



# Santa Maria WATER DISTRICT

Date: March 7, 2022  
PROC-BCR2022-03-018

**BAC Resolution Recommending Award for the project, "Preventive Maintenance of Santa Maria Water District Computer Hardware for CY 2022"  
Reference: WR No. GSPS2022-01-004**

WHEREAS, General Services Division requested for the procurement of a service provider for the preventive maintenance of computer units, laptop, printers, scanners, CCTV, DVR and Cameras for the period April 1, 2022 to December 31, 2022. The approved budget for the whole duration of the project is Four Hundred Five Thousand Pesos (P 405,000.00);

WHEREAS, Terms of Reference (TOR) has been prepared and approved as guidelines/reference on the objective, coverage, scope of work, requirements/responsibilities of the service provider, duration of services and terms of payment;

WHEREAS, procurement shall be through Negotiated Procurement - Small Value Procurement as stated in the Approved Annual Procurement Plan (APP) for the year 2022;

WHEREAS, the Procurement Section has published in PhilGeps the Request for Quotation/Proposal for the above stated project from February 11-16, 2022. The Terms of Reference was likewise posted as associated component of the Request for Quotation/Proposal;

WHEREAS, on December 10, 2020, Mr. Rene Q. Cortez of ZETROC Technologies offered his services as computer hardware service provider for the preventive maintenance of computer, laptop, printers, scanners, CCTV DVR and Camera of the Santa Maria Water District with his quotation as follows;

Name of Bidder	Bid Amount
<b>ZETROC Technologies</b>	P 450.00/computer unit (Inclusive of taxes)
	P 450.00/laptop unit (Inclusive of Taxes)
	other services included
	P 450.00 for initial configuration of CCTV devices, regular maintenance is free of charge

WHEREAS, Mr. Cortez in his quotation/proposal offered to render additional services listed as follows:

1. Maintain and troubleshoot Local Area Network (LAN) operations;
2. Perform monthly preventive maintenance on all desktop/laptop computers;
3. Regular cleaning and maintenance of printers/scanners to ensure smooth daily operations are free of charge except purchase of spare parts to be provided by the client;
4. Units that need repair or configuration after the visit will be attended on the next visit without compromising the semi-weekly maintenance;
5. Initial installation and configuration of CCTV devices and transferring of complete CCTV package to other SMWD premises will be charged P 450.00 per camera while regular maintenance shall be free of charge;
6. Upgrading of OS and other applications and introduce improvements to maximize office operations using computer technology;
7. Maintenance and regular updating of anti-virus software;
8. Provide consultation and technical support on computers, network and software;



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9. Make ~~himself~~ available at least twice a week (week days) from 8:00AM to 5:00PM to monitor and evaluate computer operations;
10. Provide on-call service for situation requiring immediate repair/services;

WHEREAS, Mr. Rene Cortez stipulated in his proposal that necessary cleaning equipment and supplies shall be provided by the client and payment for the services rendered shall be paid on the 15<sup>th</sup> and 30<sup>th</sup> of the month scheme;

WHEREAS, upon careful examination and validation of the quotation/proposal submitted by ZETROC Technologies, its quotation has been found responsive and complying to the needs of the Procuring Entity;

NOW, THEREFORE, in the light of the foregoing facts, we, the members of the Bids and Awards Committee, hereby RESOLVED as it is hereby RESOLVED:

- a) To declare **ZETROC Technologies** with address at No. 203 Bulusan, Calumpit, Bulacan as Single Calculated Responsive Quote/offer for the project, "**Preventive Maintenance of Santa Maria Water District Computer Hardware for CY 2022**" and to recommend the award of the contract in the amount of **Four Hundred Fifty Pesos (P450.00) per computer/laptop unit** not to exceed the allotted budget for the whole duration of contract.
- b) To recommend for approval by the General Manager of the Santa Maria Water District the foregoing findings.

RESOLVED, at the Santa. Maria Water District Office, Santa. Maria, Bulacan, this 7<sup>th</sup> day March of 2022.

Sgd.

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Maria Leonora S. Romarate  
BAC - Chairperson

Sgd.

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Engr. Gerson L. Francisco  
BAC Member - Admin

Sgd.

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Mary Diana S. Dela Cruz  
BAC Member - Legal

Sgd.

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

Sgd.

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Mimis Kay D. Dayandayan  
BAC Member - End User

Approved by:

Sgd.

Engr. Carlos N. Santos, Jr.  
General Manager

Date approved: \_\_\_\_\_

3/8/22

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