

December 5, 2024

P-RFQ No. 2024-112

REQUEST FOR QUOTATION

**REPAIRS AND PREVENTIVE MAINTENANCE OF SMWD SERVICE VEHICLES – TOYOTA
(GS-2024-12-065)**

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, “**REPAIRS AND PREVENTIVE MAINTENANCE OF SMWD SERVICE VEHICLES – TOYOTA**” through Small Value Procurement (Sec. 53.9 of R.A. No. 9184) with Approved Budget for the Contract (ABC) of Three Hundred Thousand Pesos Only (**₱300,000.00**).

	Description	Qty	Unit	Unit Cost	Total Amount
1	1 lot repair, replacement of defective parts/preventive maintenance schedule of 13 service vehicles: - Toyota Revo - Toyota Fortuner - Toyota Innova - Toyota Hiace - 9 Toyota Liteace pick Up	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, 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).

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 Service Invoice (SI)
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 "**REPAIRS AND PREVENTIVE MAINTENANCE OF SMWD SERVICE VEHICLES – TOYOTA**" (RFQ No. 2024-112) and must be submitted on or before **December 11, 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**.

The contract will be awarded to the participating service provider whose price quotation is the most advantageous and responsive to SMWD, in accordance with the SMWD's judgement and discretion. SMWD shall not be bound to accept the lowest or any price quotation, which, in its judgment is, in the ultimate analysis, not advantageous to the government.

Furthermore, the SMWD BAC reserves the right to accept or reject any price quotation, waive any formality in the RFQ, annul the procurement process, reject any or all price quotation at any time prior to contract award, declare the procurement process a failure, without thereby incurring any liability to the affected participating service provider or any person.

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 REPAIRS AND PREVENTIVE MAINTENANCE OF SMWD'S SERVICE VEHICLES

I. Objective

The Santa Maria Water District (SMWD) intends to engage the services of a service provider duly authorized and with the necessary expertise, experience, and capacity to maintain, repair, and/or replace parts and accessories of the Santa Maria Water District service vehicles with the following plate numbers: SGR 613, TXI 261, ALA 1080, Toyota Hiace with CS-P5B809, nine (9) Toyota Liteace Pickups with plate numbers: SND 7797, SND 7798, SND 7799, SND 7800, SND 7866, SND 7877, SND 7879, and Conduction Stickers: MV 66-Z4K467, MV 68-NKI 9100, and anticipated additional service vehicles, respectively.

II. Approved Budget for the Contract (ABC)

The maximum possible contract price for the duration of the project is THREE HUNDRED THOUSAND PESOS (P 300,000.00) for CY 2025, but the contract will be based on actual parts, major repairs, and maintenance costs.

III. Project Coverage

The project shall cover the supply of labor, parts, tools, equipment, supplies, supervision and all others necessary for the comprehensive maintenance services of the SMWD's service vehicles: 13 service vehicles with provision of an increase subject to SMWD information.

IV. Scope of Work

The service provider shall provide all supplies, personnel, equipment, tools, materials, supervision, and other items or services necessary to perform the management and operation of motor vehicle maintenance functions.

All supplies and materials shall be of the type and quality that conform to Suzuki specifications and standards, ideally original Suzuki parts. All supplies, materials, and equipment to be used in the performance of the work described herein are subject to being checked.

The service provider shall not use any material, chemical, or compound that SMWD determines would be unsuitable for the intended purpose or harmful to the vehicles being serviced.

The service provider shall provide intermediate maintenance, preventive maintenance, and scheduled inspections and tests; repair or replace unserviceable parts, assemblies, subassemblies, and components; refinish, fabricate parts, and make modifications; repair accessories and auxiliary equipment; and body structural repair.



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The service provider shall be responsible for repairs and parts after installation, which should fall under warranty.

The service provider shall provide, issue, and add all replenishment of fluids and lubricants, including engine oils, transmission, brake, and hydraulic fluids, gear lubricants, and coolants that meet the standards set forth by Suzuki.

The engine oil to be used is only recommended/suitable oil type, a recognized and well-reputed brand. It is the responsibility of the contractor to provide the oil and make sure that there is always enough quantity kept in stock to serve all SMWD vehicles.

A. Obligation of Bidder/Contractor

A.1. Preventive Maintenance Service

Preventive maintenance is a term used to describe the performance of regularly scheduled maintenance procedures on a vehicle to prevent the possibility of malfunctions. SMWD will maintain all vehicles in the best possible operational conditions. This will be accomplished by adhering to and/or exceeding the manufacturer's recommended minimum maintenance requirements.

Preventive maintenance is performed every **5,000 km** of distance traveled. Below are the inclusions:

A.2 Basic Engine Component

1. Inspect and correct or replace if necessary, camshaft timing belt every 100,000 km.
2. Replace valve lash (clearance) every 30,000 km.
3. Inspect drive belts every 45,000 km and replace if necessary, every 90,000 km.
4. Replace, change, or lubricate engine oil and engine oil filter for every 5,000 km.
5. Inspect and correct or replace if necessary, the exhaust system (except catalyst) every 30,000 km.
6. Replace engine coolant every 45,000 km.

A.3 Ignition System

Replace or change spark plugs every 45,000 km for unleaded fuel used; or every 30,000 km for leaded fuel use.

A.4 Fuel

1. Inspect and correct if necessary, Air cleaner filter element every 15,000 km and replace every 45,000 km.
2. Inspect and correct or replace if necessary, fuel filter every 60,000 km.
3. Inspect and correct or replace if necessary, fuel lines every 30,000 km.
4. Inspect and correct or replace if necessary, fuel tank every 45,000 km.



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A.5 Emission Control System

1. Inspect and correct or replace if necessary, the crankcase ventilation hoses and connection every 30,000 km.
2. Inspect and adjust if necessary, PVC valve every 90,000 km for engines with oxygen and every 45,000 km for engines without oxygen sensor
3. Inspect and correct or replace if necessary, fuel evaporative emission control system every 90,000 km for engines with oxygen sensor and every 45,000 for engines without oxygen sensor.

A.6 Chassis and Body

1. Inspect and correct or replace if necessary, clutch (if equipped) every 30,000 km.
2. Inspect and correct or replace if necessary, brake pads and discs (front) every 15,000 km.
3. Inspect and correct or replace if necessary, brake drums and shoes (rear) every 30,000 km
4. Inspect and correct or replace if necessary, brake pipes and hoses every 30,000 km.
5. Inspect and correct or replace if necessary, brake fluid every 30,000 km
6. Inspect and correct or replace if necessary, brake lever & cable first at 15,000 km only.
7. Inspect and correct or replace if necessary, tires every 15,000 km.
8. Inspect and correct or replace if necessary, wheel discs every 15,000 km.
9. Inspect and correct or replace if necessary, suspension system every 30,000 km.
10. Inspect and correct or replace if necessary, propeller shaft every 45,000 km.
11. Inspect and correct or replace if necessary, manual transmission oil first at 15,000 km and replace every 45,000 km.
12. Inspect and correct or replace if necessary, differential oil first at 15,000 km and every 45,000 km.
13. Inspect automatic transmission fluid level every 30,000 km. Change fluid every 165,000km and inspect, correct or replace if necessary, fluid hose every 60,000 km.
14. Inspect and correct or replace if necessary, steering system every 30,000 km.
15. Inspect and correct or replace if necessary, all latches, hinges and locks every 30,000 km.
16. Inspect and correct or replace if necessary, power steering (if equipped) every 15,000 km.

A.7 Corrective Maintenance

The SMWD transport personnel will send the service vehicle to the service provider with the Service Repair Request Form (SRRF) to estimate the cost of repairs to be done, parts to be replaced, and labor. The service provider will then issue a quotation for the cost of labor and materials for the repair and maintenance of the service vehicle. The recommended repair and cost estimate will then be submitted to the SMWD authorized representative for approval. The approved Repair Request Form shall serve as an authorization to execute the recommended repair.

Additional repairs or replacements of parts may be allowed, provided that such additional work is approved by SMWD authorized personnel.



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The SMWD will provide a list of personnel who are authorized to administer and process the repair of the service vehicles.

V. Terms of Payment

SMWD shall pay the service provider five (15) working days upon receipt of a statement of account with a **sales invoice** for the repair or service rendered and replacement of parts. Payment shall be made by check payable to the service provider with a tax deduction. The Transport Services representative, on the other hand, shall prepare a certificate of completion to certify that the work has been completed and satisfied.

VI. Special Conditions

A. Minimum Requirements for the Bidder

1. Firm/Corporation

- Department of Trade and Industry (DTI) or Security Exchange Commission (SEC) Registration Certificate.
- Mayor's Permit
- BIR Certificate of Registration
- Philgeps Registration and Membership
- Omnibus Sworn Affidavit
- Other documents that will be required by the Procuring Entity & Gov't. Agency

2. Manpower Requirement

The service provider shall ensure that employees or his or her service crew have the technical know-how and capability to do the job required by the SMWD for the repairs and maintenance of service vehicles. The accountability of the service vehicle will be transferred to the service provider while it is in their possession during the repair period, so trustworthy, reliable, and dependable crews and employees are expected from the service provider.

3. Manpower/Equipment Requirement

The service provider must have professional welding services or equipment. Alignment and tire pressure equipment with reprogrammable capability. Coolant and transmission flush machines must be available. It must also have a brake fluid replacement system and full service and overhaul equipment as well.

4. Additional Requirements of the Service Provider

- The service provider shall be an authorized dealer of Toyota and shall provide warranties for all services performed. One month or 30 days for workmanship and replacement of spare parts, 1 year for Paid Service Parts.



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- The service provider shall provide genuine Toyota service parts for all categories for services, shall have capacity for body and fender works.
- The service provider shall provide maintenance services in line with the maintenance intervals prescribed by the manufacturer.
- The service provider shall only provide services only upon receipt of authorized Service Request Form from SMWD (*See attached Form*).
- The service provider shall provide invoice for all services (spare parts and labor).
- The service provider must allow release of service vehicles upon repair and/or completion of PMS.

5. SMWD Service Vehicle Inventory

	Make/Model	Plate No.
1	Toyota Revo	SGR 613 \
2	Toyota Fortuner	TXI 261 \
3	Toyota Innova	ALA 1080 \
4	Toyota Hiace	P5B809 \
5	Toyota Liteace Pick Up	SND 7797 \
6	Toyota Liteace Pick Up	SND 7798 \
7	Toyota Liteace Pick Up	SND 7799 \
8	Toyota Liteace Pick Up	SND 7800 \
9	Toyota Liteace Pick Up	SND 7876 \
10	Toyota Liteace Pick Up	SND 7877 \
11	Toyota Liteace Pick Up	SND 7879 \
12	Toyota Liteace Pick Up	MV 66 – Z4K467 \
13	Toyota Liteace Pick Up	MV 68 – NKI 9100 \

B. Delivery and Schedule of Services and Warranty

1. Schedule of Preventive Maintenance and/or Corrective Maintenance shall be called upon by the Administrative Services Assistant from the Transport Section duly confirmed by the Service Provider.
2. Preventive maintenance shall be rendered every 5,000 km odometer reading or if the PMS is already imperative for the vehicles.
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 there from.



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C. Termination

1. 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.
2. 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 to the effectivity of the termination.
3. 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 cannot remedy the defect within fifteen (15) days from occurrence or written notice from the affected party.
4. 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.

D. Miscellaneous

1. 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.
2. 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.
3. Neither party shall 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.
4. 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.

VII. General Conditions

1. This Terms of Reference shall be deemed an integral part of the bid.
2. All entries in the quotation must be typewritten in company's letterhead, duly signed by the supplier/bidder or its authorized representative.
3. 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



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4. accept only the offer that is most advantageous to the government
 This contract is effective for a period of one (1) year commencing on January 1, 2025 and will end on December 31, 2025.

Prepared by:

Sgd. *10/12/2024*
GINABELLE G. DATOLAYTA
Administrative/General Services Officer A
 General Services Division Transport Section

Noted by:

Sgd. *10/18/2024*
MARIA LEONORA S. ROMARATE
Division Manager B
 General Services Division

RECOMMENDING APPROVAL:

Sgd.
JOVITA I. DALMACIO
Department Manager
 Admin, Finance and General Services Dept.

APPROVED BY:

Sgd.
ENGR. CARLOS N. SANTOS, JR.
General Manager *12/2/24*

Conforme by:

Signature : _____
 Name : _____
 Designation : _____
 Date : _____