

September 18, 2023

P-RFQ No. 2023-066

**REQUEST FOR QUOTATION**

**GENERAL REPAIR AND RECONDITION OF SMWD'S 100 KVA PERKINS GENERATOR SET**

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, "**GENERAL REPAIR AND RECONDITION OF SMWD'S 100 KVA PERKINS GENERATOR SET**" through Small Value Procurement (Sec. 53.9 of R.A. No. 9184) with Approved Budget for the Contract (ABC) of Two Hundred Fifty Thousand Pesos Only (**₱250,000.00**).

	Description	Qty	Unit	Unit Cost	Total Amount
1	<b>REPAIRS AND MAINTENANCE OF 93.8KVA DIESEL GENERATOR SET</b>	1	LOT		
	*** nothing follows ***				

The Terms of Reference (TOR) has been attached hereto and shall form part of the Contract Agreement. The scope of work, responsibility of the service provider, responsibility of SMWD, payment scheme, liquidated damages, confidentiality requirement and dispute resolution are stated therein.

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. Income Tax Return
6. Registration from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives; and

7. 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)

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 "**GENERAL REPAIR AND RECONDITION OF SMWD'S 100 KVA PERKINS GENERATOR SET**" (RFQ No. 2023-066) and must be submitted on or before **September 25, 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: Service Provider's workshop

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 GENERAL REPAIR AND RECONDITION OF SMWD'S 100 KVA PERKINS GENERATOR SET

#### 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 a 93.8 KVA Perkins Diesel Generator Set Model P83E1 year 2002.

#### II. Mode of Procurement

The procurement shall be undertaken through Small Value Procurement as provided for Under Section 53.9 of the Revised IRR of RA 9184.

#### III. Approved Budget for the Contract

ABC is **TWO HUNDRED FIFTY THOUSAND PESOS (P 250,000.00)** which is included in Annual Budget for CY 2023.

#### IV. Scope of Work

The Service Provider shall furnish all equipment, materials, tools and labor necessary for the repair of one (1) unit diesel generator set.

1. Pull out/remove complete AVR and replace with new spare with the same specifications.
2. Pull out/remove all diode and replace with new spares
3. Open and check engine physical conditions
4. Drain complete engine oil and replace with new engine oil
5. Drain complete coolant / cooling system and replace with new
6. Pull out / remove all filters (oil, fuel, air) and replace with new spares
7. Pull out / remove fan belt and replace with new spares
8. Complete engine degreasing and cleaning
9. Final testing of complete generator set with Load-Bank
10. Submit work completion and other service report for acceptance with duly signed

The contract duration for this project is for a period of one month inclusive of testing and commissioning of the repaired unit and submission of Service Reports.

#### V. Qualification of the Service Provider

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





# Santa Maria

## WATER DISTRICT

7. Supplier/Bidder must be operating in the Philippines for the past two (2) years, with expertise and/or experience in the fields of repairs and maintenance of generator sets.

### VI. Responsibility of the Service Provider

1. The Service Provider shall have a manpower that is properly and qualified to perform the class of provided herein, and that all are authorized, properly trained, equipped, organized and finance to perform such work. The Service Provider shall perform all work in accordance with all conditions stipulated is this Terms of Reference.
2. The Service Provider shall provide experienced and qualified manpower, tools and equipment which are capable of producing the quality and quantity of wok and materials required to complete the project as specified in the approved scope of work and specifications, within time as specified in the approved contract.
3. It is essential that the Service Provider maintains a local parts and services facility. The Service Provider must carry sufficient inventory to cover parts and services within 24 hours. Further, the Service Provider shall have a factory trained service representatives to furnish all installations, test and start-up supervision necessary for final approval and acceptance as well as perform maintenance and repairs on all components as required.
4. Equipment furnished shall be guaranteed against defective parts or workmanship under the terms of the manufacturer's standard warranty for a period of one (1) year.
5. Equipment and accessories to be supplied must be brand new and free from defects and must be in accordance with the specifications provided by the SMWD.
6. Service Reports to be submitted by service provider:
  - a. Engine number and model
  - b. Photo of leak point/s
  - c. Brand name, model nos. of used filters, engine oils, etch used for the repair
  - d. Works done (with photos)
  - e. Result of testing and commissioning
    - i. Voltage reading (L-L, L-N/Gnd);
    - ii. Frequency;
    - iii. Insulation testing result (before and after re-insulation)
    - iv. Genset change over tact time

### VII. Responsibility of SMWD

1. Delivery and pick up of generator set to and from Service Provider's workshop.
2. Furnish the Service Provider with the information concerning the equipment
3. The SMWD or its representative shall not be responsible for any accident such as death injuries and diseases received by the Service Provider or any of his employee or laborers.
4. The SMWD shall not be responsible for any loss any loss or damage of materials, tools, equipment delivered on the job site. Damages on the SMWD properties and equipment caused by the Service Provider shall be replaced / repaired at his own expense to the satisfaction of the SMWD.
5. Failure of repair and or replacement of the same, the SMWD shall deduct the cost of such repairs from the payment due to the Service Provider.
6. The execution of all works shall be subject to the inspection and acceptance by SMWD shall deduct the coast of such repair s from the payment due to the Service Provider.
7. Pay the Service Provider in accordance with Section VIII of this TOR.

**VIII. Payment Scheme**

Payment of 100% of the Contract amount will be made after issuance by the SMWD of Certificate of Completion and Acceptance and submission of all required documents. Payment is subject to applicable taxes.

**IX. Liquidated Damages**

In case of delay and/or failure to comply with the delivery schedule will result in the payment of corresponding penalties/liquidated damages in the amount equal to one-tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) the agency reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

**X. Confidentiality Requirement**

The Service Provider shall not, except for purposes of performing the obligations in the Contract entered into, without SMWD's prior written consent, disclose said Contract, or any provision thereof, or information furnished by or on behalf of SMWD. Any such disclosure shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.

**XI. Dispute Resolution**

1. In the matter of dispute, should any dispute related to the Contract and/or rights of the parties arise, the same shall be submitted for mutual consultation, mediation and arbitration, in the order of application. The venue of the proceedings shall be in Santa Maria, Bulacan.

In case of a court suit, the venue shall be the courts of competent jurisdiction in Bulacan, to the exclusion of all other courts; and

2. Any amendment or additional terms and conditions to the Contract must be in writing, signed and acknowledged by the Parties.

PREPARED BY:

Sgd.

MARIA LEONORA S. ROMARATE  
*Division Manager*  
*General Services Division*

RECOMMENDING APPROVAL:

Sgd.

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

APPROVED BY:

Sgd.

ENGR. CARLOS N. SANTOS, JR.  
*General Manager*