



Santa Maria WATER DISTRICT

BAC Resolution No. PROC-BCR-2022-04-044 ✓
Date 04/22/2022 ✓
Project **SUPPLY AND DELIVERY 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.	A-2022-02-007/010, CSD-2022-02-005
Division/Section	Administrative and Customer Service Division
Purpose	To purchase various office supplies to replenished stocks
Total ABC	₱98,725.30 ✓

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	03/30/2022
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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.	A2022-091
Date	04/05/2022

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	Complete and most responsive quotation
Supplier	D3JC OFFICE AND SCHOOL SUPPLIES TRADING ✓
Contract Cost	₱82,897.00 ✓
Name of Project	SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES

RESOLVED FINALLY, at the Santa Maria Water District's Office, Santa Maria, Bulacan this 22nd 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-2022-04-034 ✓

April 22, 2022 ✓

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

SUPPLY AND DELIVERY 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:

BAC Resolution No. : PROC-BCR-2022-04-044
Contract Cost : ₱82,897.00
Amount in Words : EIGHTY TWO THOUSAND EIGHT HUNDRED NINETY SEVEN PESOS ✓
Purchase/Work Order No. : B202204-136
Date Issued : 04/22/2022

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: Desiree M. Baltazar
Signature: Sgd.

“YOUR WATER, OUR OBLIGATION
YOUR CONVENIENCE, OUR SERVICE.”





Santa Maria

WATER DISTRICT

NOTICE TO PROCEED

NTP-2022-04-034 ✓

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
Purchase/Work Order No. : B202204-136
Date Approved : 01-May-22 ✓
Contract Cost : ₱82,897.00 ✓
Amount in Words : EIGHTY TWO THOUSAND EIGHT HUNDRED NINETY SEVEN PESOS

Very truly yours,

Sgd.

ENGR. CARLOS N. SANTOS, JR.
General Manager

Received By: _____
Printed Name: Desiree M. 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.: B202204-0136
Date: 04/22/2022
P.R. No.: A-2022-02-007, A-2022-02-010, CSD-2022-02-005
Date: 04/22/2022, 02/23/2022
AOQ No.: A2022-091
Date: 04/05/2022

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-PEN1	PC	BALLPEN BLACK - retractable	290.0	4.50	1,305.00
A-PEN2	PC	BALLPEN BLUE - retractable	22.0	4.50	99.00
A-PEN3	PC	BALLPEN RED - retractable	14.0	4.50	63.00
A-BAT3A	PC	BATTERY AAA - dry cell, alkaline, AAA	48.0	40.00	1,920.00
A-ELPBL	PC	BROWN ENVELOPE LONG Size: Long, Material: Kraft	158.0	5.00	790.00
E-CL	PC	CALCULATOR	2.0	375.00	750.00
A-BDRCBS	BOX	CLIP BACKFOLD SMALL - all metal; 19mm	10.0	15.00	150.00
A-BDRCBM	BOX	CLIP BACKFOLD MEDIUM Material: All Metal, 32mm (2"), 12 p.	15.0	28.00	420.00
A-OSCT	PC	CORRECTION TAPE Gear Type, 8 mtr (min), White Opac	28.0	26.00	728.00
A-BDRFP	BOX	FASTENER PLASTIC	5.0	38.00	190.00
A-FDRAFL	PC	ADJUSTABLE FOLDER LONG - Dark Green - 190 pcs Blue - 25 pcs	215.0	15.00	3,225.00

(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. Desiree M. Baltazar Sgd. ENGR. CARLOS N. SANTOS JR.
General Manager
 Signature over Printed Name of Supplier Date: 5/01/22
 Date: _____

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



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.: B202204-0136
 Date: 04/22/2022
 A-2022-02-007, A-2022-02-010,
 P.R. No.: CSD-2022-02-005
 Date: 04/22/2022, 02/23/2022
 AOQ No.: A2022-091
 Date: 04/05/2022

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-ELPLL	PC	LETTER ENVELOPE LONG - white, 70gsm, 4x7 in.	113.0	1.00	113.00
A-TPEMT2	ROLL	MASKING TAPE 2"	1.0	49.00	49.00
E-MDT	PC	METAL DESK TRAY 3 LAYERS	7.0	765.00	5,355.00
A-TPEPT	PC	PACKAGING TAPE 2"	19.0	39.00	741.00
A-OSPE	PC	PENCIL ERASER rubber	10.0	7.00	70.00
A-PENP	PC	PENCIL - Lead w/ eraser, hardness : HB or 2	29.0	7.00	203.00
A-ELPPI	PC	PLASTIC ENVELOPE Transparent, Button Lock	65.0	10.00	650.00
E-PR	PC	PUNCHER ~ Heavy Duty	1.0	146.00	146.00
A-TPEST	PC	SCOTCH TAPE 1"	30.0	14.00	420.00
A-PENS	PC	SIGN PEN - Black	43.0	25.00	1,075.00
A-PENSR	PC	SIGN PEN REFILL - Black	14.0	19.00	266.00

(Total Amount in Words) P

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Conforme: Sgd. Desiree M. Baltazar
 Signature over Printed Name of Supplier
 Date:

Very truly yours,
 Sgd. ENGR. CARLOS N. SANTOS JR.
 General Manager
 Date: 4/11/22

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

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



Santa Maria WATER DISTRICT

04/26/2022

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PURCHASE ORDER

Supplier: D3JC OFFICE AND SCHOOL SUPPLIES TRADING
 Address: Binang 2nd, Bocaue, Bulacan
 TIN: 601-691-475-00000 VAT NON-VAT
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 Date: 04/22/2022, 02/23/2022
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 Date of Delivery: _____
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 Payment Term: 15 Days

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
A-INKSPE	BTL	STAMP PAD INK BLUE 50ml (min), blue, bottle	8.0	21.00	168.00
E-S35	PC	STAPLER 35 - Heavy Duty	2.0	52.00	104.00
E-MPH	PC	MOUSE PAD HEAVY DUTY - w/ gel wrist support	13.0	225.00	2,925.00
A-BDRPC30	BOX	PAPER CLIP 30mm Vinyl Coated; 100pcs per box/pack	37.0	15.00	555.00
A-BDRPC50	BOX	PAPER CLIP 50mm Vinyl Coated; 100pcs per box/pack	5.0	27.00	135.00
A-PCB	PC	PAPER CUTTER BLADE - large	5.0	55.00	275.00
A-INKSPR	BTL	STAMP PAD INK RED 50ml (min), RED, bottle	1.0	21.00	21.00
A-INKEB	BTL	INK BLACK EPSON ECO TANK 003	14.0	250.00	3,500.00
A-OSDS	PC	DATER STAMP	6.0	62.50	375.00
5F-FD32	PC	FLASH DRIVE 32GB	8.0	380.00	3,040.00
A-EDRL-C	PC	FOLDER LONG COLORED - green 75 pcs, Pink 80 pcs.	155.0	7.00	1,085.00

(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.
 Desiree M. Baltazar
 Signature over Printed Name of Supplier
 Date: _____

Very truly yours,
 Sgd.
 ENGR. CARLOS N. SANTOS JR.
 General Manager
 Date: 5/6/22

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

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



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

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 Date: 04/22/2022, 02/23/2022
 AOQ No.: A2022-091
 Date: 04/05/2022

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 Date of Delivery: _____
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 Payment Term: 15 Days

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
A-ELPPLD	PC	PLASTIC ENVELOPE WITH DIVIDER <i>w/ holder, Legal, Push Lock</i>	9.0	163.00	1,467.00
A-PRRPR	ROLL	RIBBON PRINTER REFILL	106.0	32.00	3,392.00
A-NBKS	PC	STENO <i>Spiral, 40 Leaves</i>	6.0	15.00	90.00
A-PPRSN	PAD	STICKY NOTES	36.0	30.00	1,080.00
A-INKTB	BTL	INK BLACK T6641	8.0	250.00	2,000.00
A-INKTC	BTL	INK CYAN T6642	6.0	240.00	1,440.00
A-INKTM	BTL	INK MAGENTA T6643	6.0	240.00	1,440.00
A-INKTY	BTL	INK YELLOW T6644	6.0	240.00	1,440.00
A-INKEC	BTL	INK CYAN EPSON ECO TANK 003	6.0	240.00	1,440.00
A-INKEM	BTL	INK MAGENTA EPSON ECO TANK 003	8.0	240.00	1,920.00
A-INKEY	BTL	INK YELLOW EPSON ECO TANK 003	5.0	240.00	1,200.00

(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. Desiree M. Baltazar Sgd. ENGR. CARLOS N. SANTOS JR.
General Manager
 Signature over Printed Name of Supplier Date: 5/1/22

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



PURCHASE ORDER

Supplier: D3JC OFFICE AND SCHOOL SUPPLIES TRADING	P.O. No.: B202204-0136
Address: Binang 2nd, Bocaue, Bulacan	Date: 04/22/2022
TIN: 601-691-475-00000 <input type="checkbox"/> VAT <input checked="" type="checkbox"/> NON-VAT	P.R. No.: A-2022-02-007, A-2022-02-010, CSD-2022-02-005
Mode of Procurement: Shopping	Date: 04/22/2022, 02/23/2022
	AOQ No.: A2022-091
	Date: 04/05/2022

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Date of Delivery:	Payment Term: 15 Days

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
A-PRRC6	PC	RIBBON CARTRIDGE (LQ310) SO15634	4.0	150.00	600.00
E-S	PC	SCISSORS - Symmetrical, blade length: 70mm	1.0	55.00	55.00
E-WR	PC	STAPLER WITH REMOVER - Heavy Duty	5.0	390.00	1,950.00
E-TD	PC	TAPE DISPENSER - Table Top, 1.2kgs, Heavy Duty	1.0	110.00	110.00
A-FDRCE	PC	CLEARBOOK - long, spring type, color: Blue	4.0	42.00	168.00
A-FDRL	PC	FOLDER LONG - w/ tab	51.0	6.00	306.00
A-OSWBE	PC	WHITE BOARD ERASER - felt, 125mm x 45mm x 12mm	1.0	20.00	20.00
A-PENHI	PC	HIGHLIGHTER	13.0	20.00	260.00
A-PENPM	PC	PERMANENT MARKER - bullet type, color: black	39.0	23.00	897.00
A-PPRA4	REAM	PAPER A4 - 70 gsm, sub20, white, bond	14.0	190.00	2,660.00
A-PPRL	REAM	PAPER LONG - 70 gsm, sub20, white, bond	27.0	215.00	5,805.00

(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. Desiree M. Baltazar Sgd. ENGR. CARLOS N. SANTOS JR.
General Manager

Signature over Printed Name of Supplier Date: 9/1/22

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



PURCHASE ORDER

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 Address: Binang 2nd, Bocaue, Bulacan
 TIN: 601-691-475-00000 VAT NON-VAT
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 Date: 04/05/2022

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 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-BOXMFB	PC	MAGAZINE FILE BOX Chipboard Material, Leatherette Par.	3.0	120.00	360.00
A-OSPP	BOX	PUSH PINS 100 per box	3.0	22.00	66.00
A-PPRA480	REAM	PAPER A4 80gsm 80gsm, sub 20, white, Bond	35.0	245.00	8,575.00
A-PPRL80	REAM	PAPER LONG 80gsm 80 GSM, sub 20, white, Bond	47.0	275.00	12,925.00
A-FDRCBF	PC	CLEARBOOK Fixed not refillable, legal size color: Black	2.0	160.00	320.00
*** NOTHING FOLLOWS ***					

(Total Amount in Words) Eighty Two Thousand Eight Hundred Ninety Seven Pesos Only P 82,897.00

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. Desiree M. Baltazar Sgd. ENGR. CARLOS N. SANTOS JR.
 Signature over Printed Name of Supplier General Manager

Date: _____ Date: 4/26/22

Fund Cluster: MOOE
 Funds Available: 82,897.00
Jovita I. Dalmacio Sgd. 4/27/22
 Department Manager B

ORS/BURS No. : 22-04-0143
 Date of the ORS/BURS: 4/26/22
 Amount: ₱ 82,897.00