



January 2, 2024

P-RFQ No. 2024-001

## REQUEST FOR QUOTATION

### REPAIRS & PREVENTIVE MAINTENANCE OF SANTA MARIA WATER DISTRICT'S FOUR WHEELS SERVICE VEHICLES

The Santa Maria Water District (SMWD) through its Bids and Awards Committee (BAC), will undertake a Small Value Procurement for the "REPAIRS & PREVENTIVE MAINTENANCE OF SANTA MARIA WATER DISTRICT'S FOUR WHEELS SERVICE VEHICLES" in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project: REPAIRS & PREVENTIVE MAINTENANCE OF SANTA MARIA WATER DISTRICT'S 4 WHEELS SERVICE VEHICLES

Location:

(a) #301 Farmacia Emilia Bldg., J.P. Rizal St., Dulong Bayan, Poblacion, Santa Maria, Bulacan

(b) #302 J.P. Rizal St., Dulong Bayan, Poblacion, Santa Maria, Bulacan

Specification : See attached Terms of Reference

Approved Budget For the Contract: One Hundred Twenty-Eight Thousand Four Hundred Twenty-Five Pesos Only (₱128,425.00)

Contract Period : January 1 to December 31, 2024.

Interested suppliers/contractors are required to submit their Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) Registration Certificate, valid and current Mayor's Permit, Philgeps Registration Certification, Photo copy of Sample Official Receipt (OR), Certificate of Registration (BIR Form 2303), Duly Notarized Omnibus Sworn Statement, and Price Quotation (Reply Slip).

The price quotation and eligibility documents must be submitted on or before January 8, 2024, 11:00AM to the SMWD BAC Secretariat at SMWD Office #302 J. P. Rizal St., Dulong Bayan, Poblacion, Santa Maria, Bulacan. Please submit your lowest and most responsive price quotation together with the RFQ in a sealed envelope marked as follows:

Engr. Carlos N. Santos Jr./General Manager  
SMWD Request for Quotation  
REPAIRS & PREVENTIVE MAINTENANCE OF SANTA MARIA WATER  
DISTRICT'S 4 WHEELS SERVICE VEHICLES CY 2024  
P-RFQ No. 2024-001  
Santa Maria Water District Office  
#302 J.P. Rizal St., Dulong Bayan, 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.

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

**Prepared by:**

Sgd.

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

**Noted by:**

Sgd.

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

**TERMS OF REFERENCE  
FOR THE REPAIRS & PREVENTIVE MAINTENANCE OF  
SMWD'S 4 WHEELS 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, repair, and/or replace parts and accessories of the Santa Maria Water District service vehicles with the following plate numbers: SFY 561, SGK 388, SGR 935, SKR 924, SJM 190, SJM 192, SGR 613, TXI 261, ALA 1080, P5B809, AAN 4555, AAN 4506, SKR 881, SLG 523, pickups with conduction stickers: GOT810, GOR703, GOT811, GOT748, S9F920, S8Y077, S9B990, S9V033, Z4G231, Z2B349, Z2B359, Z4K467.

**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: 26 service vehicles, with the provision of an increase subject to SMWD information.

**III. Scope of Work**

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

All supplies and materials shall be of the type and quality that conform to the original or equivalent specifications and standards. All supplies, materials, and equipment to be used in the performance of the work described herein are subject to being checked.

The service provider shall not use any material, chemical, or compound that 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 and tests; repair or replace of 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, supply of tires and batteries which should fall under warranty.



The service provider shall provide, issue, and add all replenishment of fluids and lubricants, including engine oils, transmission, brake, and hydraulic fluids, gear lubricants, and coolants that meet the standards.

The engine oil to be used is an equivalent oil type from a recognized and well-reputed brand. It is the responsibility of the service provider or 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 on 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 for the following plate numbers: SFY 561, SGK 388, SGR 935, SKR 924, SJM 190, and SJM 192.

Preventive maintenance is interval **every 5,000 km** of distance travelled. Below are the inclusions:

##### **Basic Engine Component**

1. Inspect drive belts every 45,000 km and replace, if necessary, every 90,000 km.
2. Replace camshaft timing belt every 100,000 km.
3. Replace valve lash (clearance) every 30,000 km.
4. Replace, change, or lubricate engine oil and engine oil filter for every 5,000 km.
5. Replace engine coolant every 45,000 km.
6. Inspect and correct or replace, if necessary, the exhaust system (except catslyst) every 30,000 km.

##### **Ignition System**

1. Replace or change spark plugs every 45,000 km for unleaded fuel used; or every 30,000 km for leaded fuel use.

##### **Fuel**

1. Inspect and correct, if necessary, Air cleaner filter element every 15,000 km and replace every 45,000 km.
2. Inspect and correct or replace, if necessary, fuel filter every 60,000 km.
3. Inspect and correct or replace, if necessary, fuel lines every 30,000 km.
4. Inspect and correct or replace, if necessary, fuel tank every 45,000 km.

### Emission Control System

1. Inspect and correct or replace, if necessary, the crankcase ventilation hoses and connection every 30,000 km.
2. Inspect and adjust, if necessary, PVC valve every 90,000 km for engines with oxygen and every 45,000 km for engines without oxygen sensor.
3. Inspect and correct or replace, if necessary, fuel evaporative emission control system every 90,000 km for engines with oxygen sensor and every 45,000 for engines without oxygen sensor

### Chassis and Body

1. Inspect and correct or replace, if necessary, clutch (if equipped) every 30,000 km.
2. Inspect and correct or replace, if necessary, brake pads and discs (front) every 15,000 km.
3. Inspect and correct or replace, if necessary, brake drums and shoes (rear) every 30,000 km
4. Inspect and correct or replace, if necessary, brake pipes and hoses every 30,000 km.
5. Inspect and correct or replace, if necessary, brake fluid every 30,000 km
6. Inspect and correct or replace, if necessary, brake lever and cable first at 15,000 km only.
7. Inspect and correct or replace, if necessary, tires every 15,000 km.
8. Inspect and correct or replace, if necessary, wheel discs every 15,000 km.
9. Inspect and correct or replace, if necessary, suspension system every 30,000 km.
10. Inspect and correct or replace, if necessary, propeller shaft every 45,000 km.
11. Inspect and correct or replace, if necessary, manual transmission oil first at 15,000 km and replace every 45,000 km.
12. Inspect and correct or replace, if necessary, differential oil first at 15,000 km and every 45,000 km.
13. Inspect automatic transmission fluid level every 30,000 km. Change fluid every 165,000 km and inspect, correct or replace, if necessary, fluid hose every 60,000 km.
14. Inspect and correct or replace if necessary, steering system every 30,000 km.
15. Inspect and correct or replace, if necessary, all latches, hinges and locks every 30,000 km.
16. Inspect and correct or replace, if necessary, power steering (if equipped) every 15,000 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 labor. The service provider will then issue a quotation for the cost of labor and materials for the repair and maintenance of the service vehicle. The recommended repair and cost estimate will then be submitted to an authorized representative for approval. The approved Service Request Form shall serve as an authorization to execute the recommended repair.

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

The service provider shall accommodate emergency repairs for the following plate numbers: SFY 561, SGK 388, SGR 935, SKR 924, SJM 190, SJM 192, SGR 613, TXI 261, ALA 1080, AAN 4555, AAN 4506, SKR 881, SLG 523, and other service vehicles with conduction stickers: Toyota Hiace P5B809, Suzuki Super Carry Pickups: GOT810, GOR703, GOT811, GOT748, and Toyota Lite ace Pickups: S9F920, S8Y077, S9B990, S9V033, Z4G231, Z2B349, Z2B359, Z4K467.

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

## **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
- Other documents that will be required by the Procuring Entity & Gov't. Agency

### **Manpower Requirement**

The service provider shall ensure that employees or his or 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 is in their possession during the period of repair, so trustworthy, reliable, and dependable crews and employees are expected from the service provider.

### Manpower/Equipment Requirement

The service provider must have professional welding services or equipment. Coolant and transmission flush machines must be available. It must also have a brake fluid replacement system, and full service and overhaul equipment as well.

### Additional requirement of the Service Provider

- The service provider shall be an authorized repair shop and shall provide warranties for all services performed. One month or 30 days for workmanship and replacement of spare parts.
- The service provider shall provide genuine or equivalent service parts for all categories of services and shall have capacity for body and fender work.
- The service provider shall provide maintenance services in line with the maintenance intervals as prescribed.
- The service provider shall only provide services and replacement of parts upon receipt of an authorized service request form from SMWD (*see attached form*).
- The service provider shall provide an invoice for all services (spare parts and labor).
- The service provider will accommodate urgent repairs.

## VI. SMWD Service Vehicle Inventory

	Make/Model	Plate No.
1	Tamaraw FX 1992	SFY 561
2	Suzuki Bravo Drop side 2003	SGK 388
3	Isuzu Elf 2004	SGR 935
4	Suzuki Bravo 2009	SJM 192
5	Suzuki Bravo 2009	SJM 190
6	Mitsubishi Fusion 2009	SKR 924
7	Toyota Revo 2002	SGR 613
8	Toyota Fortuner 2011	TXI 261



	Make/Model	Plate No.
9	Toyota Innova 2014	ALA 1080
10	Toyota Hiace 2019	P5B809
11	Suzuki APV Pick Up 2011	SKR 881
12	Suzuki APV Pick Up 2010	SLG 523
13	Suzuki APV Pick Up 2013	AAN 4506
14	Suzuki APV Pick Up 2014	AAN 4555
15	Suzuki SUPER Carry 2018 MV#44	GO T810
16	Suzuki SUPER Carry 2018 MV#45	GO R703
17	Suzuki SUPER Carry 2018 MV#46	GO T811
18	Suzuki SUPER Carry 2018 MV#47	GO T748
19	TOYOTA Liteace Pick up 2022 MV# 57	S9F920
20	TOYOTA Liteace Pick up 2022 MV# 60	S8Y077
21	TOYOTA Liteace Pick up 2022 MV# 61	S9B990
22	TOYOTA Liteace Pick up 2022 MV# 62	S9V033
23	TOYOTA Liteace Pick up 2022 MV# 63	Z4G231
24	TOYOTA Liteace Pick up 2022 MV# 64	Z2B349
25	TOYOTA Liteace Pick up 2022 MV# 65	Z2B359
26	TOYOTA Liteace Pick up 2022 MV# 66	Z4K467

## VII. Project Duration and Frequency of Services

The service contract shall be for a period of one (1) year commencing on January 1, 2024, and will end on December 31, 2024. 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 within 15 working days upon receipt of a statement of account with a sales invoice for the repair, services rendered, and replacement of parts. Payment shall be made by check payable to the service provider with a tax deduction. The Transport Services representative, on the other hand, shall prepare a certificate of completion to certify that the work has been completed and satisfied.

**IX. Approved Budget for the Contract (ABC)**

The maximum possible contract price for the duration of the project is ONE HUNDRED TWENTY-EIGHT THOUSAND FOUR HUNDRED TWENTY-FIVE PESOS (P 128,425.00) for CY 2024, but the contract will be based on actual parts, repairs, and maintenance costs.

Prepared by:

Sgd.

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Noted By:

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RECOMMENDING APPROVAL:

Sgd.

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APPROVED BY:

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

*General Manager*