

May 14, 2024

P-RFQ No. 2024-059

**REQUEST FOR QUOTATION**  
**SUPPLY AND INSTALLATION OF GLASS PARTITIONS FOR THE SMWD**  
**MAIN BUILDING-CONFERENCE AREAS**  
**(GS-2024-05-042)**

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, “**SUPPLY AND INSTALLATION OF GLASS PARTITIONS FOR THE SMWD MAIN BUILDING-CONFERENCE AREAS**” through Small Value Procurement (Sec. 53.9 of R.A. No. 9184) with Approved Budget for the Contract (ABC) of Three Hundred Forty Thousand Pesos Only (**₱340,000.00**).

	Description	Qty	Unit	Unit Cost	Total Amount
1	Construction/Installation of Glass Partitions for Three (3) Conference Areas at Third Floor and Two (2) Conference Areas at Second Floor	1	LOT		
	*** 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 condition 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, meeting purchaser’s technical specifications.

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);
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 cost to the delivery site if the contract is awarded.

Payment shall be through check and advance payment is not allowed. Payment shall only be made upon completion of delivery of all items.

All quotations may be typewritten or handwritten and may be placed in sealed envelope marked **"SUPPLY AND INSTALLATION OF GLASS PARTITIONS FOR THE SMWD MAIN BUILDING-CONFERENCE AREAS"** (RFQ No. 2024-059) and must be submitted on or before **May 20, 2024, 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 **BAC Chairperson, Maria Leonora S. Romarate.**

Quotations shall be valid for thirty (30) calendar days from the deadline of submission of the same.

PROJECT SITE: SMWD Main Building located at 302 J. P. Rizal St., Dulong Bayan,  
Santa Maria, Bulacan.

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 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**

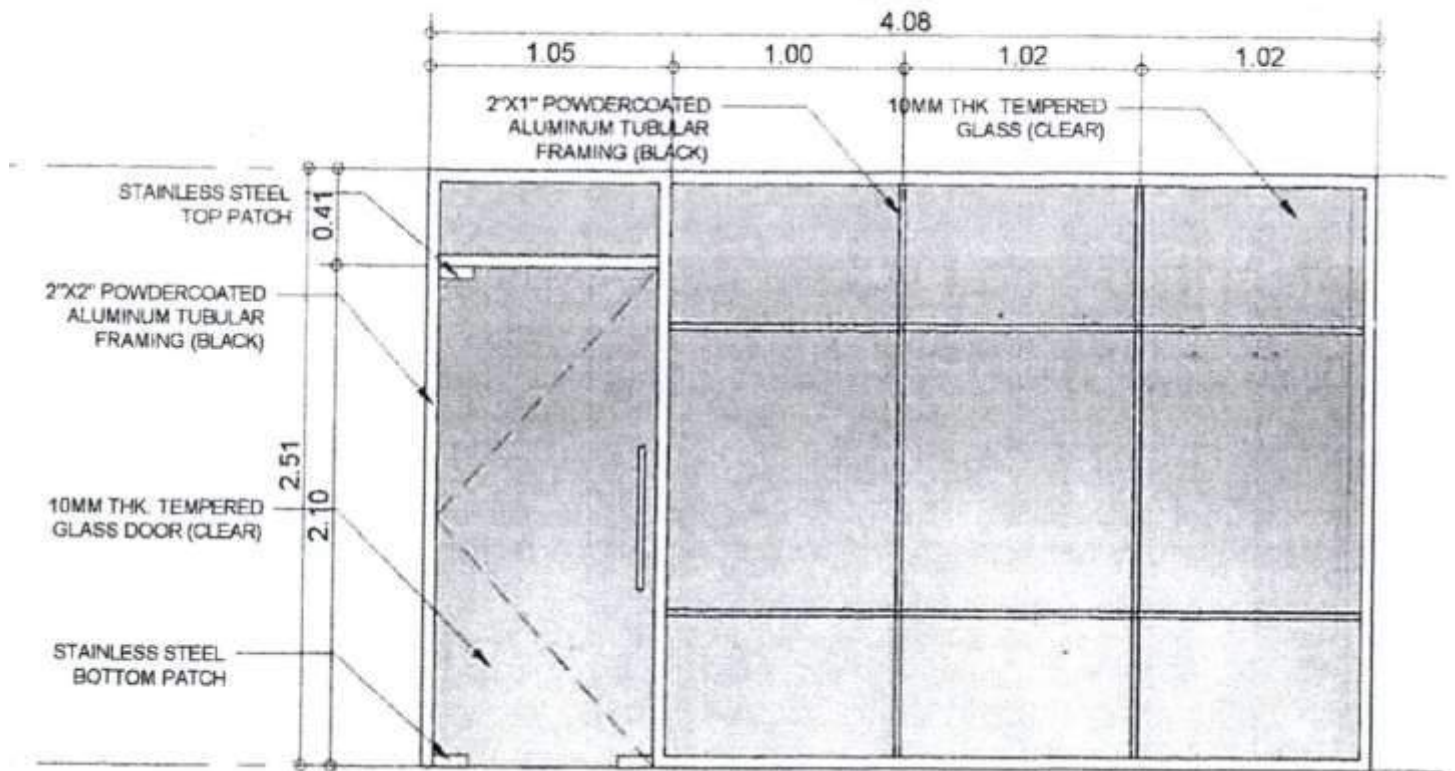
**Noted by:**

Sgd.

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



# Santa Maria WATER DISTRICT





# Santa Maria

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## TERMS OF REFERENCE FOR THE SUPPLY AND INSTALLATION OF GLASS PARTITIONS FOR THE SMWD MAIN BUILDING-CONFERENCE AREAS

### **i. OBJECTIVE**

The Santa Maria Water District (SMWD) intends to engage the services of a Supplier/Contractor with the necessary expertise, services, professional manpower, equipment, and materials for the installation of glass partitions.

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

1. Philippine Pesos Three Forty Thousand (PhP 340,000)

### **iii. SERVICE COVERAGE**

1. Conduct of all measurements of conference area
2. Supply of top-quality materials
3. Warranty on workmanship and materials for one (1) year from acceptance
4. Immediate, free of charge, and unconditional check-up in case of issues arising from the work done

### **iv. SCOPE OF WORK**

1. Supply of necessary materials, manpower, tools, and equipment
2. Installation of glass partition at designated conference areas
3. Upkeep of cleanliness and orderliness of nearby surrounding
4. Follow up check-ups of the installation especially for moving parts such door hinges and door locks

### **v. PAYMENT RATE AND SCHEDULE**

1. Qualified contractor may request for downpayment equivalent to 15% of the contract price.
2. Contractor is allowed to request for progress payments or may opt to finish the project prior payment collection
3. 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.
2. To ensure uninterrupted working hours of the SMWD employees, all project related works that will produce noise such as drilling shall be done during Saturdays, Sundays and holidays only. 8am-5pm.
3. Contract Period is one (1) month, commencing one day after the contract signing.





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4. Contractor shall be responsible to any incident that may occur during the conduct of their duty whether it involves personnel directly involved and engaged in the project or not.
5. In case of discrepancies, on-site modifications, and other project related concerns, the Contractor shall coordinate with SMWD representative prior execution of work.
6. Other consumables which are necessary to complete the project shall be at the expense of the Contractor.
7. 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.
8. 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 and odor nuisance in the work area
  - d. Storing excess material in appropriate and organized manner
  - e. Keeping trash of any kind off of residents' property
9. 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.
10. The contractor shall closely coordinate with the Santa Maria Water District.
11. 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.
12. To closely coordinate with the Santa Maria Water District to assure the effective implementation of the labor contract.
13. 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.
14. This Terms of Reference shall be deemed an integral part of the bid.



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15. Any dispute or disagreement in the interpretation or implementation of this contract shall be settled thru an arbitration in accordance with the existing laws.
16. 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.
17. 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: \_\_\_\_\_