



Santa Maria WATER DISTRICT

BAC Resolution No. PROC-BCR-2022-03-023
Date 03/09/2022
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. | CM-2022-02-005, ENGG-2022-02-001, GS-2022-01-002 & WR-2022-01-001 |
| Division/Section | CONS. MAINT., ENG'G., GEN. SERVICES, WR-2022-01-001 |
| Purpose | TO PROVIDE OFFICE SUPPLIES FOR EMPLOYEES |
| Total ABC | ₱78,125.25 |

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

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 02/22/2022

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. A2022-047
Date 02/28/2022

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 DLBB PAPEL LAPIS AT IBA PA
Contract Cost ₱63,888.75
Name of Project PROCUREMENT OF VARIOUS OFFICE SUPPLIES

RESOLVED FINALLY, at the Santa Maria Water District's Office, Santa Maria, Bulacan this 9th day of March 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-2022-03-018

March 09, 2022

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:

BAC Resolution No. : PROC-BCR2022-03-023
Contract Cost : ₱63,888.75 ✓
Amount in Words : SIXTY THREE THOUSAND EIGHT HUNDRED EIGHTY EIGHT THOUSAND AND SEVENTY FIVE CENTAVOS
Purchase/Work Order No. : B202203-0068 ✓
Date Issued : 03/09/2022 ✓

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: Beverlyn Grace C Buccat
Signature: Sgd.



Santa Maria

WATER DISTRICT

NOTICE TO PROCEED

NTP-2022-03-018

March 17, 2022

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.

Project Name : PROCUREMENT OF VARIOUS OFFICE SUPPLIES ✓
Purchase/Work Order No. : B202203-0068 ✓
Date Approved : 17-Mar-22
Contract Cost : ₱63,888.75 ✓
Amount in Words : SIXTY THREE THOUSAND EIGHT HUNDRED EIGHTY EIGHT PESOS AND SEVENTY FIVE CENTAVOS

Very truly yours,

Sgd.

ENGR. CARLOS N. SANTOS, JR
General Manager

Received By: _____
Printed Name: Beverlyn Grace C Buccat
Signature: Sgd. _____



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.: B202203-0068
 Date: 03/09/2022
 P.R. No.: CM-2022-02-005, ENGG-2022-02-001, GS-2022-01-002, WR-2022-01-001, 02/03/2022, 01/01/1900,
 Date: 01/28/1900
 AOQ No.: A2022-047
 Date: 02/28/2022

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: 7-15 days upon receipt
 Date of Delivery: _____ Payment Term: 15 Days

| Stock No. | Unit | Description | Quantity | Unit Cost | Amount |
|-----------|------|---|----------|-----------|----------|
| A-FDRAFL | PC | ADJUSTABLE FOLDER LONG (DARK GREEN) <small>Pressboard, Accordion Pleat Gusse</small> | 155.0 | 18.50 | 2,867.50 |
| A-PEN1 | PC | BALLPEN BLACK <small>Retractable</small> | 307.0 | 6.00 | 1,842.00 |
| A-PEN2 | PC | BALLPEN BLUE <small>retractable</small> | 24.0 | 6.00 | 144.00 |
| A-PEN3 | PC | BALLPEN RED <small>Retractable</small> | 55.0 | 6.00 | 330.00 |
| A-BAT2A | PC | BATTERY AA <small>dry cell, alkaline, AA</small> | 24.0 | 22.50 | 540.00 |
| A-ELPBL | PC | BROWN ENVELOPE LONG <small>Size: Long, Material: Kraft</small> | 75.0 | 3.25 | 243.75 |
| A-OSCT | PC | CORRECTION TAPE <small>Gear Type, 8 mtr (min), White Opat</small> | 43.0 | 27.50 | 1,182.50 |
| A-TPEDAT | PC | DOUBLE ADHESIVE TAPE | 3.0 | 36.50 | 109.50 |
| A-BDRFP | BOX | FASTENER PLASTIC | 5.0 | 49.00 | 245.00 |
| 5F-FD16 | PC | FLASH DRIVE 16GB | 1.0 | 238.00 | 238.00 |
| A-FDRL | PC | FOLDER LONG - ORDINARY WHITE OR CREAM <small>w/ tab, Long</small> | 45.0 | 4.50 | 202.50 |

(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:
 Sgd.
 Beverly Grace C. Buccat
 Signature over Printed Name of Supplier
 Date: _____

Very truly yours,
 Sgd.
 ENGR. CARLOS N. SANTOS JR.
 General Manager
 Date: 3/17/22

Fund Cluster: MOOE
 Funds Available: _____
 Jovita I. Dalmacio Sgd.
 Department Manager B 3/15/22

ORS/BURS No. : 2022-03-0071
 Date of the ORS/BURS: 3/9/22
 Amount: ₱ 63,888.75

at 03/18/22



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.: B202203-0068
 Date: 03/09/2022
 P.R. No.: GS-2022-01-002, WR-2022-01-001,
 02/03/2022, 01/01/1900,
 01/26/1900
 AOQ No.: A2022-047
 Date: 02/28/2022

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: 7-15 days upon receipt
 Payment Term: 15 Days

| Stock No. | Unit | Description | Quantity | Unit Cost | Amount |
|-----------|------|---|----------|-----------|----------|
| A-PENHL | PC | HIGHLIGHTER 5 green, 5 yellow | 10.0 | 36.50 | 365.00 |
| A-INKEB | BTL | INK BLACK EPSON ECO TANK 003 | 9.0 | 298.00 | 2,682.00 |
| A-INKEC | BTL | INK CYAN EPSON ECO TANK 003 | 7.0 | 298.00 | 2,086.00 |
| A-INKEM | BTL | INK MAGENTA EPSON ECO TANK 003 | 7.0 | 298.00 | 2,086.00 |
| A-INKEY | BTL | INK YELLOW EPSON ECO TANK 003 | 7.0 | 298.00 | 2,086.00 |
| 5F-MW | PC | MOUSE WIRELESS | 1.0 | 350.00 | 350.00 |
| A-PPRA4 | REAM | PAPER A4 70 GSM | 41.0 | 208.00 | 8,528.00 |
| A-PPRI | REAM | PAPER LONG 70 GSM | 31.0 | 232.00 | 7,192.00 |
| A-PFNP | PC | PENCIL Lead w/ eraser, hardness: HB or 2 | 62.0 | 8.00 | 496.00 |
| A-OSPE | PC | PENCIL ERASER rubber | 3.0 | 15.00 | 45.00 |
| A-PENPM | PC | PERMANENT MARKER felt, bullet type; color: black | 65.0 | 38.50 | 2,502.50 |

(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: Very truly yours,
 Sgd. Beverly Grace C. Buccat Sgd. ENGR. CARLOS N. SANTOS JR.
 Signature over Printed Name of Supplier General Manager
 Date: _____ Date: _____

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



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.: B202203-0068
 Date: 03/09/2022
 P.R. No.: GS-2022-01-002, WR-2022-01-001, 02/03/2022, 01/01/1900,
 Date: 01/26/1900
 AOQ No.: A2022-047
 Date: 02/28/2022

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: 7-15 days upon receipt
 Payment Term: 15 Days

| Stock No. | Unit | Description | Quantity | Unit Cost | Amount |
|-----------|------|---|----------|-----------|----------|
| A-ELPPLD | PC | PLASTIC ENVELOPE WITH DIVIDER <small>w/ holder, Legal, Push Lock</small> | 4.0 | 138.00 | 552.00 |
| A-NBKRRR | PC | RECORD BOOK REGULAR <small>Paper stock shall be white bond, not</small> | 17.0 | 73.00 | 1,241.00 |
| A-NBKRES | PC | RECORD BOOK SMALL <small>Paper stock shall be white bond, not</small> | 11.0 | 56.00 | 616.00 |
| A-TPEST | PC | SCOTCH TAPE <small>1"</small> | 14.0 | 20.00 | 280.00 |
| A-PENS | PC | SIGN PEN <small>0.5, black</small> | 18.0 | 21.75 | 391.50 |
| A-OSSW | BOX | STAPLE WIRE 35 | 1.0 | 59.00 | 59.00 |
| A-PPRSN | PAD | STICKY NOTES | 5.0 | 24.00 | 120.00 |
| A-PENWM | PC | WHITEBOARD MARKER <small>dry-wipe whiteboard marker, aluminum</small> | 31.0 | 58.50 | 1,813.50 |
| A-BAT3A | PC | BATTERY AAA <small>dry cell, alkaline, AAA</small> | 8.0 | 22.50 | 180.00 |
| A-TPEMT1 | ROLL | MASKING TAPE 1 | 21.0 | 54.00 | 1,134.00 |
| A-ELPBS | PC | BROWN ENVELOPE SHORT <small>Size: A4, Material: Kraft</small> | 21.0 | 2.75 | 57.75 |

(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.
 Beverly Grace C. Buccat
 Signature over Printed Name of Supplier
 Date: _____

Very truly yours,
 Sgd.
 ENGR. CARLOS N. SANTOS JR.
 General Manager
 Date: _____

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

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



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.: B202203-0068
 Date: 03/09/2022
 P.R. No.: GS-2022-01-002, WR-2022-01-001, 02/03/2022, 01011900,
 Date: 01/28/1900
 AOQ No.: A2022-047
 Date: 02/28/2022

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: 7-15 days upon receipt
 Payment Term: 15 Days

| Stock No. | Unit | Description | Quantity | Unit Cost | Amount |
|-----------|------|--|----------|-----------|----------|
| A-BOXMFB | PC | MAGAZINE FILE BOX <small>Chipboard Material, Leatherette Pa</small> | 5.0 | 140.00 | 700.00 |
| A-TPEPT | PC | PACKAGING TAPE <small>2 inches</small> | 24.0 | 64.50 | 1,548.00 |
| A-OSSP | PC | STAMP PAD <small>Blue;Felt, Bed Dimension: 60mm x 1</small> | 3.0 | 31.00 | 93.00 |
| A-INKSPB | BTL | STAMP PAD INK BLUE <small>50ml (min), blue, bottle</small> | 1.0 | 25.00 | 25.00 |
| B-DMF | PC | DOORMAT FABRIC <small>32cm x 50cm</small> | 26.0 | 45.00 | 1,170.00 |
| A-BAT9V | PC | BATTERY 9V <small>46g., alkaline, no added mercury or c</small> | 3.0 | 198.00 | 594.00 |
| A-BATR3A | PC | RECHARGEABLE BATTERY AAA <small>dry cell, alkaline</small> | 20.0 | 16.75 | 335.00 |
| A-BATR2A | PC | RECHARGEABLE BATTERY AA <small>dry cell, alkaline</small> | 20.0 | 16.75 | 335.00 |
| A-BDRCEM | BOX | CLIP BACKFOLD MEDIUM <small>Material: All Metal, 32mm (2")</small> | 1.0 | 32.50 | 32.50 |
| A-BDRCBS | BOX | CLIP BACKFOLD SMALL <small>Material: All Metal, 19mm (3/4)</small> | 1.0 | 22.50 | 22.50 |
| A-TPEMT2 | ROLL | MASKING TAPE 2 | 4.0 | 87.00 | 348.00 |

(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.
 Beverly Grace C. Buccat
 Signature over Printed Name of Supplier
 Date: _____

Very truly yours,
 Sgd.
 ENGR. CARLOS N. SANTOS JR.
 General Manager
 Date: _____

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

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



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.: B202203-0068
 Date: 03/09/2022
 P.R. No.: ~~CMF-2022-02-005, ENGG-2022-02-001, GS-2022-01-002, WR-2022-01-001,~~
 Date: 02/03/2022, 01/01/1900,
 AOQ No.: A2022-047
 Date: 02/28/2022

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: 7-15 days upon receipt
 Payment Term: 15 Days

| Stock No. | Unit | Description | Quantity | Unit Cost | Amount |
|-------------------------|------|--|----------|-----------|----------|
| E-PR | PC | PUNCHER 2 hole Heavy duty | 4.0 | 230.00 | 920.00 |
| E-MDT | PC | METAL DESK TRAY 3 LAYERS | 5.0 | 490.00 | 2,450.00 |
| E-WR | PC | STAPLER WITH REMOVER no. 35; HD dimensions:36mm x125m | 1.0 | 414.00 | 414.00 |
| E-TD | PC | TAPE DISPENSER big | 1.0 | 112.00 | 112.00 |
| E-WB | PC | WHITE BOARD 3ft x 4ft | 5.0 | 1,775.00 | 8,875.00 |
| A-BDRCD | PC | CLIP BOARD LONG Material: Plastic or equivalent, w/ m | 25.0 | 59.75 | 1,493.75 |
| A-OSPP | BOX | PUSH PINS 100 per box | 5.0 | 30.00 | 150.00 |
| A-OSR | PC | RULER Plastic, Transparent, 12" or 1 Foot | 1.0 | 7.00 | 7.00 |
| E-CB | PC | CORK BOARD 3ft x 4ft | 1.0 | 1,456.00 | 1,456.00 |
| *** NOTHING FOLLOWS *** | | | | | |

(Total Amount in Words) Sixty Three Thousand Eight Hundred Eighty Eight Pesos And Seventy Five Centavos Only P 63,888.75

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. Beverly Grace C. Buccat
 Signature over Printed Name of Supplier
 Date:

Very truly yours,
 Sgd. ENGR. CARLOS W. SANTOS JR.
 General Manager
 Date: 3/17/22

Fund Cluster: 17002
 Funds Available: Jovita I. Dalmacio Sgd. Department Manager B 3/17/22

ORS/BURS No.: 22-03-0071
 Date of the ORS/BURS: 3/9/22
 Amount: P 63,888.75