

July 10, 2024

P-RFQ No. 2024-073

REQUEST FOR QUOTATION

**PREVENTIVE MAINTENANCE OF CCTV SYSTEM OF THE SANTA MARIA WATER DISTRICT
FOR CY 2024
(GS-2024-07-035)**

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 OF CCTV SYSTEM OF THE SANTA MARIA WATER DISTRICT FOR CY 2024**” through Small Value Procurement (Sec. 53.9 of R.A. No. 9184) with Approved Budget for the Contract (ABC) of Seventy-Five Thousand Pesos Only (**₱75,000.00**).

	Description	Qty	Unit	Unit Cost	Total Amount
1	MONTHLY PREVENTIVE MAINTENANCE SYSTEM OF CCTV	1	LOT		
	*** 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, qualification of supplier/bidder, terms of payment, special conditions 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)
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 "**PREVENTIVE MAINTENANCE OF CCTV SYSTEM OF THE SANTA MARIA WATER DISTRICT FOR CY 2024**" (RFQ No. 2024-073) and must be submitted on or before **July 17, 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.

PROJECT SITE: SMWD Main Building, Farmacia Emilia Building and SMWD Pump Stations.

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



Santa Maria

WATER DISTRICT

TERMS OF REFERENCE FOR THE PREVENTIVE MAINTENANCE OF CCTV SYSTEM OF THE SANTA MARIA WATER DISTRICT FOR CY 2024

I. Objective

The Santa Maria Water District (SMWD) intends to engage the services of a Contractor/Bidder duly authorized and with the necessary expertise, experience and capacity to maintain and repair and/or replacement of parts/accessories of the CCTV System. Preventive maintenance is an essential part of ensuring continuous surveillance, to prolong the useful-life expectancy of the CCTV system. This will further ensure that the system is working to its maximum performance and that images recorded and stored accordingly.

II. Project Coverage

The scope of services covers the supply of all labor, materials, tools, equipment, supervision and all operations necessary for the comprehensive maintenance services for the SMWD's CCTV Systems. Materials necessary for the completion of the repair shall be purchased separately by the SMWD. See below:

ITEM		TOTAL QUANTITY	LOCATION
INDOOR CAM	OUTDOOR CAM		
13	9	22	SMWD Main Building GF
12	1	13	SMWD Main Building 2F
12	1	13	SMWD Main Building 3F
12	1	13	SMWD Main Building 4F
4	1	5	SMWD Main Building 4F
12	14	26	Farmacia Emilia Bldg.
	7	7	PS No. 7 S. Bato, Guyong
	4	4	PS No. 15 SJ. Patag
	6	6	PS No. 21 Manggahan
Digital Video Recorder		3	c/o P&S Section
		5	SMWD Main Building 4F
Digital Video Recorder		1	PS No.7 S. Bato, Guyong
		1	PS No. 15 SJ Patag
		1	PS No. 21 Manggahan
Monitor		5	SMWD Main Building 4F
Monitor		2	Farmacia Emilia Bldg.
Monitor		1	PS No.7 S. Bato, Guyong
		1	PS No. 15 SJ Patag
		1	PS No. 21 Manggahan
Total units of Camera		109	
Total units of DVR		11	
Total units of Monitor		10	



Santa Maria

WATER DISTRICT

III. Approved Budget for the Contract

ABC : Seventy-Five Thousand Pesos (P 75,000.00)
Account No. : 50213050-130
Account Name : Repairs and Maintenance-Machinery and Equipment –
Office Equipment

IV. Scope of Work

1. The contractor shall conduct a preventive maintenance service on a monthly basis which covers complete inspection, cleaning, testing, calibration, and check-up of all the Closed-Circuit Television (CCTV) equipment such as network video recorders, PoE switches, uninterruptible power supply (UPS) installed in Santa Maria Water District Main Building and Pump Stations.

The preventive maintenance shall cover the following:

- a. Monthly preventive maintenance service for a period of five (5) months from August 1, 2024 to December 31, 2024.
- b. Supply of skilled labor, supervision, tools, equipment, parts, materials and accessories required for the preventive maintenance of CCTV System.
- c. Conduct of comprehensive diagnostic test to assess the overall status of the CCTV System installed in the SMWD Main Building and Pump Stations. The contractor shall submit the diagnostic test report with proper recommendations for the repairs/replacement of defective parts of the CCTV System equipment as necessary.
- d. Replacement of all equipment, parts, cable, software, and accessories that were found defective or need to be replaced based on the result of test. Cost of the parts, devices and equipment for replacement to be quoted and billed separately.
- e. The contractor shall ensure that the replaced equipment device, and accessories are equal or higher (in specification) and compatible with the existing CCTV system.
- f. All services are inclusive of labor cost and the needed materials for minor items such as RJ 45 connector DC plug. Minor repairs shall be done on the spot subject to availability of parts.
- g. Preventive maintenance shall also include the following:
 - i. Cleaning of all the CCTV equipment including the data cabinet.
 - ii. Checking and testing of UPS.
 - iii. Checking and cleaning of cameras
 - iv. Checking the NVR settings such as resolution, frames per second, schedule and logs, recordings and etc.
 - v. Checking of clarity, viewing, and focusing.
 - vi. Checking and testing of the NVR software
 - vii. Checking and testing of wires and cables including terminations and connectivity.
 - viii. Checking and testing of hard disk drive.
 - ix. Checking and testing of PoE Switch
 - x. Other services to ensure the good working condition of each CCTV System.



Santa Maria

WATER DISTRICT

- h. The contractor shall attend emergency service call and corrective maintenance of the CCTV System.
- i. For works that includes dismantling, reinstallation and relocation of CCTV, this shall be billed separately on a per unit basis.
- j. The contractor shall submit a detailed after-activity report for every repair and preventive maintenance activity (*same as diagnostic test report*).
- k. The contractor shall take necessary precaution and observe the highest safety standard to ensure that there is no damage to existing facilities in any form, SMWD employees and members. Any damage resulting from activities related to this project shall be shouldered by the contractor.

V. Qualification of the Supplier/Bidder

The eligibility requirements shall comply with the applicable provision of Section 23-24 of the IRR of RA 9184.

- 1. Philgeps Registration
- 2. Registration from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives;
- 3. Mayor's Permit issued by the city or municipality where the principal of business of the prospective bidder is located;
- 4. Income Tax Return
- 5. BIR Certificate of Registration (2303)
- 6. Omnibus Sworn Statement
- 7. Contractor/Bidder must be operating in the Philippines for the past two (2) years, with expertise and/or experience in the fields of CCTV System maintenance.

VI. Terms of Payment

- 1. The price quotation, to be denominated in Philippine Peso, shall include all taxes, duties and/or levies payable.
- 2. Quoted price shall be fixed on a monthly basis regardless of the quantity of the CCTV.
- 3. The quoted prices shall be considered fixed and not subject to price escalation during the contract implementation.
- 4. Price validity shall be for a period of thirty (30) days from the submission of the quotation.
- 5. Payment shall be made within five (5) working days after the completion of the services rendered and receipt of the Statement of Account and Preventive Maintenance Report required in the service contract. The SMWD shall not be held liable for any delay in the payment under reasonable circumstances.
- 6. Statement of Account must cover the previous fifteen (15) calendar days. See table below:

Period Covered	SOA Submission	Payment
Day 1 to 30	16 th day of the month	21 st day of the month
Day 16 to 30	1 st day of the succeeding month	6 th day of the month





Santa Maria

WATER DISTRICT

7. Quoted amount stated in the contract shall be for the cleaning, preventive maintenance of CCTV System units only. Any amount for the parts and repair services identified by the contractor shall be billed and shall be deemed payable by the SMWD. Cost of replacement parts, dismantling, reinstallation and relocation of CCTV units shall be billed separately.

VII. Special Conditions

Delivery and Schedule of Services and Warranty

1. The supplier/bidder shall proceed with the first scheduled preventive maintenance within ten (10) calendar days upon receipt of the Notice to Proceed.
2. The preventive maintenance activities shall not exceed a total of ten (10) calendar days, unless otherwise allowed by the SMWD or its authorized representative for reasonable cause.
3. Warranty for the repair and/or replacement (labor only) of defective parts shall be at least thirty (30) days from such repair and/or replacement.
4. Warranty for the newly replaced device/equipment only shall be at least one (1) year therefrom.

Limitation of Liability

5. Subject to the SMWD's obligation to pay the price due to the supplier/bidder, either party's liability in the contract, tort or otherwise arising directly out of or in connection with this Terms of Reference and its applicable provision shall be limited only as to its aggregate Price.

Termination

6. The agreement between the SMWD and the supplier/bidder shall be effective upon its approval by the former and acceptance by the latter, and shall continue, unless terminated sooner or until the completion date.
7. SMWD may terminate the agreement, in whole or in part, at any time for its convenience. The contract may be terminated for the convenience of the agency if it has determined the existence of conditions that make the project implementation economically, financially, or technically impractical and or unnecessary, such as but not limited to, fortuitous event(s) or changes in law and the agency policies. Provided that SMWD shall notify the other contracting party in writing at least thirty (30) days prior the effectivity of the termination.
8. Either party may terminate the agreement thirty (30) days upon written notice whenever material breach of any provision contained in this Terms of Reference has been violated, provided that the party who caused the material breach



Santa Maria

WATER DISTRICT

cannot remedy the defect within fifteen (15) days from occurrence or written notice from the affected party.

9. The termination of the agreement shall not diminish or avoid any accrued rights or liabilities by either party during the existence of the contract and shall continue to be in force and effect expressly or by implication unless or until invalidated or made illegal by competent authority.

Miscellaneous

10. The failure of either party to enforce its rights based on the agreement under this Terms of Reference at any time for any period shall not be construed as a waiver of such rights.
11. If any part, term or provision of this Terms of Reference is held invalid, illegal or unenforceable the validity or enforceability of the remaining provisions shall not be affected.
12. Neither party shall not be held liable for failure to perform or delay in performing any obligation under this Terms of Reference if the failure or delay is caused by any circumstances that is beyond the reasonable control of the contracting parties, including but not limited to acts of God, *force majeure*, war, civil commotion or industrial dispute. If such delay or failure continues for at least five (5) days, the party affected by such delay or failure shall be entitled to terminate this Agreement upon written notice to the other.
13. It is understood that all the relevant provision of the Republic Act No. 9184 (Government Procurement Reform Act) and its Implementing Rules and Regulations-A (IRR-A) shall apply, govern, and complement the agreement arrived at under this Terms of Reference.

VIII. General Conditions

14. This Terms of Reference shall be deemed an integral part of the bid.
15. All entries in the quotation must be typewritten in company's letterhead, duly signed by the supplier/bidder or its authorized representative.
16. The SMWD 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 thereby incurring any liability to the affected bidder(s), and to accept only the offer that is most advantageous to the government.
17. This contract is effective from August 1 to December 31, 2024.

Prepared by:

Sgd.

Maria Leonora S. Romarate
Division Manager
General Services Division



Santa Maria

WATER DISTRICT

RECOMMENDING APPROVAL:

Sgd.

JOVITA I. DALMACIO

Department Manager

Admin, Finance and General Services Dept.

APPROVED BY:

Sgd.

ENGR. CARLOS N. SANTOS, JR.

General Manager

7/3/21