



January 2, 2024

P-RFQ No. 2024-002

REQUEST FOR QUOTATION

REPAIRS & PREVENTIVE MAINTENANCE OF SANTA MARIA WATER DISTRICT'S SERVICE VEHICLES – MOTORCYCLES AND SIDECARS

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 SERVICE VEHICLES – MOTORCYCLES AND SIDECARS" 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 SERVICE VEHICLES – MOTORCYCLES AND SIDECARS

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: Three Hundred Ninety-Nine Thousand Seven Hundred Eighty-Five Pesos Only (P399,785.00)

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 SERVICE VEHICLES – MOTORCYCLES AND SIDECARS CY 2024
P-RFQ No. 2024-002

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

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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 SERVICE VEHICLES – MOTORCYCLES
AND SIDECARS**

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 (motorcycles and sidecars).

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: 27 motorcycles without sidecar and 11 motorcycles with side car with 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 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 maker's specifications and standards, ideally original parts. All supplies, materials, and equipment to be used in the performance of the 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 repaired.

The service provider shall provide intermediate maintenance, repair/replace unserviceable parts, assemblies, subassemblies and components; refinish, fabricate parts and make modifications; repair accessories, and auxiliary equipment and structural repair excluding the body of sidecars.

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, drive chain, clutch and throttle inner lubricants, grease clutch, throttle and front brake inner cable that meet the standards set forth by makers.

The engine oil to be used is only 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 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. The preventive maintenance interval is every 1,500 km of distance travelled.

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 or maintenance of the service vehicle. The recommended repair and cost estimate will then be submitted to the SMWD authorized representative for approval. The approved Service Repair 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 work is approved by SMWD authorized personnel.

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 repair period 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, tire alignment, and tire pressure equipment. It must also have a full service tune-up and overhaul of equipment as well.

Additional Requirements of the service provider

- The service provider shall be an authorized dealer of Kawasaki, Honda and Suzuki motorcycle parts and shall provide warranties for all services performed. One month or 30 days workmanship and three months for paid service parts.
- The service provider shall provide genuine Kawasaki, Honda and Suzuki parts.
- 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 Service Repair Request Form from SMWD (*See attached Form*).
- The service provider shall provide invoice for all services (spare parts and labor).
- The service provider must allow release of service vehicles upon completion of PMS and repair.

VI. SMWD Service Vehicle Inventory

2 wheeled vehicles			
1	MV 6 SK 9105 Kawasaki Aura 2004	15	MV 43 Kawasaki Barako 2018
2	MV 20 SL 8941 Kawasaki Barako 2012	16	MV 48 Honda Wave 110R 2018
3	MV 27 SG 8611 Honda Wave 2014	17	MV 49 Honda Wave 110R 2018
4	MV 28 SG 8614 Kawasaki Barako 2014	18	MV 50 Honda Wave 110R 2018
5	MV 29 SG 8613 Kawasaki Barako 2014	19	MV 51 Honda Wave 110R 2019
6	MV 32 SG 8617 Honda Wave 2015	20	MV 53 Kawasaki Barako 2022
7	MV 33 SG 8616 Honda Wave 2015	21	MV 54 Kawasaki Barako 2022
8	MV 35 SH 4184 Honda Wave 2015	22	MV 55 Honda wave 110R 2022
9	MV 36 SH 4185 Honda Wave 2015	23	MV 56 Honda wave 110R 2022
10	MV 37 SM 2632 Honda Wave 2016	24	MV 58 Suzuki Smash 115 2022
11	MV 38 SL 9637 Honda TMX 2016	25	MV 59 Suzuki Smash 115 2022
12	MV 39 SL 9636 Honda TMX 2016	26	MV 67 Suzuki Smash 115 2022
13	MV 40 Honda Wave 110R 2018	27	MV 68 Honda Wave 110R 2023(New)
14	MV 42 Kawasaki Barako 2018		

3 Wheeled Vehicles	
1	MV 10 SG 2617 Kawasaki Barako 2007
2	MV 13 SG 8489 Kawasaki Barako 2009
3	MV 15 SG 1251 Kawasaki Barako 2011
4	MV 16 SG 1252 Kawasaki Barako 2011
5	MV 21 SH 4151Kawasaki Barako 2012
6	MV 22 SL 8979 Kawasaki Barako 2013
7	MV 23 SL 8978 Kawasaki Barako 2013
8	MV 24 SG 1258 Kawasaki Barako 2013
9	MV 30 SG 8615 Kawasaki Barako 2014
10	MV 34 Kawasaki Barako 2015
11	MV 41 Kawasaki Barako 2018

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 1,500 km odometer reading or if the PMS is already imperative for the vehicles.

VIII. Payment Terms

SMWD shall pay the service provider 15 working days upon receipt of the monthly consolidated sales invoice for the repair or service rendered and replacement of parts. Payment shall be made by check payable to the service provider with a tax deduction. The transport 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 THREE HUNDRED NINETY-NINE THOUSAND SEVEN HUNDRED EIGHTY-FIVE PESOS (P 399,785.00) FOR CY 2024, but the contract will be based on actual parts, repairs, and maintenance costs.

Prepared by:

Sgd.

GINABELLE G. DATOLAYTA

Administrative/General Services Officer A
General Services Division Transport Section

Noted By:

Sgd.

MARIA LEONORA S. ROMARATE

Division Manager B
General Services Division

RECOMMENDING APPROVAL:

Sgd.

JOVITA I. DALMACIO

Department Manager
Admin, Finance and General Services Dept.

APPROVED BY:

Sgd.

ENGR. CARLOS N. SANTOS, JR.

General Manager