



Santa Maria

WATER DISTRICT

REQUEST FOR QUOTATION FOR THE PREVENTIVE MAINTENANCE OF SANTA MARIA WATER DISTRICT IT EQUIPMENT

The Santa Maria Water District (SMWD) through its Bids and Awards Committee (BAC), will undertake a Small Value Procurement for the "Preventive Maintenance of Santa Maria Water District IT Equipment for CY 2021" in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project: Preventive Maintenance of Santa Maria Water District IT Equipment
for CY 2021

Location : (a) #3 M. de Leon St., Poblacion, Santa Maria, Bulacan
(b) Farmacia Emilia Bldg., J.P. Rizal St., Poblacion, Santa Maria, Bulacan
(c) Admin Office, F. Santiago St., Poblacion, Santa Maria, Bulacan

Specification : See attached Terms of Reference

Approved Budget

For the Contract: Four Hundred Ninety Four Thousand One Hundred Pesos (P 494,100.00)

Contract Period : January 1, 2021 to December 31, 2021.

Interested suppliers/contractors are required to submit their valid and current Mayor's Permit and Philgeps Registration Certification and Price Quotation (Reply Slip).

The price quotation and eligibility documents must be submitted on or before _____, _____ to the SMWD BAC Secretariat at SMWD Office #3 M. de Leon St., Poblacion, Santa Maria, Bulacan. Please submit your lowest and most responsive price quotation together with the RFQ in a sealed envelope marked as follows:

The Chairperson

SMWD BAC Request for Quotation
Preventive Maintenance of Santa Maria
Water District IT Equipment for CY 2021
Santa Maria Water District Office
#3 M. de Leon St., Poblacion,
Santa Maria, Bulacan

Please note that price quotations submitted after the above-mentioned deadline shall not be accepted.

The contract will be awarded to the participating service provider whose price quotation is the most advantageous and responsive to SMWD, in accordance with the SMWD's judgement and discretion. SMWD shall not be bound to accept the lowest or any price quotation, which, in its judgment is, in the ultimate analysis, not advantageous to the government.

Furthermore, the SMWD BAC reserves the right to accept or reject any price quotation, waive any formality in the RFQ, annul the procurement process, reject any or all price quotation at any time prior to contract award, declare the procurement process a failure, without thereby incurring any liability to the affected participating service provider or any person.



Santa Maria

WATER DISTRICT

For inquiries/site visit scheduling, please refer to:

CHARITO S. FERNANDO

SMWD BAC Secretariat

Tel: No. 044-798-8897

Email Add: smwdbulacan@yahoo.com or

procurement@smwdbulacan.gov.ph

Website : smwdbulacan.gov.ph

Noted by:

Maria Leonora S. Romarate 11/25/2020
MARIA LEONORA S. ROMARATE
SMWD BAC Chairperson



Santa Maria WATER DISTRICT

TERMS OF REFERENCE FOR THE PREVENTIVE MAINTENANCE OF SMWD IT EQUIPMENT FOR CY 2021

I. Objective

The Santa Maria Water District (SMWD) intends to engage the services of a Supplier/Bidder duly authorized and with the necessary expertise, experience and capacity to maintain and repair and/or replacement of parts/accessories of the 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, materials, tools, equipment, supervision and all operations 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. See below:

| ITEM | QUANTITY |
|-------------------------|-------------------------------------------------|
| Computer Desktop/Laptop | 90 to 93 units |
| Printers | 45 (dot matrix 27, inkjet 13, laserjet 1) |
| Scanner | 13 (document scanner 11, fingerprint scanner 4) |
| CCTV | 7 - DVR (4 + 2) 77 -- Cameras (56 + 13+8) |

III. Scope of Work

The supplier/bidder of services must perform all of the following works monthly for the duration of one (1) whole complete calendar year from the issuance of Notice to Proceed and must maintain a checklist/record of all preventive maintenance activities accomplished on each IT equipment units, including the results of checks done and parts due for replacement and actually replaced, duly signed by its authorized representative.

A. Maintenance Schedule for the whole year to include but not limited to the following:

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 window.
9. Periodic cleaning and conditioning of parts and modules and as may be required.
10. For file director 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



Santa Maria

WATER DISTRICT

11. Provide regular visitation, monitoring and evaluation of computer equipment at least twice a week from 8:00 AM to 5:00 PM.
12. Tightens all bolts and nuts/log screws.
13. Free check up on all calls receive during office hours must be attended within 2 working days.
14. Technician shall conform with SMWD existing office rules and regulations in relation with Property and Supply Management and Procurement Services.

B. Provide preferential emergency service to the Santa Maria Water District

Submit Service Report as basis for the accomplishment of preventive maintenance to be made; and make recommendations/remarks if necessary on all units.

IV. Qualification of the Supplier/Bidder

The eligibility requirements shall comply with the applicable provision of Section 23-24 of the IRR of RA 9184.

1. Philgeps Registration
2. Registration from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives;
3. Mayor's Permit issued by the city or municipality where the principal of business of the prospective bidder is located;
4. Income Tax Return
5. BIR Certificate of Registration (2303)
6. Omnibus Sworn Statement
7. Supplier/Bidder must be operating in the Philippines for the past two (2) years, with expertise and/or experience in the fields of computer maintenance service.

V. Terms of Payment

1. The price quotation, to be denominated in Philippine Peso, shall include all taxes, duties and/or levies payable.
2. The quoted prices shall be considered fixed and not subject to price escalation during the contract implementation.
3. Price validity shall be for a period of thirty (30) days from the submission of the quotation.
4. Payment shall be made within thirty (30) days after the completion of the services rendered and receipt of the Statement of Account and other document required in the service contract. The SMWD shall not be held liable for any delay in the payment under reasonable circumstances.
5. Quoted amount stated in the contract shall be for the cleaning, preventive maintenance of air conditioning units only. Any amount for the parts and repair services identified by the contractor shall be billed and shall deemed payable by the SMWD.



Santa Maria

WATER DISTRICT

VI. Special Conditions

Delivery and Schedule of Services and Warranty

1. The supplier/bidder shall proceed with the first scheduled preventive maintenance within ten (10) calendar days upon receipt of the Notice to Proceed.
2. The preventive maintenance activities shall not exceed a total of ten (10) calendar days, unless otherwise allowed by the SMWD or its authorized representative for reasonable cause.
3. The supplier/bidder must provide a workmanship warranty of at least forty-five (45) days after service inspection and acceptance.

Limitation of Liability

4. Subject to the SMWD's obligation to pay the price due to the supplier/bidder, either party's liability in contract, tort or otherwise (including negligence) arising directly out of or in connection with this Terms of Reference and every applicable part of it shall be limited in aggregate to the Price

Termination

5. The agreement between the SMWD and the supplier/bidder shall be effective upon its approval by the former and acceptance by the latter, and shall continue, unless terminated sooner or until the completion date.
6. Either party may terminate the agreement upon written notice if the other is in breach of any material obligation contained in this Terms of Reference, which is not remedied (if it is capable of being remedied) within fifteen (15) days of written notice from the other party so to do.
7. Any termination of the agreement shall not affect any accrued rights or liabilities of either party nor shall it affect the coming into force or the continuance in force of any provision hereof which is expressly or by implication intended to come into or continue in force on or after such termination.

Miscellaneous

8. The failure of either party to enforce its rights based on the agreement under this Terms of Reference at any time for any period shall not be construed as a waiver of such rights.
9. If any part, term or provision of this Terms of Reference is held illegal or unenforceable neither the validity nor enforceability of the remainder of the provisions shall be affected.
10. Neither party shall be liable for failure to perform or delay in performing any obligation under this Terms of Reference if the failure or delay is caused by any circumstances beyond is reasonable control, including but not limited to acts of God, war, civil commotion or industrial dispute. If such delay or failure continues for at least five (5) days, the party not affected by such delay or failure shall be entitled to terminate this Agreement by written notice to the other.



Santa Maria

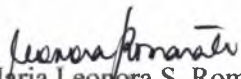
WATER DISTRICT

11. It is understood that all the relevant provision of the Republic Act No. 9184 (Government Procurement Reform Act) and its Implementing Rules and Regulations-A (IRR-A) shall apply, govern, and complement the agreement arrived at under this Terms of Reference.

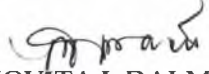
VII. General Conditions

12. This Terms of Reference shall be deemed an integral part of the bid.
13. All entries in the quotation must be typewritten in company's letterhead, duly signed by the supplier/bidder or its authorized representative.
14. The SMWD reserves the right to reject any or all quotations/bids, to annul the procurement process, to reject all quotations/bids at any time prior to contract award, without thereby incurring any liability to the affected bidder(s), and to accept only the offer that is most advantageous to the government.
15. This contract is effective from January 1, 2021 to December 31, 2021.

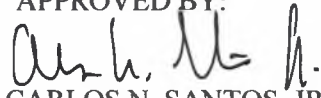
Prepared by:

 11/25/2020
Maria Leonora S. Romarate
Division Manager
General Services Division

RECOMMENDING APPROVAL:

 11/26
JOVITA I. DALMACIO
Department Manager
Admin, Finance and General Services Dept.

APPROVED BY:

 12/01/2021
ENGR. CARLOS N. SANTOS, JR.
General Manager



Santa Maria

WATER DISTRICT

REPLY SLIP

Name of Supplier : _____
Address : _____
Business Permit No. : _____
Tax Identification No. : _____
PhilGEPS Registration No : _____

After having carefully read and accepted the terms and conditions in the Terms of Reference (TOR) for the Small Value Procurement for the Preventive Maintenance of Santa Maria Water District IT Equipment Units for CY 2021, I/We quote you on the items at prices noted below:

| Qty | Air Conditioning Unit | Cost |
|-----|-------------------------------------------------|------|
| 90 | Computer Desktop/Laptop | |
| 45 | Printers (dot matrix 27, inkjet 13, laserjet 1) | |
| 13 | Scanner | |
| 7 | DVR | |
| 77 | CCTV Camera | |

Note:
1. Total cost should not exceed ABC Pesos (Php)
2. Price quotation is inclusive of 12% VAT and all other applicable taxes and charges.

In compliance with the Terms of Reference, certified true copies of the following required valid documents are enclosed:

1. Philgeps Registration
2. Registration from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives;
3. Mayor's Permit issued by the city or municipality where the principal of business of the prospective bidder is located;
4. Income Tax Return
5. BIR Certificate of Registration (2303)
6. Omnibus Sworn Statement

Signature Over Printed Name of Contractor/
Authorized Representative
Designation: _____