



Santa Maria WATER DISTRICT

BAC Resolution No. PROC-BCR-2023-01-002 ✓
Date 01/11/2023
Project **REPAIRS & PREVENTIVE MAINTENANCE OF SANTA MARIA WATER DISTRICT SERVICE VEHICLES-
 MOTORCYCLES AND SIDECARS**
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.	WR# GS-2022-12-049
Division/Section	GENERAL SERVICES DIVISION
Purpose	TO REPAIR, REPLACE DEFECTIVE PARTS AND PREVENTIVE MAINTENANCE OF MOTORCYCLES
Total ABC	₱383,990.00 ✓

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	SMALL VALUE PROCUREMENT
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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	01/07/2023
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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.	A2023-001
Date	01/10/2023

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	STIBI'S MOTOR AND REPAIR SHOP
Contract Cost	₱383,990.00 ✓
Name of Project	REPAIRS & PREVENTIVE MAINTENANCE OF SANTA MARIA WATER DISTRICT SERVICE VEHICLES-MOTORCYCLES AND SIDECARS

RESOLVED FINALLY, at the Santa Maria Water District's Office, Santa Maria, Bulacan this 16th day of December Year 2023

Sgd.

Maria Leonora S. Romarate
BAC - Chairperson

Sgd.

Mark Lackie D.J Porciuncula
BAC Member - Financial

Sgd.

Mary Diana S. Dela Cruz
BAC Member - Legal

Sgd.

Ginabelle G. Datolayta
BAC 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-AMP-2023-01-004

January 16, 2023

Mr. Tiburcio M. Gerona
Authorized Representative
STIBI'S MOTOR AND REPAIR SHOP
No. 455 Brgy. Tumana
Santa Maria, Bulacan

Project: **REPAIRS AND PREVENTIVE MAINTENANCE OF SMWD SERVICE VEHICLES
(MOTORCYCLES WITH AND WITHOUT SIDECARS)**
Reference No. GS-2022-12-049

Dear Ms. Gerona,

Please be informed that the above stated project is hereby awarded to **STIBI'S MOTOR AND REPAIR SHOP** under Small Value Procurement modality. The service contract shall be for a period of one (1) year retroactively effective on January 1, 2023 and will end on December 31, 2023. For scope of work, obligation of the contractor, project duration, terms of payment and other concern, the Terms of Reference (TOR) shall govern.

The total amount of the contract is Three Hundred Eighty-Three Thousand Nine Hundred Ninety Pesos (Php383,990.00) which is intended for the whole duration of the contract. Payment shall be based on the actual works performed and completed (Ref. TOR Article VIII – Payment Terms)

Accordingly, you are requested or your duly authorized representative (covered with such authority) to sign the Contract upon advice from the Santa Maria Water District.

We appreciate your interest in this opportunity and we look forward to your satisfactory performance of your obligations stipulated in the Contract Agreement.

Very truly yours,

Sgd.

ENGR. CARLOS N. SANTOS, JR.
General Manager

Received By:

Printed Name: Ms. Katherine G. Tiguelo

Signature: Sgd.

Date and Time: January 6, 2023



Santa Maria

WATER DISTRICT

NOTICE TO PROCEED NTP-2023-01-004

January 17, 2023

Mr. Tiburcio M. Gerona
Authorized Representative
STIBI'S MOTOR AND REPAIR SHOP
No. 455 Brgy. Tumana
Santa Maria, Bulacan

Dear Ms. Gerona,

The attached Contract Agreement having been approved, notice is hereby given to STIBI'S MOTOR AND REPAIR SHOP, that the work may commence on the project, "Repairs and Preventive Maintenance of SMWD's Service Vehicles – Motorcycles With and Without Sidecars".

Thus, you shall be responsible in performing the services under the Terms of Reference which form part of the Contract between the Client and the Contractor.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to the Santa Maria Water District.

Very truly yours,

Sgd.

ENGR. CARLOS N. SANTOS, JR.
General Manager

I acknowledge receipt of this Notice on:

Name of the Representative of the Bidder: Ms. Katherine G. Tiguelo

Authorized Signature: _____ Sgd.

**PROCUREMENT
PRIORITY**



WORK ORDER

WR No.: GS-2022-12-049 Date: 12/21/22 WO No.: 2023-01-0008
 AOQ No.: A2023-001 Date: 01/10/23 Philgeps Reference No. 9392349 Date: 01/13/23

The Work Order is hereby awarded to **STIBI'S MOTOR AND REPAIR SHOP** with business address at 455 Brgy. Tumana Santa Maria, Bulacan for work items as described below:

TIN: 266-883-426-000 VAT **NON-VAT** Mode of Procurement Negotiated Procurement - Small Value Procurement Payment Term: 15 days upon receipt of the monthly consolidate

No.	Work Items	Quantity	Unit	Amount	Condition
1	To repair, replace defective parts and Preventive Maintenance of motorcycles Honda Wave, Kawasaki Aura, Kawasaki Barako, Kawasaki Barako w/ sidecar, and Suzuki Smash Repairs Replacement of defective parts Preventive Maintenance Schedule	1	LOT	383,990.00	Payment shall be based on the actual quantity completed and accepted. The SMWD reserves the right to change portion or part of this Work Order. 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 services

Total Agreed Price: ₱ 383,990.00

Prepared by:
Sgd.
Marichu Y. Ferrer
Procurement Assistant

Checked and Verified by:
Sgd.
Ginabelle G. Datolayta
End-User/Implementing Unit

Certified Funds Available:
Sgd.
Jovita I. Dalmacio
Department Manager B -
AFGS

Approved for Implementation: Conforme:
Sgd.
Engr. Carlos N. Santos Jr.
General Manager

Supplier/Contractor

Fund Cluster: M00E BUR No. 23-01-0004 Date: 1/13/23
 Funds Available: 383,990.00 Amount: 383,990.00



Santa Maria

WATER DISTRICT

CONTRACT AGREEMENT CA-2023-01-004

For the Project: REPAIRS AND PREVENTIVE MAINTENANCE OF SMWD'S SERVICE VEHICLES – MOTORCYCLES WITH AND WITHOUT SIDECARS

KNOW ALL MEN BY THESE PRESENTS:

This Agreement made and executed this 17th day of January 2023 at Santa Maria, Bulacan by and between:

SANTA MARIA WATER DISTRICT, a government owned and controlled corporation duly organized and existing under and by virtue of the laws of the Republic of the Philippines, with business address at No. 302 J.P. Rizal St., Poblacion, Santa Maria, Bulacan, represented herein by its General Manager, **ENGR. CARLOS N. SANTOS, JR.**, hereinafter referred to as the "**Client**"

-and-

STIBI'S MOTOR AND REPAIR SHOP., a private company organized and existing and licensed under Philippine laws with business address at No. 455 Brgy. Tumana, Santa Maria, Bulacan, represented by its Proprietress, **MR. TIBURCIO M. GERONA**, hereinafter referred to as the "**Contractor**".

WITNESSETH:

WHEREAS, the **Client** is desirous that the **Contractor** perform the **Repairs and Maintenance Services** hereinafter called "**the Works**" and the Client have to pay the Contractor for the actual cost of the Repairs and Maintenance executed and performed by the Contractor in the completion of such works and the remedying of any defects therein.

WHEREAS, the **Contractor**, offered a price of Three Hundred Eighty-Three Thousand Nine Hundred Ninety Pesos (Php 383,990.00) for the whole duration of the contract, however, the contract price may exceed as needed by the client based on the actual works performed and completed by the contractor all throughout the duration of the contract provided that the client will update the budget for the exceeded amount.

NOW, THEREFORE, THE PARTIES hereby agree as follows:

1. The Contractor shall perform the Services, the scope of work and other concern as specified in the "Terms of Reference," which was made as an integral part of this Contract
2. The Contractor shall perform the Services stipulated in the Terms of Reference (TOR) retroactively from the period January 1, 2023 and continuing through December 31, 2023, or any other period as maybe subsequently agreed upon by the parties in writing.
3. In consideration of the payments to be made by the Client to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Client to provide the Services and to remedy defects therein in conformity in all respects with the provisions of the Contract and Terms of Reference.
4. The Client hereby covenants to pay the Contractor in consideration of the provision of the Works that will be satisfactorily performed the sum as may become payable under the provisions of this Contract at the time and in the manner prescribed in the Terms of Reference.



Santa Maria

WATER DISTRICT

5. The services of the Contractor shall be applied to all service motorcycles with or without side cars of the Santa Maria Water District which are as follows:

MOTORCYCLE WITH SIDE CARS (3-WHEELED VEHICLES):

MV 19 SG 2617	MV 24 SG 1258
MV 13 SG 8489	MV 30 SG 8615
MV 16 SG 1252	MV 34 0884
MV 21 SH 4151	MV 41 Kawasaki Barako
MV 22 SL 8979	MV 15 SG 1251
MV 23 SL 8978	

MOTORCYCLES (2 WHEELED VEHICLES):

MV 4 SG 2675 Honda Wave	MV 40 Honda Wave 11
MV 6 SK 9105 Kawasaki Aura	MV 42 Kawasaki Barako Blue
MV 20 SL 8941 Kawasaki Barako	MV 43 Kawasaki Barako Blue
MV 27 SG 8611 Honda Wave	MV 48 Honda Wave
MV 28 SG 8614 Kawasaki Barako	MV 49 Honda Wave
MV 29 SG 8613 Kawasaki Barako	MV 50 Honda Wave
MV 32 SG 8617 MV 32 SG8617	MV 51 Honda Wave
MV 33 SG 8616 Honda Wave	MV 53 Kawasaki Barako
MV 35 SH 4184 Honda Wave	MV 54 Kawasaki Barako
MV 36 SH 4185 Honda Wave	MV 55 Honda Wave
MV 37 SM 2632 Honda Wave	MV 56 Honda Wave
MV 38 SL 9637 Honda TMX	MV 58 Suzuki Smash
MV 39 SL 9636 Honda TMX	MV 59 Suzuki Smash

6. The following documents shall be attached, deemed to form, and be read and construed as part of this Agreement, viz:

- the Quotation form submitted by the contractor;
- the Terms of Reference;
- the Client's Notification of Award;
- the Notice to Proceed
- Documentary and other requirements that may be required by existing laws and/or the Procuring Entity concerned.

IN WITNESS whereof the parties thereto have caused this Agreement to be executed the day and year first before written.

CLIENT:

SANTA MARIA WATER DISTRICT

By:

Sgd.

ENGR. CARLOS N. SANTOS, JR.
General Manager

CONTRACTOR:

STIBI'S MOTOR AND REPAIR SHOP

By:

Sgd.

MR. TIBURCIO M. GERONA
Authorized Representative



Santa Maria WATER DISTRICT

SIGNED IN THE PRESENCE OF:

Sgd.
MS. AMELIA S. DE JESUS
Chairperson, SMWD Board of Directors

Sgd.
Ms. MARIA LEONORA S. ROMARATE
Chairperson, SMWD Bids and Awards Committee

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
PROVINCE OF BULACAN) S.S.
MUNICIPALITY OF STA. MARIA)

FEB 02 2023

BEFORE ME, this _____ day of January 2023 personally appeared:

Name	ID
MR. TIBURCIO M. GERONA	TIN: 114-253-262-000
ENGR. CARLOS N. SANTOS JR.	TIN: 163-672-791-000

Who made known to me that they are the same persons who executed the foregoing instrument and acknowledged to me that the same is their own free and voluntary act and deed as well as that of the entities they respectively represent.

This instrument refers to a CONTRACT AGREEMENT, consisting of three (3) pages including this page, each of which is duly signed by the parties to the instrument and those of the witnesses and sealed with the notarial seal.

WITNESS MY HAND AND SEAL on the day, year and place first above written.

Doc. No. 438
Page No. 89
Book No. 2
Series of 2023

ATTY. REYNALDO G. TANTE
NOTARY PUBLIC
UNTIL DECEMBER 31, 2023
3RD FLOOR 2ND FLOOR MAXFEL BLDG.
J. C DE JESUS STREET, POBLACION,
SANTA MARIA, BULACAN
PTR NO. 0001098005 01-03-2023
IBP NO. 155640 01-29-21
ROLL NO. 41600
MCLE COMPLIANCE VII NO. 0002641 02-29-20
PNC 64 - MB - 2021