



Santa Maria WATER DISTRICT

BAC Resolution No. PROC-BCR-2022-04-046 ✓
Date 04/25/2022
Project SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES AND EQUIPMENT ✓

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-2022-03-001, F-2022-03-001/002
Division/Section	Customer Accounts and Finance Division
Purpose	To purchase various office supplies and equipment for employees' use.
Total ABC	₱80,497.50 ✓

WHEREAS, the project was included in the Annual Procurement Plan for the fiscal year 2022. 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
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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	04/07/2022
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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.	A2022-102
Date	04/13/2022

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	Lowest Calculated and Responsive Quotation
Supplier	D3JC OFFICE AND SCHOOL SUPPLIES TRADING ✓
Contract Cost	₱62,223.00 ✓
Name of Project	SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES AND EQUIPMENT ✓

RESOLVED FINALLY, at the Santa Maria Water District's Office, Santa Maria, Bulacan this 25th day of April Year 2022

Sgd.

 Maria Leonora S. Romarate
 BAC - Chairperson

Sgd.

 Engr. Gerson L. Francisco
 BAC Member - Admin

Sgd.

 Mary Diana S. Dela Cruz
 BAC Member - Legal

Sgd.

 Angelo Rosillas
 BAC Member - End User

Sgd.

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

Approved by:

Sgd.

 Engr. Carlos N. Santos Jr.
 General Manager



Santa Maria

WATER DISTRICT

NOTICE OF AWARD

NOA-2022-04-036 ✓

April 25, 2022 ✓

Jenny San Juan Mata
Proprietor
D3JC OFFICE AND SCHOOL SUPPLIES TRADING
Biñang 2nd, Bocaue, Bulacan

SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES AND EQUIPMENT

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

BAC Resolution No. : PROC-BCR-2022-04-046
Contract Cost : ₱62,223.00 ✓
Amount in Words : SIXTY TWO THOUSAND TWO HUNDRED TWENTY THREE PESOS ✓
Purchase/Work Order No. : B202204-140
Date Issued : 04/25/2022

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,

Sgd.

ENGR. CARLOS N. SANTOS, JR.
General Manager

Received By: _____
Printed Name: Odilon Baltazar
Signature: Sgd. _____



Santa Maria

WATER DISTRICT

NOTICE TO PROCEED

NTP-2022-04-036 ✓

May 01, 2022

Jenny San Juan Mata
Proprietor
D3JC OFFICE AND SCHOOL SUPPLIES TRADING ✓
Biñang 2nd, Bocaue, 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.

Project Name : SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES AND EQUIPMENT
Purchase/Work Order No. : B202204-140
Date Approved : 01-May-22
Contract Cost : ₱62,223.00 ✓
Amount in Words : SIXTY TWO THOUSAND TWO HUNDRED TWENTY THREE PESOS ✓

Very truly yours,

Sgd.

ENGR. CARLOS N. SANTOS, JR.
General Manager

Received By: _____
Printed Name: Odilon Baltazar
Signature: Sgd. _____



PURCHASE ORDER

Supplier: D3JC OFFICE AND SCHOOL SUPPLIES TRADING ✓
 Address: Binang 2nd, Bocaue, Bulacan
 TIN: 601-691-475-00000 VAT NON-VAT
 Mode of Procurement: Shopping

P.O. No.: B202204-0140
 Date: 04/25/2022
 P.R. No.: CA-2022-03-001, F-2022-03-001, E-2022-03-002
 Date: 03/01/2022
 AOQ No.: A2022-102
 Date: 04/13/2022

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 P.O
 Payment Term: 15 Days

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
E-CL	PC	CALCULATOR - 12 digits, cap., 2-way power source	2.0	375.00	750.00 ✓
E-CHD	PC	CUTTER HEAVY DUTY - w/ anti-slip grip	1.0	218.00	218.00 ✓
E-PS	PC	PENCIL SHARPENER - Table mount, Single Cutter Head	1.0	437.00	437.00 ✓
E-PR	PC	PUNCHER - Heavy duty, 2-hole guide	2.0	146.00	292.00 ✓
E-WR	PC	STAPLER WITH REMOVER - Heavy Duty, no.35	3.0	360.00	1,080.00 ✓
E-TD	PC	TAPE DISPENSER - Table Top, 1.2kgs - Heavy duty	1.0	188.00	188.00 ✓
A-BDREM	BOX	FASTENER METAL - 70mm, non-sharp edges	4.0	50.00	200.00 ✓
A-OSRBB	BOX	RUBBER BAND BIG - flat brown, 350g	4.0	163.00	652.00 ✓
A-OSSW	BOX	STAPLE WIRE 35	84.0	52.00	4,368.00 ✓
A-PEN1	PC	BALLPEN BLACK - retractable	130.0	6.00	780.00 ✓
A-PENHL	PC	HIGHLIGHTER - barrel flat, chisel point tip	10.0	26.00	494.00 ✓

(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:
 Sgd. Odilon Baltazar
 Signature over Printed Name of Supplier
 Date: _____

Very truly yours,
 Sgd. ENGR. CARLOS N. SANTOS JR.
 General Manager
 Date: 5/1/22

Fund Cluster: _____
 Funds Available: _____
 Jovita I. Dalmacio Sgd.
 Department Manager B

ORS/BURS No. : _____
 Date of the ORS/BURS: _____
 Amount: _____

04 04/27/22



PURCHASE ORDER

Supplier: D3JC OFFICE AND SCHOOL SUPPLIES TRADING
 Address: Binang 2nd, Bocaue, Bulacan
 TIN: 601-691-475-00000 VAT NON-VAT
 Mode of Procurement: Shopping

P.O. No.: B202204-0140
 Date: 04/25/2022
 P.R. No.: F-2022-03-002
 Date: 03/01/2022
 AOQ No.: A2022-102
 Date: 04/13/2022

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 P.O
 Payment Term: 15 Days

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
A-PEN3	PC	BALLPEN RED - retractable	30.0	6.00	180.00
A-PENP	PC	PENCIL - Hardness : HB or 2 , lead w/ eraser	12.0	7.00	84.00
A-TPEPT	PC	PACKAGING TAPE - length 50mm ; width : 1	4.0	39.00	156.00
A-INKEB1	BTL	INK BLACK 001 <i>ink for epeen L1415</i>	10.0	250.00	2,500.00
A-INKEC1	BTL	INK CYAN 001	8.0	240.00	1,920.00
A-INKEM1	BTL	INK MAGENTA 001	8.0	240.00	1,920.00
A-INKEY1	BTL	INK YELLOW 001	8.0	240.00	1,920.00
A INKRPM	BTL	PERMANENT MARKER INK REFILL	2.0	117.00	234.00
A PRRPR	ROLL	RIBBON PRINTER REFILL	180.0	32.00	5,760.00
E MPH	PC	MOUSE PAD HEAVY DUTY - w/ padded gel wrist support	12.0	225.00	2,700.00
A-FDRL	PC	FOLDER LONG - w/ tab	90.0	6.00	540.00

(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:
 Sgd. Odilon Baltazar
 Signature over Printed Name of Supplier
 Date: _____
 Very truly yours,
 Sgd. ENGR. CARLOS N. SANTOS JR.
 General Manager
 Date: 4/21/22

Fund Cluster: _____
 Funds Available: _____
 Jovita I. Dalmacio Sgd.
 Department Manager B
 ORS/BURS No. : _____
 Date of the ORS/BURS: _____
 Amount: _____

04 04/27/22



PURCHASE ORDER

Supplier: D3JC OFFICE AND SCHOOL SUPPLIES TRADING	P.O. No.: B202204-0140
Address: Binang 2nd, Bocaue, Bulacan	Date: 04/25/2022
TIN: 601-691-475-00000 <input type="checkbox"/> VAT <input checked="" type="checkbox"/> NON-VAT	P.R. No.: F-2022-03-002 03/01/2022
Mode of Procurement: Shopping	Date: 04/13/2022
	AOQ No.: A2022-102

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	Delivery Term: 7-14 days upon receipt of P.O
Date of Delivery:	Payment Term: 15 Days

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
A-BAT3A	PC	BATTERY AAA dry cell, alkaline, AAA	4.0	40.00	160.00
A-BDRCBL	BOX	CLIP BACKFOLD LARGE Material: All Metal, 51mm (1 1/4"), 1	3.0	65.00	195.00
A-BDRCBM	BOX	CLIP BACKFOLD MEDIUM Material: All Metal, 32mm (2"), 12 p	20.0	28.00	560.00
A-BDRCBS	BOX	CLIP BACKFOLD SMALL Material: All Metal, 19mm (3/4), 12 p	20.0	15.00	300.00
A-ELPBL	PC	BROWN ENVELOPE LONG Size: Long, Material: Kraft	90.0	5.00	450.00
A-FDRAFL	PC	ADJUSTABLE FOLDER LONG Pressboard, Accordion Pleat Gusse	71.0	15.00	1,065.00
A-INKTB	BTL	INK BLACK T6641	3.0	250.00	750.00
A-INKTC	BTL	INK CYAN T6642	1.0	240.00	240.00
A-INKTM	BTL	INK MAGENTA T6643	1.0	240.00	240.00
A-INKTY	BTL	INK YELLOW T6644	1.0	240.00	240.00
A-INKEB	BTL	INK BLACK EPSON ECO TANK 003	6.0	240.00	1,440.00

(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,

Sgd.
Odilon Baltazar

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

Signature over Printed Name of Supplier Date: 4/27/22

Fund Cluster: _____	ORS/BURS No. : _____
Funds Available: _____	Date of the ORS/BURS: _____
Jovita I. Dalmacio Sgd. Department Manager B	Amount: _____

04 04/27/22



PURCHASE ORDER

Supplier: D3JC OFFICE AND SCHOOL SUPPLIES TRADING
 Address: Binang 2nd, Bocaue, Bulacan
 TIN: 601-691-475-00000 VAT NON-VAT
 Mode of Procurement: Shopping

P.O. No.: B202204-0140
 Date: 04/25/2022
 P.R. No.: F-2022-03-002
 Date: 03/01/2022
 AOQ No.: A2022-102
 Date: 04/13/2022

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 P.O.
 Payment Term: 15 Days

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
A-INKEC	BTL	INK CYAN EPSON ECO TANK 003	2.0	240.00	480.00
A-INKEM	BTL	INK MAGENTA EPSON ECO TANK 003	2.0	240.00	480.00
A-INKEY	BTL	INK YELLOW EPSON ECO TANK 003	2.0	240.00	480.00
A-OSCT	PC	CORRECTION TAPE <small>Gear Type, 8 mtr (min), White Opac</small>	76.0	26.00	1,976.00
A-OSR	PC	RULER <small>Plastic, Transparent, 12" or 1 Foot</small>	3.0	15.00	45.00
A-OSRB	BOX	RUBBER BAND <small>#1 round, Multicolor, 50 gm</small>	9.0	29.00	261.00
A-PENPM	PC	PERMANENT MARKER	51.0	39.00	1,989.00
A-PPRA4	REAM	PAPER A4 <small>70 GSM</small>	25.0	190.00	4,750.00
A-PPRL	REAM	PAPER LONG <small>70 GSM</small>	39.0	215.00	8,385.00
A-PPRS	REAM	PAPER SHORT <small>70 GSM</small>	10.0	185.00	1,850.00
A-PRRC6	PC	RIBBON CARTRIDGE (L0310) SQ15634	40.0	150.00	6,000.00

(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:
 Sgd. Odilon Baltazar
 Signature over Printed Name of Supplier
 Date: _____

Very truly yours
 Sgd. ENGR. CARLOS N. SANTOS JR.
 General Manager
 Date: 4/01/22

Fund Cluster: _____
 Funds Available: _____
 Jovita I. Dalmacio Sgd.
 Department Manager B

ORS/BURS No. : _____
 Date of the ORS/BURS: _____
 Amount: _____

at 04/27/22



04/25/2022

Santa Maria WATER DISTRICT

PURCHASE ORDER

Supplier: D3JC OFFICE AND SCHOOL SUPPLIES TRADING	P.O. No.: B202204-0140
Address: Binang 2nd, Bocaue, Bulacan	Date: 04/25/2022
TIN: 601-691-475-00000 <input type="checkbox"/> VAT <input checked="" type="checkbox"/> NON-VAT	P.R. No.: EA-2022-03-001, F-2022-03-001, F-2022-03-002
Mode of Procurement: Shopping	Date: 03/01/2022
	AOQ No.: A2022-102
	Date: 04/13/2022

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	Delivery Term: 7-14 days upon receipt of P.O
Date of Delivery:	Payment Term: 15 Days

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
A-TPEMT1	ROLL	MASKING TAPE 1	62.0	13.00	806.00 ✓
A-TPEST	PC	SCOTCH TAPE - length: 50mm, width: 1"	41.0	13.00	533.00 ✓
E-S	PC	SCISSORS - symmetrical, blade length: 70mm	5.0	45.00	225.00 ✓
E-MDT	PC	METAL DESK TRAY 3 LAYERS	1.0	680.00	680.00 ✓
A-INKSPB	BTL	STAMP PAD INK BLUE - 50 mL	2.0	21.00	42.00 ✓
A-OSSP	PC	STAMP PAD - felt, bed dimension: 60mm x 100mm, Blue	3.0	46.00	138.00 ✓
A-OSG	BTL	GLUE - 200g	1.0	90.00	90.00 ✓
*** NOTHING FOLLOWS ***					

(Total Amount in Words) Sixty Two Thousand Two Hundred Twenty Three Pesos Only P 62,223.00

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,

Sgd.
Odilon Baltazar
Signature over Printed Name of Supplier

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

Date: _____ Date: SP/27

Fund Cluster: <u>M00E</u>	ORS/BURS No. : <u>22-04-0447</u>
Funds Available: <u>₱ 62,223.00</u>	Date of the ORS/BURS: <u>4/27/22</u>
Jovita I. Dalmacio Department Manager B	Amount: <u>₱ 62,223.00</u>
Sgd. <u>4/27/22</u>	