

March 19, 2024

P-RFQ No. 2023-044

REQUEST FOR QUOTATION

PREVENTIVE MAINTENANCE SERVICE OF AIR CONDITIONING UNITS AT THE SMWD MAIN BUILDING (GS-2024-03-020)

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, "**PREVENTIVE MAINTENANCE SERVICE OF AIR CONDITIONING UNITS AT THE SMWD MAIN BUILDING**" through Small Value Procurement (Sec. 53.9 of R.A. No. 9184) with Approved Budget for the Contract (ABC) of Eight Hundred Thousand Pesos Only (**P800,000.00**).

	Description	Qty	Unit	Unit Cost	Total Amount
	QUARTERLY MAINTENANCE OF AIR CONDITIONING UNITS				
1	SPLIT TYPE-CASSETTE	37	UNIT		
2	SPLIT TYPE WALL MOUNTED	7	UNIT		
	*** nothing follows ***				

The Terms of Reference (TOR) has been attached hereto and shall form part of the Contract Agreement. The service 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; and
6. Income/ Business Tax Return.

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 **"PREVENTIVE MAINTENANCE SERVICE OF AIR CONDITIONING UNITS AT THE SMWD MAIN BUILDING"** (RFQ No. 2024-044) 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 PREVENTIVE MAINTENANCE SERVICE OF AIR CONDITIONING UNITS AT THE SMWD MAIN BUILDING

i. OBJECTIVE

The Santa Maria Water District (SMWD) intends to engage the services of a Supplier/Contractor with the necessary expertise, services, qualified manpower, and essential equipment for the conduct of preventive maintenance works.

ii. APPROVED BUDGET FOR THE CONTRACT (ABC)

1. Philippine Pesos Eight Hundred Thousand (PhP 800,000)

iii. SERVICE COVERAGE

1. Pre-PMS activities such as checking and inspection of the cooling system
2. Quarterly PMS of the forty-four (44) air conditioning units installed at the SMWD Main Building
 - a. Thirty Seven (37) units : Split Type – Cassette
 - b. Seven (7) units : Split Type – Wall Mounted
3. Submission of official PMS and/or Service Check-up report.
4. Provide updates on the functionality, current capacity, condition (physical, electrical, and mechanical) recommendation of each air conditioning units
5. Immediate, unconditional and free check-up of air conditioning units in case of observed performance issues.

iv. SCOPE OF WORK

1. Supply of necessary manpower, tools, and equipment
2. Operationality tests of air conditioning units including fan speed and louver responsiveness
3. Basic PMS activities for air conditioning units
4. Conduct of minor repairs
5. Upkeep of cleanliness and orderliness of nearby surrounding
6. Follow up check ups

v. PAYMENT RATE AND SCHEDULE

1. Contractor will be paid after completion of quarterly PMS activities. Processing of which will commence upon submission of billing notice to SMWD including official PMS report.
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 incorporated with the ABC.



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2. To ensure unhampered operations of the SMWD, all PMS activities shall be done during Saturdays (on office areas) and Sundays (payment area) only. If a schedule nears a holiday, PMS activity may be done on that day.
3. Quarterly PMS schedule shall be confirmed by the General Services Division – Building, Grounds and Facilities Section to the contractor. For this contract, the proposed schedule will start by third week of May 2024. This will be followed by third week of August 2024, third week of November 2024, and third week of February 2025.
4. Contract Period is one (1) year, effective 01 April 2024 to 31 March 2025
5. Contractor shall 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.
6. In case of discrepancies, on-site modifications, and other project related concerns, the Contractor shall coordinate with SMWD representative prior execution of work.
7. Other consumables which are necessary to complete the project shall be at the expense of the Contractor.
8. 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.
9. 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 offices clean of water, mud, 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
10. 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.
11. The contractor shall closely coordinate with the Santa Maria Water District.



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12. 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.
13. To closely coordinate with the Santa Maria Water District to assure the effective implementation of the labor contract.
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.
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. 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: _____