



Santa Maria WATER DISTRICT

March 19, 2024

P-RFQ No. 2023-043

REQUEST FOR QUOTATION

REFILLING OF SANTA MARIA WATER DISTRICT'S FIRE EXTINGUISHERS (GS-2024-03-019)

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, "**REFILLING OF SANTA MARIA WATER DISTRICT'S FIRE EXTINGUISHERS**" through Small Value Procurement (Sec. 53.9 of R.A. No. 9184) with Approved Budget for the Contract (ABC) of Sixty Thousand Pesos Only (**P60,000.00**).

	Description	Qty	Unit	Unit Cost	Total Amount
	REFILLING OF FIRE EXTINGUISHERS				
1	DRY CHEMICAL 10LBS	9	CYLINDER		
2	DRY CHEMICAL 20LBS	6	CYLINDER		
3	HCFC 10LBS	14	CYLINDER		
	*** 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 conditions 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 supplier 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)



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5. Duly Notarized Omnibus Sworn Statement.

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 **"REFILLING OF SANTA MARIA WATER DISTRICT'S FIRE EXTINGUISHERS"** (RFQ No. 2024-043) and must be submitted on or before **March 25, 2024, 11:00AM** at the SMWD main office. It may also be sent thru email on our official email address at smwdbulacan@yahoo.com on the specified time stated above and address to the **BAC Chairperson, Maria Leonora S. Romarate**.

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.

DELIVERY SITE: General Services Division of SMWD located at 301 J. P. Rizal St., Dulong Bayan, Santa Maria, Bulacan.

The prospective supplier 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 supplier or suppliers. 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



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TERMS OF REFERENCE FOR THE REFILLING OF SMWD FIRE EXTINGUISHERS

i. **OBJECTIVE**

The Santa Maria Water District (SMWD) intends to engage the services of a Supplier/Contractor with the necessary services and expertise in the field of fire protection specifically the refilling of fire extinguishers.

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

1. Php 60,000.00

iii. **PROJECT COVERAGE**

1. Refilling of 29 cylinders of varying type and volume of fire extinguishers
2. Warranty on the refilled cylinders

iv. **SCOPE OF WORK**

1. Pick up and delivery of the fire extinguishers at the SMWD office
2. Ensure functionality and operability of refilled fire extinguishers
3. Issuance of warranty certificates, tagging and sealing of the fire extinguishers

v. **PAYMENT RATE AND SCHEDULE**

1. Contractor, may request an advanced payment equivalent to fifteen (15%) percent of the contract price. Balance on the contract amount shall be paid upon certification of the completed works. Contractor, may also opt to be paid fully after completion of the rental period.
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 CONDITIONS OF THE CONTRACT**

1. The cost of pick up and delivery shall be incorporated with the ABC.
2. In case of discrepancies, on-site modifications, and other project related concerns, the Contractor shall coordinate with SMWD representative prior execution of work.
3. Other consumables which are necessary to complete the project shall be at the expense of the Contractor.
4. 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 SMWD.
5. 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.



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6. To closely coordinate with the Santa Maria Water District to assure the effective implementation of the labor contract.
7. This Terms of Reference shall be deemed an integral part of the bid.
8. Any dispute or disagreement in the interpretation or implementation of this contract shall be settled thru an arbitration in accordance with the existing laws.
9. 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.
10. 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. Edgardo E. Dela Torre Jr.
General Services Officer A – General Services

Checked by:

Sgd.

Ms. Maria Leonora S. Romarate
Division Manager – General Services

Verified by:

Sgd.

Ms. Jovita I. Dalmacio
Department Manager - AFGS

Approved by:

Sgd.

Engr. Carlos N. Santos, Jr.
General Manager

Conforme:

Signature over printed name of the Contractor:

Company Represented:

Date Received:
