



Santa Maria WATER DISTRICT

BAC Resolution No. PROC-BCR-2023-03-049
Date 03/31/2023
Name of Project SUPPLY AND DELIVERY OF FILING CABINET STEEL

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-2023-03-021
Division/Section	GENERAL SERVICES DIVISION
Purpose	To provide space to file important documents of the agency
Total ABC	₱368,000.00 ✓

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	03/17/2023
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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.	A2023-060
Date	03/23/2023

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	SUNTAWOOD HOME AND OFFICE, INC. ✓
Contract Cost	₱300,000.00 ✓
Payment Terms	within thirty (30) days upon receipt of the items ✓

RESOLVED FINALLY, at the Santa Maria Water District's Office, Santa Maria, Bulacan this 31st day of March 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

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



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NOTICE OF AWARD

NOA-2023-04-033

April 11, 2023

Gemma T. Peniton
Authorized Representative
SUNTAWOOD HOME AND OFFICE INC.
Blk. 1 Lot 7 Zabarte Road Camarin brgy. 177, Caloocan City

SUPPLY AND DELIVERY OF FILING CABINET

PR/WR: GS-2023-03-021

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-2023-03-049
Contract Cost : ₱300,000.00
Amount in Words : Three Hundred Thousand Pesos
Purchase/Work Order No. : B202304-0081
Date Issued : 04/11/2023

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: Gemma T. Peniton
Signature: Sgd.
Date : _____



NOTICE TO PROCEED
NTP-2023-04-035

April 19, 2023

Gemma T. Peniton
Authorized Representative
SUNTAWOOD HOME AND OFFICE INC.
Blk. 1 Lot 7 Zabarte Road Camarin brgy. 177, Caloocan City

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 FILING CABINET
Purchase/Work Order No. : B202304-0081
Date Approved : 04/18/2023
Contract Cost : ₱300,000.00
Amount in Words : Three Hundred Thousand Pesos

Very truly yours,

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

I acknowledge receipt of this Notice on:

Printed Name: Gemma T. Peniton
Signature: Sgd.
Date: _____

**PROCUREMENT
PRIORITY**



Santa Maria
WATER DISTRICT

04/11/23

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PURCHASE ORDER

Supplier: SUNTAWOOD HOME AND OFFICE INC.
Address: Blk. 1 Lot 7 Zabarte Road Camarin brgy. 177, Caloocan City
TIN: 771-301-541-000 **VAT** **NON-VAT**
Philgeps Ref. No.: 9577764
Mode of Procurement: Negotiated Procurement - Small Value Procurement

P.O. No.: B202304-0081
Date: 04/11/2023
P.R. No.: GS-2023-03-021
Date: 03/02/23
AOQ No.: A2023-060
Date: 03/23/2023

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: 1 year for supplies and materials

Delivery Term: 5 days upon receipt of P.O
Payment Term: 30 Days
Form of Payment: Check Payment

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
5E-FCS	UNIT	FILING CABINET STEEL <small>Lateral; 4 Drawers; Color: White or Beige</small> *** NOTHING FOLLOWS ***	20.0	15,000.00	300,000.00

(Total Amount in Words) Three Hundred Thousand Pesos Only **300,000.00**

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.
Gemma T. Peniton

Signature over Printed Name of Supplier

Date: _____ Sgd. _____

Very truly yours,

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

Date: 4/18/23

Fund Cluster : Jovita I. Dalmacio
Funds Available : Department Manager B
4/18/23

ORS/BURS No. : 23-04-086
Date of the ORS/BURS: 4-12-2023
Amount : ₱ 300,000 -