

September 3, 2024

P-RFQ No. 2024-088

**REQUEST FOR QUOTATION**

**LABOR PAKYAW CONTRACT FOR HORIZONTAL DRILLING PROJECTS OF 2024  
(CM-2024-08-005)**

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, “**LABOR PAKYAW CONTRACT FOR HORIZONTAL DRILLING PROJECTS OF 2024**” through Small Value Procurement (Sec. 53.9 of R.A. No. 9184) with Approved Budget for the Contract (ABC) of Sixty Thousand Pesos Only (**₱60,000.00**).

	Description	Qty	Unit	Unit Cost	Total Amount
1	<b>HORIZONTAL DRILLING</b>	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, terms of payment, duration of the project, responsibilities of the project facilitator 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 “**LABOR PAKYAW CONTRACT FOR HORIZONTAL DRILLING PROJECTS OF 2024**” (RFQ No. 2024-088) and must



be submitted on or before **September 9, 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. The contractor should inform the PE at least three (3) days before the implementation of the project.

PROJECT SITE: From Gravador St. to Celestino St., National Road, Brgy. Guyong and any other projects that will be implemented during the contract period.

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 LABOR PAKYAW CONTRACT FOR HORIZONTAL DRILLING PROJECTS OF 2024

### I. OBJECTIVE

The Santa Maria Water District (SMWD) intends to engage the services of a Supplier/Bidder with the necessary expertise, experience and capacity to provide the needs of SMWD for the pipelaying projects of 2024.

### II. APPROVED BUDGET FOR THE CONTRACT (PAKYAW LABOR)

The approved budget for the contract is Sixty Thousand Pesos Only (₱ 60,000.00).

### III. PROJECT COVERAGE

1. 150mm Pipeline Rehabilitation Project (From Gravador St. To Celestino St., National Road Brgy. Guyong)
2. And any other projects that will be implemented during the contract period.

### IV. SCOPE OF WORK

#### 1. Horizontal Drilling

It shall be performed by the contractor for the road crossing of pipe to be laid. Horizontal drilling shall be compliant to the standards and specifications of the SMWD.

#### 2. Surface Clearing

Shall include clearing and cleaning of the excess excavated materials within the area of work assigned for each laborers. Excess excavated materials shall be removed and disposed off on the adjacent area where backfilling is still needed or haul it with Santa Maria Water District's Hauling Contractor. If the Santa Maria Water District has no Hauling Contractor, laborer(s) must assist on hauling the excess backfill material for proper disposal.

### V. TERMS OF PAYMENT

1. The Project Facilitator (PF) shall submit its report to the assigned Engineer of the Santa Maria Water District every week and to be submitted to the Accounting as the billing arises.



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2. Contractor will be paid upon the completion of each project which will commence upon submission of billing notice to SMWD including official accomplishment report. Contractor may opt to bill the SMWD monthly or accumulated months.
3. The Santa Maria Water District shall pay the Contractor via check payment, within (30) working days upon receipt of billing notice with reference to the progress report.
4. The district shall deduct a percentage from the total billing amount to cover the withholding tax and expanded value-added tax that must be remitted to the Bureau of Internal Revenue (BIR).

### VI. DURATION OF THE PROJECT

The scheduled start date of the Project is on August 27, 2024 (Tuesday) and the target completion date is on December 31, 2024 (Tuesday).

### VII. RESPONSIBILITIES OF PROJECT FACILITATOR

1. That all work shall conform with the design, specifications and standard of Santa Maria Water District.
2. To replace any material which will be damaged due to negligence during the implementation of the works by the Pakyaw Laborers.
3. To provide labor, tools and equipment necessary to finish and complete the works as agreed upon or maybe assigned by the Santa Maria Water District.
4. Shall be responsible for the proper disposal of all debris/excess materials found or as a result of the implementation of the project.
5. To be responsible to any accident that may occur during the conduct of the work whether it involves personnel who are directly engaged in the project or not.
6. To comply with all existing laws, executive and administrative orders, rules and regulations issued or to be issued by the competent authorities as well as rules and regulations governing the personnel of the Santa Maria Water District.
7. To closely coordinate with the Santa Maria Water District to assure the effective implementation of this contract.
8. To secure the work area, at all times with early warning devices, barricades and fences provided for by the Santa Maria Water District.

### VIII. RESPONSIBILITIES OF THE SANTA MARIA WATER DISTRICT



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1. That the materials (Pipes, Fittings, etc.) shall be provided by Santa Maria Water District as specified in the respective design and method of the work.
2. That all materials which, upon confirmation by authorized SMWD personnel, are found to be defective shall be returned for storekeeping and shall be replaced with a new one.
3. That concrete mixture to be used for the surface restoration shall conform with the standard specifications as defined by the Department of Public Works and Highways (DPWH).
4. Shall provide adequate early warning devices, barricades and fences, for the work. It shall be the responsibility of the laborer to enclose the area with barricades and fences for the protection and prevention of accidents.
5. To closely coordinate with the local police, municipal engineer's office and local barangay officials to assure the effective implementation of the project.

### **IX. GENERAL CONDITIONS**

1. The cost of mobilization and demobilization at the job site shall be incorporated within the ABC.
2. This Terms of Reference shall be deemed an integral part of the contract.
3. Any dispute or disagreement in the interpretation or implementation of this contract shall be settled thru arbitration in accordance with the existing laws and regulations.
4. SMWD reserves the right to reject any or all quotations/bid, 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.
5. 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 Santa Maria Water District Representative as the work progresses or as needed. Clean-up shall be done on a daily basis. Clean up work shall include, but not limited to:
  - a. Removing the trash, paper, rubbish, and debris resulting from operations.
  - b. Sweeping streets clean of dirt or debris.
  - c. Alleviating any dust nuisance in the work area.
  - d. Storing excess materials in appropriate and organized manner.
  - e. Keeping trash of any kind off of resident's property.
6. The contractor shall have access to the site within the duration of the project starting on the date of receipt of the Notice to Proceed. All works should be coordinated with Santa Maria Water District on weekly basis and can be revoked or suspended.



## Santa Maria WATER DISTRICT

7. In case of a "stoppage of work" due to issues/concerns cause by the Contractor, it shall be reported immediately to Santa Maria Water District or its representative. In such case, contractor shall make up for the lost day of work to accomplish the project on time.
8. To closely coordinate with the Santa Maria Water District to assure the effective implementation of the labor contract. The contractor shall submit progress reports once a week to the Santa Maria Water District.
9. The contractor shall be fully responsible for the safety of its personnel, including Proper Protective Equipment (PPE) and clearly understand and agree that no employer – employee relationship shall exist between the contractor's personnel and Santa Maria Water District. Any damaged caused by the contractor or its personnel to any property of Santa Maria Water District or injury or death to a third party shall be the sole responsibility of the contractor and the latter shall pay the cost or shoulder the burden thereof.
10. The contractor shall provide storage for the materials to be used and temporary site facilities for its personnel during the construction or project. It shall ensure the safety and security of its materials and equipment. Any damage to the materials and equipment shall be for the account of the contractor.
11. All incidental expenses related to the project shall be for the account of the Contractor.
12. 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 any kind. Contractor shall evacuate the site of the work in a neat and orderly condition equal to its original state, or as called for in the contract documents. Waste materials removed from the site shall be disposed of at locations satisfactory to Santa Maria Water District, and at the contractor's sole cost.
13. Surplus or excess materials supplied by SMWD shall be returned to the Santa Maria Water District.
14. To comply with all existing laws, executive and administrative orders, rules and regulation issued or to be issued by competent authorities as well as implementing rules and regulations governing the Santa Maria Water District.
15. That the Santa Maria Water District reserves the right to terminate the service of the contractor at any time before the end of the contract period if Santa Maria Water District deems the services are not in compliance with these terms of reference and/or not on par with Santa Maria Water District policies and standards.

Prepared by:                      8-28-24

Sgd.

**Engr. John Julius Xavier G. Tatad**

*Senior Engineer A - Mainline Expansion and Maintenance Section*



# Santa Maria

WATER DISTRICT

Check and Verified by:

Sgd. *8/28/2024*  
**Maria Leonora S. Romarate**  
*Chairperson – Bids and Awards Committee (BAC)*

Approved by:

Sgd.  
**Engr. Carlos N. Santos Jr.**  
*General Manager* *8/29/24*

CONFORME:

Signature over printed name of the Contractor: \_\_\_\_\_

Company Represented: \_\_\_\_\_

Date Received: \_\_\_\_\_

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