

June 19, 2025

P-RFQ No. 2025-081

## REQUEST FOR QUOTATION

### LABOR PAKYAW CONTRACT FOR TWELVE (12) SIDESTREET EXPANSION PROJECTS (BRGY. REQUESTS) OF 2025 (CONST-2025-06-011)

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 TWELVE (12) SIDESTREET EXPANSION PROJECTS (BRGY. REQUESTS) OF 2025**” through Community Participation (Sec. 35.11 of R.A. No. 12009) with Approved Budget for the Contract (ABC) of Eight Hundred Forty Thousand Nine Hundred Ninety-Three Pesos and Thirty-Eight Centavos Only (**₱840,993.38**).

	Description	Qty	Unit	Unit Cost	Total Amount
1	<b>PIPE EXCAVATION (80 cm)</b>	2007	LM		
2	<b>INTERCONNECTION/BOV BOX (80 cm)</b> <b>2m(length)x2m(width)x1.5m(height)</b>	312	LM		
	with: Sand Bedding Backfill and Compaction Clearing and Cleaning				
3	<b>HAULING OF EXCESS MATERIALS (PIPELAYING)</b>	281	HR		
4	<b>HAULING OF EXCESS MATERIALS (RESTORATION)</b>	303	HR		
	*** please see attached terms of reference ***				

The Terms of Reference (TOR) has been attached hereto and shall form part of the Contract Agreement. The project coverage, scope of work, payment rate and schedule, duration of the project & contract validity, responsibilities of project facilitator and Santa Maria Water District 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. 12009 (Government Procurement Reform Act).

Likewise, in accordance with Section 6.1.2 of Appendix 35 (Guidelines for the Conduct of Community Participation in Procurement) of the IRR of RA No. 9184, the contractor shall provide the following documentary requirements as a condition for award of the contract. The documents shall be attached together with the quotation.

1. A photocopy of the government-issued ID of the officers or members of the Unorganized CSG showing that they are residents of the target community, or nearby and other communities, if allowed by the PE.
2. A sworn affidavit (Appendix “1”) executed by the head or authorized representative that:
  - a. none of its organizers, officers or members is an agent or related by consanguinity or affinity up to the third (3rd) civil degree to the HOPE, a member of the BAC, the TWG or the Secretariat, or other official authorized to process





and/or approve the proposal, contract, and release of funds; and

b. commitment of the Unorganized CSG that it shall perform and deliver all the obligations and undertakings under the contract covering the procurement at and if no performance or warranty security is required by the PE.

3. List of completed work experiences of the members of the Unorganized CSG that meet or satisfy the workmanship and skill set requirements, which shows the capacity to perform the required labor component for the delivery of Goods or implementation of Simple Infrastructure Project.

4. Photocopy or scanned copy of the bank account under the name of any of its officers or members with the complete bank account information; or proof that it maintains books of accounts such as cash receipts journal, general journal, and general ledger.

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. Quotations exceeding the Approved Budget for the Contract shall be rejected.

The duly accomplished quotation form may be typewritten or handwritten and may be placed in sealed envelope marked **LABOR PAKYAW CONTRACT FOR TWELVE (12) SIDESTREET EXPANSION PROJECTS (BRGY. REQUESTS) OF 2025** (RFQ No. 2025-081) and must be submitted on or before **June 25, 2025, 11:00AM** at the SMWD main office. It may also be sent via electronic mail 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: 1. Malaganit Street, Brgy. Camangyanan, Santa Maria, Bulacan  
2. F. Guballa Street, Brgy. Cay Pombo, Santa Maria, Bulacan  
3. Gravador Street, Brgy. Guyong, Santa Maria, Bulacan  
4. Gulod Street, Brgy. Lalakhan, Santa Maria, Bulacan  
5. Gubat Street, Brgy. Parada, Santa Maria, Bulacan  
6. Sitio Matahimik, Brgy. Parada, Santa Maria, Bulacan  
7. Housing Project Sidestreet, Brgy. Santa Cruz, Santa Maria, Bulacan  
8. Sitio Bukid, Brgy. Santa Cruz, Santa Maria, Bulacan  
9. Kalye Onse, Brgy. San Vicente, Santa Maria, Bulacan  
10. T.M. Salazar Street, Brgy. Santo Tomas, Santa Maria, Bulacan  
11. Lucio Compound, Brgy. San Vicente, Santa Maria, Bulacan  
12. Amplaya Street, Brgy. Tumana, Santa Maria, Bulacan  
13. Any additional pipelaying projects that will be implemented during the contract period with an approved Program of Works (POW).

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 Analyst**

Noted by:

Sgd

**Maria Leonora S. Romarate**

**BAC Chairperson**

**TERMS OF REFERENCE FOR THE LABOR PAKYAW CONTRACT FOR TWELVE  
(12) SIDESTREET EXPANSION PROJECTS (BRGY. REQUESTS) OF 2025**

**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 2025

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

The approved budget for the contract is Eight Hundred Forty Thousand Nine Hundred Ninety-Three Pesos and Thirty-Eight Centavos Only (₱ 840,993.38).

**III. PROJECT COVERAGE**

1. Brgy. Camangyanan, Malaganit Street Sidestreet Extension Project.
2. Brgy. Caypombo, F. Guballa Street Sidestreet Extension Project.
3. Brgy. Guyong, Gravador Street Sidestreet Extension Project.
4. Brgy. Lalakhan, Gulod Street Sidestreet Extension Project.
5. Brgy. Parada, Gubat Street Sidestreet Extension Project.
6. Brgy. Parada, Sitio Matahimik Sidestreet Extension Project.
7. Brgy. Santa Cruz, Housing Project Sidestreet Extension Project.
8. Brgy. Santa Cruz, Sitio Bukid Extension Sidestreet Extension Project.
9. Brgy. San Vicente, Kalye Onse Sidestreet Extension Project.
10. Brgy. Santo Tomas, T.M. Salazar Street Sidestreet Extension Project.
11. Brgy. San Vicente, Lucio Compound Sidestreet Extension Project.
12. Brgy. Tumana, Ampalaya Street Sidestreet Extension Project.
13. And any additional *pipelaying projects* that will be implemented during the contract period with an approved *Program of Works (POW)*.

**IV. SCOPE OF WORK**

**1. Excavation**

Shall include the removal of materials of whatever nature that will be encountered, including all obstructions present that will interfere with the pipelaying projects and the work shall be executed with the guidance and direction of SMWD and shall be complied with its standards and specifications.

**2. Sand Bedding**

White sand shall be provided by the SMWD and shall be applied and spread along the trench (before, after, and sides of the layed pipeline) as backfill materials by the contractor at a certain depth as specified on SMWD Standards and Specifications.





### 3. Backfilling and Compaction

Pipeline trenches shall be backfilled with selected materials obtained from excavation. If, in the Engineer's opinion, said materials is unsuitable for backfill purposes, the said materials shall not be use. Prior to backfilling, the contractor shall see to it that no harmful objects shall be left in the trenches including water that will damage the pipelines.

### 4. 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 dispose of 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. PAYMENT RATE AND SCHEDULE

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.
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 & CONTRACT VALIDITY

The project is scheduled to start on *July 01, 2025 (Tuesday)* and it's the target completion date is on *December 31, 2025 (Wednesday)*. The contract shall be valid for one (1) year, which then shall end on July 01, 2026 (Wednesday).

## VII. RESPONSIBILITIES OF PROJECT FACILITATOR

1. That all work shall conform to 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. That all laborers shall be with legal ages (eighteen years and above), minors are not allowed.
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.
9. Laborer must worn Personal Protective Equipment (PPE). Specifically Helmets, goggles, gloves, and steel toed shoes.

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

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 to 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 enclosed the area with barricades and fences. For the protection and prevention of accidents.
5. Shall provide hauling vehicle (elf) for excess materials that shall be hauled by Pakyaw Labor or by Hauling Contractor (if any).
6. To closely coordinate with the local police, municipal engineer's office and local barangay officials to assure the effective implementation of the project.

TOR- Labor Pakyaw Contract for Twelve (12) Sidestreet Expansion Projects  
(Orig. Requests) of 2015





## 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.
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

TOR - Labor Pakyaw Contract for Inlie (12) Sidestreet Expansion  
Projects (Argy. Request) of 2025

"YOUR WATER. OUR OBLIGATION  
YOUR CONVENIENCE. OUR SERVICE"



Page 4 of 5



Management  
System  
ISO 9001:2015  
www.tuv.com  
ID: 910845560



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:

Sgd

**Engr. Christian A. Reyes**  
*Senior Engineer A – Construction Division*

Reviewed by:

Sgd

**Ms. Maria Leonora S. Romarate**  
*Division Manager/BAC Chairperson*

Approved by:

Sgd

**Engr. Carlòs N. Santos Jr.**  
*General Manager*

**CONFORME:**

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

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

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

TOR - Labor Pakyaw Contract for twelve (12) sidestreet  
Expansion Projects (Req. Requests) of 2020

**"YOUR WATER. OUR OBLIGATION  
YOUR CONVENIENCE. OUR SERVICE"**

