



# Santa Maria WATER DISTRICT

**BAC Resolution No.** PROC-BCR-2023-04-063  
**Date** 04/25/2023  
**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 office supplies for employees use
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	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	SHOPPING
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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	03/27/2023

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	REBY'S STORE
Contract Cost	₱2,849.00
Payment Terms	within fifteen (15) days upon receipt of the items

RESOLVED FINALLY, at the Santa Maria Water District's Office, Santa Maria, Bulacan this 19th day of April 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.

Angelo G. Rosillas  
BAC End-User

Sgd.

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

Approved by:

Sgd.

Engr. Carlos N. Santos Jr.  
General Manager

**NOTICE OF AWARD**

NOA-2023-04-038

April 25, 2023

Maria Reby DR. San Luis  
Proprietor  
Reby's Store  
De Jesus St. Brgy. Poblacion Santa Maria Bulacan

**SUPPLY AND DELIVERY OF COFFEE, CREAMER AND 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-2023-04-063  
**Contract Cost** : ₱2,849.00  
**Amount in Words** : Two Thousand Eight Hundred Forty Nine Pesos  
**Purchase/Work Order No.** : B202304-0087  
**Date Issued** : 04/19/2023

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: Maria Reby DR. San Luis  
Signature: Sgd.  
Date : \_\_\_\_\_

"YOUR WATER. OUR OBLIGATION  
YOUR CONVENIENCE. OUR SERVICE."



**NOTICE TO PROCEED**

NTP-2023-04-039

April 27, 2023

Maria Reby DR. San Luis  
Proprietor  
Reby's Store  
De Jesus St. Brgy. Poblacion Santa Maria 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 AND POWDERED CHOCO  
**Purchase/Work Order No.** : B202304-0087  
**Date Approved** : 04/27/2023  
**Contract Cost** : ₱2,849.00  
**Amount in Words** : Two Thousand Eight Hundred Forty Nine Pesos

Very truly yours,

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

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

Printed Name: Maria Reby DR. San Luis  
Signature: Sgd.  
Date: \_\_\_\_\_



**Santa Maria**  
WATER DISTRICT

04/19/23

Page 1 of 1

**PURCHASE ORDER**

<b>Supplier:</b> <u>Reby's Store</u>	<b>P.O. No.:</b> <u>B202304-0087</u>
<b>Address:</b> <u>De Jesus St. Brgy. Poblacion Santa Maria Bulacan</u>	<b>Date:</b> <u>04/19/2023</u>
<b>TIN:</b> <u>249-997-000</u> <input checked="" type="checkbox"/> <b>VAT</b> <input type="checkbox"/> <b>NON-VAT</b>	<b>P.R. No.:</b> <u>GS-2023-02-014</u>
<b>Philgeps Ref. No.:</b> <u>9532282</u>	<b>Date:</b> <u>02/14/23</u>
<b>Mode of Procurement:</b> <u>Shopping</u>	<b>AOQ No.:</b> <u>A2023-059</u>
	<b>Date:</b> <u>03/22/2023</u>

**Gentlemen:** Please furnish this Office the following articles subject to the terms and conditions contained herein:

<b>Place of Delivery:</b> <u>GS Farmacia Emilia Dulong Bayan, Sta. Maria, Bulacan</u>	<b>Delivery Term:</b> <u>7 days upon receipt of P.O</u>
<b>Date of Delivery:</b> _____	<b>Payment Term:</b> <u>15 Days</u>
<b>Warranty:</b> _____	<b>Form of Payment:</b> <u>Check Payment</u>

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
A-OSPCHOC	SACHE	POWDERED CHOCO 24 grams per sachet, instant, powder *** NOTHING FOLLOWS ***	259.0	11.00	2,849.00

**(Total Amount in Words)** Two Thousand Eight Hundred Forty Nine Pesos Only      ₱ 2,849.00

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. Maria Reby DR. San Luis  
Signature over Printed Name of Supplier

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

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

Date: 4/27/23

<b>Fund Cluster :</b> <u>Jovita I. Dalmacio</u> <i>new</i>	<b>ORS/BURS No. :</b> <u>23-04-093</u>
<b>Funds Available :</b> <u>Department Manager B</u> <u>4/28/23</u>	<b>Date of the ORS/BURS:</b> <u>4-19-23</u>
	<b>Amount :</b> <u>2,849.00</u>