



BAC Resolution No. BCR 2021-033-C  
Date 5/4/2021  
Project

**PROCUREMENT OF VARIOUS OFFICE SUPPLIES  
BAC RESOLUTION RECOMMENDING AWARD OF CONTRACT FOR THE ABOVE STATED PROJECT**

WHEREAS, The Purchase/Work Request (PR/WR) was received by the procurement with the following details:

PR /WR Nos.	CA-2021-01-001,CM-2021-02-007, CSD 2021-01-001, F-2021-03-001
Division/Section	Customer Accounts, Customer Service &
Purpose	PROCUREMENT OF VARIOUS OFFICE SUPPLIES
Total ABC	P73,088.31

WHEREAS, the project was included in the Annual Procurement Plan for the fiscal year 2021. The total Approved Budget for the Contract (ABC) stated above to be procured pursuant to the 2016 Revised Implementing Rules and Regulations (IRR) of Republic ACT (RA) 9184

Mode Of Procurement Shopping

WHEREAS, The Purchase/Work Requests (PR/WR) was approved by the Head of the Procuring Entity (HOPE) and the procurement activity thereby started;

WHEREAS, the Request for Quotation (RFQ) was published in the Philgeps and in the website of the Procuring Entity as stated in RA 9184.

Ads/ Posting Date 03/29-04/01/21

WHEREAS, the suppliers of known qualifications have responded and submitted the quotations. All quotations were considered and verified if in compliance with specifications and have the submitted documentary requirements needed.

Abstract of Quotation No. A2021-068  
Date 5/1/2021

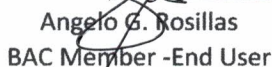
NOW, THEREFORE, with the foregoing findings, we the members of the BAC, hereby RESOLVED, as it is hereby RESOLVED, to recommend to the Head of Procuring Entity (HOPE) the award of the project with the following details as the Single Calculated and Responsive Quotation

Supplier	DLBB PAPEL LAPIS AT IBA PA
Contract Cost	P72,595.50
Name of Project	PROCUREMENT OF VARIOUS OFFICE SUPPLIES

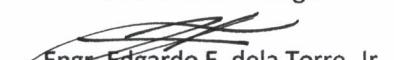
RESOLVED FINALLY, at the Santa Maria Water District's Office, Santa Maria, Bulacan this 4th of May Year 2021

  
Maria Leonora S. Romarate  
BAC- Chairperson

  
ENGR. Gerson L. Francisco  
BAC Member -Admin

  
Angelo G. Rosillas  
BAC Member -End User

  
Mary Diana S. Dela Cruz, CPA  
BAC Member -Legal

  
Engr. Edgardo E. dela Torre, Jr.  
BAC Member - Technical

Approved by:

  
Engr. Carlos N. Santos Jr.  
General Manager 5/16/21



## NOTICE OF AWARD

NOA 2021-05-031-A

May 04, 2021

Luzviminda V. Caluag  
Sales Representative  
DLBB PAPEL LAPIS AT IBA PA  
Poblacion San Vicente City of Malolos, Bulacan


### PROCUREMENT OF VARIOUS OFFICE SUPPLIES

We are happy to inform you that the project stated above is hereby awarded in favor of your company with the following details:

<b>BAC Resolution No.</b>	:	BCR 2021-033-C
<b>Contract Cost</b>	:	P72,595.50
<b>Amount in Words</b>	:	Seventy Two Thousand Five Hundred Ninety Five & 50/100.
<b>Purchase/Work Order No.</b>	:	B202105-0093
<b>Date Issued</b>	:	4-May-21

You are to sign or confirm this Notice of Award and deliver the goods/services or implement the project based on the schedule of delivery/implementation stated in the Purchase/Work Order. The Procuring Entity shall be notified within two (2) days prior to delivery or implementation.

Very truly yours,

  
**ENGR. CARLOS N. SANTOS, JR.**  
General Manager

Received By: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Signature: \_\_\_\_\_



# Santa Maria

WATER DISTRICT

## NOTICE TO PROCEED

NTP 2021-05-031-A

May 12, 2021

Luzviminda V. Caluag  
Sales Representative  
DLBB PAPEL LAPIS AT IBA PA  
Poblacion San Vicente City of Malolos, Bulacan

This is to inform you that Purchase/Work Order stated below has been approved. You may now proceed with the implementation of the project effective upon the receipt of this notice.

<b>Project Name</b>	:	PROCUREMENT OF VARIOUS OFFICE SUPPLIES
<b>Purchase/Work Order No.</b>	:	B202105-0093
<b>Date Approved</b>	:	7-May-21
<b>Contract Cost</b>	:	P72,595.50
<b>Amount in Words</b>	:	Seventy Two Thousand Five Hundred Ninety Five Pesos and 50/100

Very truly yours,

**ENGR. CARLOS N. SANTOS, JR.**  
General Manager

Received By: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Signature: \_\_\_\_\_





**Santa Maria**  
WATER DISTRICT

05/07/2021

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**PURCHASE ORDER**

Supplier: <u>DLBB PAPEL LAPIS AT IBA PA</u>	P.O. No <u>B202105-0093</u>
Address: <u>Poblacion San Vicente City of Malolos, Bulacan</u>	Date: <u>05/04/2021</u>
TIN: <u>169-871-199-000</u> <input type="checkbox"/> VAT <input type="checkbox"/> NON-VAT	P.R. No: <u>CA-2021-01-001, CM-2021-02-007, CSD-2021-01-001, F-2021-03-001</u>
Mode of Procurement: <u>Shopping</u>	Date: <u>02/16/2021 9:16:21 AM, 02/26/2021</u>
	AOQ No: <u>A2021-068</u>
	Date: <u>05/01/2021</u>

Gentlemen: Please furnish this office the following articles subject to the terms and conditions contained herein:

Place of Delivery: <u>GS Farmacia Emilia Dulong Bayan, Sta. Maria, Bulacan</u>	Delivery Term: <u>7-14 days upon receipt of PO</u>
Date of Delivery: _____	Payment Term: <u>15 days</u>

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
E-CL	PC	CALCULATOR 12 digits, LCD Display	1.0	370.00	370.00
E-WR	PC	STAPLER WITH REMOVER #35	3.0	414.00	1,242.00
A-ELPPLH	PC	PLASTIC ENVELOPE WITH HOLDER w/ holder, Legal, Push Lock	1.0	76.00	76.00
A-OSRBB	BOX	RUBBER BAND BIG Big, Flat Brown, 350 gm	7.0	315.00	2,205.00
B-B	PC	BROOM Tambo	2.0	189.00	378.00
B-BS	PC	BROOMSTICK	6.0	35.00	210.00
A-BDRCBRD	PC	CLIP BOARD LONG Material: Plastic or equivalent, w/ m.	3.0	140.00	420.00
A-FDRCB	PC	CLEARBOOK long, spiral	10.0	50.75	507.50
A-NBKRBR	PC	RECORD BOOK REGULAR 300 Leaves, 70 gsm, Cover Size: 17	30.0	64.25	1,927.50
A-INKEB	BTL	INK BLACK EPSON ECO TANK 003	24.0	275.00	6,600.00
A-INKEC	BTL	INK CYAN EPSON ECO TANK 003	9.0	295.00	2,655.00
A-INKEM	BTL	INK MAGENTA EPSON ECO TANK 003	9.0	295.00	2,655.00

(Total Amount in Words) \_\_\_\_\_

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on undelivered items.

Conforme: Beverly Grace L. Ponce  
Signature over Printed Name of Supplier  
Date: 5-11-21

Very truly yours,  
ENGR. CARLOS N. SANTOS JR.  
General Manager  
Date: 5/11/21

Fund Cluster: <u>MCB</u>	ORS/BURS No.: _____
Funds Available: <u>72,595.50</u>	Date of the ORS/BURS: _____
<u>Jovita I. Dalmacio</u> Department Manager B	Amount: _____





# Santa Maria WATER DISTRICT

05/07/2021

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## PURCHASE ORDER

Supplier: DLBB PAPEL LAPIS AT IBA PA  
 Address: Poblacion San Vicente City of Malolos, Bulacan  
 TIN: 169-871-199-000 ☒ VAT ☐ NON-VAT  
 Mode of Procurement: Shopping

P.O. No. 8202105-0093  
 Date: 05/04/2021  
 P.R. No. CA-2021-01-001, CM-2021-02-007,  
CSD-2021-01-001, F-2021-03-001  
 Date: 02/16/2021 9:16:21 AM, 02/26/2021  
 AOQ No.:  
 Date: A2021-068  
05/07/2021

Gentlemen: Please furnish this office the following articles subject to the terms and conditions contained herein:

Place of Delivery: GS Farmacia Emilia Dulong Bayan, Sta. Maria, Bulacan  
 Date of Delivery: \_\_\_\_\_

Delivery Term: 7-14 days upon receipt of PO  
 Payment Term: 15 days

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
A-INKEY	BTL	INK YELLOW EPSON ECO TANK 003	9.0	295.00	2,655.00
A-BAT2A	PC	BATTERY AA dry cell, alkaline, AA	8.0	31.00	248.00
A-BAT3A	PC	BATTERY AAA dry cell, alkaline, AAA	8.0	25.00	200.00
A-BDRCBL	BOX	CLIP BACKFOLD LARGE Material: All Metal, 51mm (1 1/4"), 1	27.0	78.50	2,119.50
A-BDRCBM	BOX	CLIP BACKFOLD MEDIUM Material: All Metal, 32mm (2"), 12 p.	41.0	32.50	1,332.50
A-BDRCBS	BOX	CLIP BACKFOLD SMALL Material: All Metal, 19mm (3/4"), 12 p.	26.0	18.75	487.50
A-BDRFM	BOX	FASTENER METAL Metal, 70mm, Non-Sharp Edges	11.0	48.25	508.75
A-ELPBL	PC	BROWN ENVELOPE LONG Size: Long, Material: Kraft	60.0	3.25	195.00
A-ELPBS	PC	BROWN ENVELOPE SHORT Size: A4, Material: Kraft	20.0	2.75	55.00
A-FDRL	PC	FOLDER LONG w/ tab, Long	224.0	4.50	1,008.00
A-OSCT	PC	CORRECTION TAPE Gear Type, 8 mtr (min), White Opac	95.0	14.75	1,401.25
A-PEN4	PC	BALLPEN WITH HOLDER Table top w/ spring cord, color: Black	15.0	21.50	322.50

(Total Amount in Words)

P

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on undelivered item/s.

Conforme:

*[Signature]*  
 Beverly Grace L. Amador

Signature over Printed Name of Supplier

Date: 5-11-21

Very truly yours,

*[Signature]*  
 ENGR. CARLOS N. SANTOS JR.  
 General Manager

Date: 5/11/21

Fund Cluster: \_\_\_\_\_  
 Funds Available: Jovita I. Dalmacio  
 Department Manager B 5/11/21

ORS/BURS No.: \_\_\_\_\_  
 Date of the ORS/BURS: \_\_\_\_\_  
 Amount: \_\_\_\_\_





# Santa Maria WATER DISTRICT

05/07/2021

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## PURCHASE ORDER

Supplier: DLBB PAPEL LAPIS AT IBA PA  
 Address: Poblacion San Vicente City of Malolos, Bulacan  
 TIN: 169-871-199-000 ☐ VAT ☒ NON-VAT  
 Mode of Procurement: Shopping

P.O. No.: B202105-0093  
 Date: 05/04/2021  
 P.R. No.: CA-2021-01-001, CM-2021-02-007, CSD-2021-01-001, F-2021-03-001  
 Date: 02/16/2021 9:16:21 AM 02/16/2021  
 AOQ No.: A2021-068  
 Date: 05/01/2021

Gentlemen:

Please furnish this office the following articles subject to the terms and conditions contained herein:

Place of Delivery: GS Farmacia Emilia Dulong Bayan, Sta. Maria, Bulacan  
 Date of Delivery: \_\_\_\_\_

Delivery Term: 7-14 days upon receipt of PO  
 Payment Term: 15 days

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
A-PENHL	PC	HIGHLIGHTER Fluorescent colors, color: assorted	102.0	36.50	3,723.00
A-PENPM	PC	PERMANENT MARKER Felt, bullet type, Black	107.0	35.00	3,745.00
A-PENWM	PC	WHITEBOARD MARKER Felt, bullet type, Black	15.0	57.50	862.50
A-PPRA4	REAM	PAPER A4 70 GSM	45.0	155.00	6,975.00
A-PPRL	REAM	PAPER LONG 70 GSM	68.0	168.00	11,424.00
A-TPEST	PC	SCOTCH TAPE 1" - 50m	18.0	18.00	288.00
A-INKSPE	BTL	STAMP PAD INK BLUE 50ml (min), blue, bottle	1.0	25.50	25.50
A-OSSP	PC	STAMP PAD Felt, Red Dimension: 80mm x 100mm	3.0	29.00	87.00
E-S	PC	SCISSORS	2.0	69.00	138.00
E-PS	PC	PENCIL SHARPENER table mount, single cutter head, heavy	1.0	532.00	532.00
A-INKTB	BTL	INK BLACK T8641	6.0	275.00	1,650.00
A-INKTC	BTL	INK CYAN T8642	1.0	295.00	295.00

(Total Amount in Words)

P

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on undelivered item/s.

Conforme:

Very truly yours,

Grace L. Amant  
 Signature over Printed Name of Supplier

ENGR. CARLOS N. SANTOS JR.  
 General Manager

Date: 5-11-21Date: 5/12/21

Fund Cluster: \_\_\_\_\_  
 Funds Available: \_\_\_\_\_  
Jovita J. Dalmacio  
 Department Manager B

ORS/BURS No.: \_\_\_\_\_  
 Date of the ORS/BURS: \_\_\_\_\_  
 Amount: \_\_\_\_\_





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## PURCHASE ORDER

Supplier: DLBB PAPEL LAPIS AT IBA PA

Address: Poblacion San Vicente City of Malolos, Bulacan

TIN: 169-871-199-000 ☐ ~~VAT~~ ☐ NON-VAT

Mode of Procurement: Shopping

P.O. No.: B202105-0093  
Date: 05/04/2021  
P.R. No.: CA-2021-01-001, CM-2021-02-007,  
CSD-2021-01-001, F-2021-03-001  
Date: 02/16/2021 9:16:21 AM 02/16/2021  
AOQ No.:  
Date: A2021-068  
05/01/2021

Gentlemen: Please furnish this office the following articles subject to the terms and conditions contained herein:

Place of Delivery: GS Farmacia Emilia Dulong Bayan, Sta. Maria, Bulacan  
Date of Delivery: \_\_\_\_\_

Delivery Term:	7-14 days upon receipt of PO
Payment Term:	15 days

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
A-OSPP	BOX	PUSH PINS 100 per box	1.0	12.75	12.75
A-OSRB	BOX	RUBBER BAND #1 round, Multicolor, 50 gm	8.0	26.75	214.00
A-OSSW	BOX	STAPLE WIRE 35	23.0	59.00	1,357.00
A-PEN1	PC	BALLPEN BLACK Retractable, Ballpoint 0.05mm	441.0	6.00	2,646.00
A-PRRC6	PC	RIBBON CARTRIDGE (LQ310) SO15834	4.0	38.50	154.00
A-TPEDAT	PC	DOUBLE ADHESIVE TAPE 1 or 1.5"	11.0	36.50	401.50
A-OSWBE	PC	WHITE BOARD ERASER	1.0	49.75	49.75
A-ELPP	BOX	PAY ENVELOPE Size: 4 x 6 1/2", Material: Kraft	4.0	415.00	1,660.00
A-FDRAFL	PC	ADJUSTABLE FOLDER LONG Pressboard, Dark Green	99.0	15.00	1,485.00
B-DIS	BTL	DISINFECTANT SPRAY 510ml-hospital grade, scent: crisp lime	8.0	625.00	5,000.00
A-FDRSCB	PC	SPIRAL CLEARBOOK A4 size	2.0	45.75	91.50
		*** NOTHING FOLLOWS ***			

(Total Amount in Words) Seventy Two Thousand Five Hundred Ninety Five Pesos And Fifty Centavos Only

P 72.595.50

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on undelivered item/s.

**Conforme:**

Very truly yours,

Previous <sup>from</sup> Grace L. Amner

**ENGR. CARLOS N. SANTOS JR.**  
*General Manager*

Signature over Printed Name of Supplier

General Manager

Date: 5-14-21

Date: 10/1/22

Fund Cluster: MOOE  
Funds Available: \$ 72,595.50  
Jovita I. Dalmacio \$/11/21  
Department Manager B

ORS/BURS No. : 21-05-096  
Date of the ORS/BURS: 5/7/21  
Amount: 72,595.00