

September 13, 2023

P-RFQ No. 2023-065

**REQUEST FOR QUOTATION**

**REPAINTING OF ELEVATED STEEL TANK FOR SANTA MARIA WATER DISTRICT**

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, "**REPAINTING OF ELEVATED STEEL TANK FOR SANTA MARIA WATER DISTRICT**" through Small Value Procurement (Sec. 53.9 of R.A. No. 9184) with Approved Budget for the Contract (ABC) of Seven Hundred Ninety Nine Thousand Four Hundred Fifty One and Twenty Five Centavos Only (**₱799,451.25**).

	Description	Qty	Unit		Unit Cost	Total Amount
1	<b>REPAINTING OF STA. CLARA STEEL TANK</b>	1	LOT			
2	<b>REPAINTING OF GLENDALE STEEL TANK</b>	1	LOT			
	*** nothing follows ***					

The Terms of Reference (TOR) has been attached hereto and shall form part of the Contract Agreement. The project coverage, scope of work, payment rate and schedule and general conditions are stated therein. Any stipulations in the general condition shall be complied with.

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 Procuring Entity to evaluate the quotation/proposal for the project and award will be made to the proposal/quotation resulting in the overall lowest cost.

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 contractor shall provide the following documentary requirements as a **condition for award** of the contract. The documents shall be attached together with the quotations.

1. PhilGEPS Registration Number
2. Mayor's/Business Permit
3. Photo Copy of Sample Official Receipt (OR)
4. Certificate of Registration (BIR FORM 2303)
5. Duly Notarized Omnibus Sworn Statement. (If unable to have the document notarized, you may submit a signed unnotarized Omnibus Sworn Statement, subject to compliance therewith after award of contract but before payment)
6. Income/ Business Tax Return; and



7. PCAB License.

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 charges for the implementation of the contract if awarded.

All quotations may be typewritten or handwritten and may be placed in sealed envelope marked "**REPAINTING OF ELEVATED STEEL TANK FOR SANTA MARIA WATER DISTRICT**" (RFQ No. 2023-065) and must be submitted on or before **September 19, 2023, 11:00AM** at the SMWD main office. It may also be sent thru email on our official email address at [smwdbulacan@yahoo.com](mailto:smwdbulacan@yahoo.com) on the specified time stated above and address to the General Manager, Engr. Carlos N. Santos Jr.

Quotations shall be valid for thirty (30) calendar days from the deadline of submission of the same. The contractor should inform the PE at least three (3) days before the implementation of the project.

PROJECT SITE: Sta. Clara Pump Station and Glendale, Sta. Clara, Santa Maria, Bulacan

The prospective contractor shall submit the duly accomplished Quotation/Proposal Form and Other Documents that will be required by the Procuring Entity.

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 contractor or contractors. 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:**

Sgd.

**Romel P. Lazaga**  
**Procurement Assistant**

**Noted by:**

Sgd.

**Maria Leonora S. Romarate**  
**BAC Chairperson**



# Santa Maria

WATER DISTRICT

## TERMS OF REFERENCE FOR THE

### REPAINTING OF ELEVATED STEEL TANK FOR SANTA MARIA WATER DISTRICT

#### i. OBJECTIVE

The Santa Maria Water District (SMWD) intends to engage the services of a Supplier/Contractor with the necessary expertise, experience and capacity to provide the needs of SMWD for the repainting of elevated steel tank in Sta. Clara Tank and Glendale Tank.

#### ii. APPROVED BUDGET FOR THE CONTRACT (ABC)

1. Labor – Php 695,175.00
2. Other Charges – Php 104,276.25
- Total Cost – Php 799,451.25**

#### iii. PROJECT COVERAGE

1. Sta. Clara Elevated Steel Tank (111 cu.m)
2. Glendale Elevated Steel Tank (90 cu.m)

#### iv. SCOPE OF WORK

1. Please see attached Program of Works

#### v. PAYMENT RATE AND SCHEDULE

1. Contractor, may request an advanced payment equivalent to fifteen (15%) percent of the contract prices for each project. Balance on the contract amount shall be paid upon certification of the completed works.
2. The Santa Maria Water District shall pay the Contractor via check payment, within thirty (30) working days upon receipt of billing notice with reference to the progress report.

#### vi. GENERAL CONDITION OF THE PROJECT

1. The cost of mobilization and demobilization at the job site shall be at the account of the contractor.
2. All workers shall wear personal protective equipment at all times including facemasks.
3. Exercise every precaution at all times for the prevention of accidents. Provide such machinery guards, nets, harnesses and restraining devices, safe walkways, ladders, bridges, warning lights, barricades, fencing signs, and other safety devices as may be required to protect employees and the public from injury and property damage.
4. To be responsible to any incident that may occur during the conduct of our duty whether involves personnel directly involved and engaged in the project or not.
5. In case of discrepancies, on-site modifications, and other project related concerns, the Contractor shall coordinate with SMWD representative prior execution of work.



## Santa Maria WATER DISTRICT

---

6. Other consumables which are necessary to complete the project shall be at the expense of the Contractor.
7. All damage to surfaces resulting from the work shall be cleaned, repaired, or refinished to the satisfaction of the SWMD Representative at no cost to the Owner.
8. The Contractor shall be aware that keeping the project site in a neat and orderly condition is considered an integral part of the contracted work and as such shall be considered subsidiary to the appropriate bid items. Clean up work shall be done as directed by the SWMD Representative as the work progresses or as needed. Clean-up shall be done on a daily basis. Clean up work shall include, but not be limited to:
  - a. Removing the trash, paper, rubbish, and debris resulting from operations
  - b. Sweeping streets clean of dirt or debris
  - c. Alleviating any dust nuisance in the work area
  - d. Storing excess material in appropriate and organized manner
  - e. Keeping trash of any kind off of residents' property
9. Upon completion of the work and before final acceptance and final payment shall be made, the Contractor shall completely clean and remove from the site of work all equipment, construction materials, excess and discarded materials, temporary structures and debris of every kind. Contractor shall leave the site of the work in a neat and orderly condition equal to the originally existed, or as called for in the Contract documents. Surplus and waste materials removed from the site shall be disposed of at locations satisfactory to SMWD, and at the Contractor's sole cost.
10. The contractor shall closely coordinate with the Santa Maria Water District.
11. To comply with all existing laws, executive and administrative orders, rules and regulations issued or to be issued by competent authorities as well as implanting rules and regulations governing the personnel of the Santa Maria Water District.
12. To closely coordinate with the Santa Maria Water District to assure the effective implementation of the labor contract.
13. To secure the work area, at all times with early warning devices, barricades and fences provided by the Santa Maria Water District. Ensure security of the area during work hours. Shall also ensure gates are locked upon leaving the work site. Work site shall be clean and free from debris after each work day.
14. In case of a "no work" day due to issues/concerns arising from within the Supplier/Contractor, SMWD or its representative shall be informed immediately. In which case, Supplier/Contractor shall make up for the lost day of work to accomplish the project on time.
15. This Terms of Reference shall be deemed an integral part of the bid.
16. Any dispute or disagreement in the interpretation or implementation of this contract shall be settled thru an arbitration in accordance with the existing laws.



# Santa Maria

WATER DISTRICT

17. That the Santa Maria Water District reserves the right to terminate the service of the contractor at any time prior the end of the contract period.
18. The Santa Maria Water District 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 hereby incurring any liability to the affected bidder(s), and to accept only the offer that is most advantageous to the government.

Prepared by:

Sgd.

Engr. Romano David S. Perez  
Senior Engineer A – Water Resource

Checked by:

Sgd.

Engr. Edgardo E. Dela Torre Jr.  
General Services Officer A – General Services

Verified by:

Sgd.

Engr. John Michael B. Lapig  
Senior Engineer A – Engineering

Approved by:

Sgd.

Engr. Carlos N. Santos Jr.  
General Manager

Conforme:

Signature over printed name of the Contractor: \_\_\_\_\_

Company Represented: \_\_\_\_\_

Date Received: \_\_\_\_\_



**Santa Maria**  
WATER DISTRICT

**PROGRAM OF WORK**

*Infrastructure*

POW No. \_\_\_\_\_

Name of Project:

**REPAINTING OF ELEVATED STEEL TANK FOR SANTA MARIA WATER DISTRICT**

Brief Description:

*Project is intended to preserve the integrity of the steel tank and tank tower*

Source of Funds:

Item	Description of Work	Unit	Qty.	Unit Cost (P)	Total Cost (P)
<b>DIRECT COST</b>					
<b>1. Sta. Clara Tank (111 cu.m)</b>					
A.	Removal of rust on tank shell	lot	1.00		
B.	Removal of rust on tank tower	sq.m.	150.00		
C.	Repainting				
	Tank exterior	sq.m.	150.00		
	Tower members	sq.m.	140.00		
D.	Installation of SMWD logo	lot	1.00		
E.	Safety gadget	lot	1.00		
F.	Mobilization/Demobilization	lot	1.00		
<b>Total Direct Cost: Sta. Clara Tank</b>					
<b>2. Glendale Tank (90 cu.m)</b>					
A.	Removal of rust on tank shell	lot	1.00		
B.	Removal of rust on tank tower	sq.m.	140.00		
C.	Repainting				
	Tank exterior	sq.m.	140.00		
	Tower members	sq.m.	120.00		
D.	Installation of SMWD logo	lot	1.00		
E.	Safety gadget	lot	1.00		
F.	Mobilization/Demobilization	lot	1.00		
<b>Total Direct Cost: Glendale Tank</b>					
<b>Total Direct Cost (A+B)</b>					
<b>INDIRECT COST</b>					
Overhead, Contingencies and Miscellaneous (5% of DC)					
Contractor's Profit (10% of DC)					
<b>Total Indirect Cost</b>					
<b>GRAND TOTAL</b>					

Prepared by:

Sgd.

**Engr. Romano David S. Perez**  
Senior Engineer A – Water Resource

Checked by:

Sgd.

**Engr. Edgardo E. Dela Torre Jr.**  
Administrative/General Services Officer A - General Service

Verified by:

Sgd.

**Engr. John Michael B. Lapig**  
Senior Engineer A – Engineering

Verified by:

Sgd.

**Ms. Jovita I. Dalmacio**  
Department Manager B

Approved by:

Sgd.

**Engr. Carlos N. Santos Jr.**  
General Manager