



# Santa Maria WATER DISTRICT

**BAC Resolution No.** PROC-BCR-2023-03-039  
**Date** 03/23/2023  
**Name of Project** SUPPLY AND DELIVERY OF COFFEE, CREAMER, SUGAR AND POWDERED CHOCO

### 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.	GS-2023-02-014
Division/Section	GENERAL SERVICES DIVISION
Purpose	To purchase various supplies for employees' consumption
Total ABC	₱58,277.00

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	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	03/03/2023
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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.	A2023-059
Date	03/22/2023

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 MOST ADVANTAGEOUS OFFER TO THE AGENCY

Supplier	D3JC OFFICE AND SCHOOL SUPPLIES TRADING ✓
Contract Cost	₱17,422.00 ✓
Payment Terms	15 days upon receipt of the items

RESOVED FINALLY, at the Santa Maria Water District's Office, Santa Maria, Bulacan this 23rd day of March Year 2023

Sgd.

\_\_\_\_\_  
**Maria Leonora S. Romarate**  
 BAC - Chairperson

Sgd.

\_\_\_\_\_  
 Mark Lackie D.J Porciuncula  
 BAC Member - Financial

Sgd.

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 Mary Diana S. Dela Cruz  
 BAC Member - Legal

Sgd.

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 Angelo G. Rosillas  
 BAC End-User

Sgd.

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

Approved by:

Sgd.

\_\_\_\_\_  
**Engr. Carlos N. Santos Jr.**  
 General Manager

**NOTICE OF AWARD**

NOA-2023-04-030

April 04, 2023

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

**SUPPLY AND DELIVERY OF COFFEE, CREAMER, SUGAR & POWDERED CHOCO**

PR/WR: GS-2023-02-014

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-2023-03-039  
**Contract Cost** : ₱17,422.00  
**Amount in Words** : Seventeen Thousand Four Hundred Twenty Two Pesos  
**Purchase/Work Order No.** : B202303-0076  
**Date Issued** : 03/31/2023

You are to sign or confirm this Notice of Award and to 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

**Conforme:**

Printed Name: Jenny San Juan Mata  
Signature: Sgd.  
Date : \_\_\_\_\_

"YOUR WATER, OUR OBLIGATION  
YOUR CONVENIENCE, OUR SERVICE"



**NOTICE TO PROCEED**  
NTP-2023-04-028

April 11, 2023

Jenny San Juan Mata  
Proprietor  
D3JC OFFICE AND SCHOOL SUPPLIES TRADING  
Binang 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 COFFEE, CREAMER, SUGAR & POWDERED CHOCO  
**Purchase/Work Order No.** : B202303-0076  
**Date Approved** : 04/11/2023  
**Contract Cost** : ₱17,422.00  
**Amount in Words** : Seventeen Thousand Four Hundred Twenty Two Pesos

Very truly yours,

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

**I acknowledge receipt of this Notice on:**

Printed Name: Jenny San Juan Mata  
Signature: Sgd.  
Date: \_\_\_\_\_





**PURCHASE ORDER**

**Supplier:** D3JC OFFICE AND SCHOOL SUPPLIES TRADING  
**Address:** Binang 2nd, Bocaue, Bulacan  
**TIN:** 601-691-475-00000  VAT  NON-VAT  
**Philgeps Ref. No.:** 953282  
**Mode of Procurement:** Shopping

**P.O. No.:** B202303-0076  
**Date:** 03/31/2023  
**P.R. No.:** GS-2023-02-014  
**Date:** 02/14/23  
**AOQ No.:** A2023-059  
**Date:** 03/22/2023

**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:**  
**Warranty:**

**Delivery Term:** 7 days upon receipt of P.O  
**Payment Term:** 15 Days  
**Form of Payment:** Check Payment

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
A-OSCFD	PACK	COFFEE DECAFFEINATED Instant, powder/granules, 80 grams	13.0	94.00	1,222.00
A-OSBC	KL	COFFEE GROUND PREMIUM DARK ROAST *** NOTHING FOLLOWS ***	36.0	450.00	16,200.00

**(Total Amount in Words)** Seventeen Thousand Four Hundred Twenty Two Pesos Only ₱7,422.00

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:**  
 Sgd.  
 Jenny San Juan Mata  
 Signature over Printed Name of Supplier

**Very truly yours,**  
 Sgd.  
**ENGR. CARLOS N. SANTOS JR.**  
 General Manager

Date: \_\_\_\_\_ Sgd. \_\_\_\_\_

Date: 4/11/23

**Fund Cluster :** Jovita I. Dalmacio *DEE*  
**Funds Available** Department Manager B  
4/4

**ORS/BURS No. :** 23-4-080  
**Date of the ORS/BURS:** 4-8-23  
**Amount :** 17,422.00