inspect and adjust if necessary, the air cleaner filter every 5,000 km and replace every 30,000 km.
3. Inspect and correct or replace if necessary, the Diesel Smoke every 40,000 km.
4. Inspect and correct or replace if necessary, Vaccum Pump Oil Hose every 20,000 km
5. Inspect and correct or replace if necessary, fuel tank cap, fuel lines and connections every 40,000 km. After 80,000 km., inspect every 20,000 km.

Chassis and Body

1. Inspect and correct or replace if necessary, brake pedal and parking brake every 10,000 km.
2. Inspect and correct or replace if necessary, brake linings and drums every 20,000 km.
3. Inspect and correct or replace if necessary, brake pads and discs every 10,000 km.
4. Inspect and correct if necessary, brake fluid every 10,000 km and replace every 40,000 km.
5. Inspect and correct or replace if necessary, clutch fluid every 10,000 km.
6. Inspect and correct or replace if necessary, brake pipes and hoses every 20,000 km.
7. Inspect vacuum pump for brake booster every 200,000 km and replace the blade with new one and never reuse the blade.
8. Inspect and correct or replace if necessary, power steering fluid every 10,000 km.
9. Inspect and correct or replace if necessary, steering wheel, linkage and gear box every 20,000 km.
10. Lubricate propeller shafts every 10,000 km. after submerged, be sure to apply grease within 24 hours regardless of the maintenance intervals. Check also the tightening bolts.
11. Inspect and correct or replace if necessary, drive shaft boots every 20,000 km.
12. Inspect and correct or replace if necessary, ball joint and dust cover every 10,000 km.
13. Inspect every 20,000 km the differential gear oil and replace every 40,000 km.
14. Inspect and correct or replace if necessary, manual transmission oil every 40,000 km.
15. Inspect and correct or replace if necessary, automatic transmission fluid every 40,000 km.
16. Inspect and correct or replace if necessary, transfer oil every 40,000 km.
17. Inspect and correct or replace if necessary, front and rear suspensions every 20,000 km.
18. Inspect and correct or replace if necessary, tires and inflation pressure every 10,000 km.
19. Inspect and correct or replace if necessary, all lights, horns, wipers and washer every 10,000 km.
20. Replace air conditioning filter every 30,000 km.
21. Inspect and correct or replace if necessary, Air Conditioning/Cooler Refrigerant every 30,000 km.



Corrective Maintenance

The SMWD transport personnel will send the service vehicle to the Service Provider with the Service Repair Request Form (SRRF) 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 requirement of the Service Provider

- The service provider shall be an authorized dealer of Toyota and shall provide warranties for all services performed. 3 months or 90 days for workmanship and replacement of spare parts, 1 year or 20,000 km for Paid Service Parts.
- The service provider shall provide genuine Toyota service parts for all categories for services, shall have capacity for body and fender works.
- 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

	Make/Model	Plate No.
1	Toyota Revo 2009	SGR 613
2	Toyota Fortuner 2010	TXI 261
3	Toyota Innova 2014	ALA 1080
4	Toyota Hilux 2019	-
5	Toyota Hiace 2019	-



Parts for Replacement

Parts	QTY	Parts	QTY
Accelerator Cable	1	Clutch Lining	1
Alternator	1	Radiator Hose	4
Brake Light Bulb	6	Radiator overhaul	1
Brake Lining Rear	6	Release Bearing	1
Disk Pads front	6	Shock (Front)	1
Floor Matting Plastic	2	Shock (Rear)	1
Fog Light	4	Signal Light Bulb	12
Fuse	10	Speedometer Cable	1
Hand Brake Cable	3	Starter	1
Head Lights Assembly	1	Tail light bulb	8
Head Lights HID	1	Timing Belt	1
Horn	3	Wiper Blade	6
Fan belt	3		

VII. Project Duration and Frequency of Services

The service contract shall be for a period of one (1) year commencing on June 2019 and will end on May 2020. Preventive maintenance shall be rendered every 5,000 km odometer reading or if the PMS is already imperative for the vehicles.

VIII. Payment Terms

SMWD shall pay the service provider, upon receipt of Statement of Account with sales invoice for the repair/services rendered and replacement of parts. Payment shall be made by check payable to the service provider with tax deduction. 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: ONE HUNDRED SEVENTEEN THOUSAND EIGHT HUNDRED NINETEEN PESOS AND FOURTY ONE CENTAVOS (P 117,819.41) FOR CY 2019, but the contract will be based on actual parts, repairs and maintenance cost.

Prepared by:

GINABELLE G. DATOLAYTA
Utilities/Customer Services Officer A

Noted By:

MARIA LEONORA S. ROMARATE
Division Manager

RECOMMENDING APPROVAL:

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

APPROVED BY:

ENGR. CARLOS N. SANTOS, JR.
General Manager