



Santa Maria WATER DISTRICT

BAC Resolution No. PROC-BCR-2023-04-052
Date 04/04/2023
Name of Project PREVENTIVE MAINTENANCE OF SMWD'S IT EQUIPMENTS FOR CY 2023

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-2023-03-014
Division/Section	GENERAL SERVICES DIVISION
Purpose	For preventive maintenance of laptop, computers, printers & other IT equipments
Total ABC	₱405,000.00

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	03/28/2023
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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.	A2023-069
Date	04/03/2023

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	SINGLE RESPONSIVE QUOTATION
Supplier	ZETROC TECHNOLOGIES ✓
Contract Cost	₱405,000.00 ✓
Payment Terms	within thirty (30) days after the completion of services rendered and upon receipt of SOA

RESOLVED FINALLY, at the Santa Maria Water District's Office, Santa Maria, Bulacan this 4th 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.

 Mimis Kay Dayandayan
 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"



Management System
 ISO 9001:2015
 www.tuv.com
 ID 9108645560



NOTICE TO PROCEED
NTP-2023-04-032

April 19, 2023

Mr. Rene Cortez
Proprietor
ZETROC TECHNOLOGIES
Bulusan Calumpit, 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 : PREVENTIVE MAINTENANCE OF SANTA MARIA WATER DISTRICT IT EQUIPMENTS FOR CY 2023
Purchase/Work Order No. : 2023-04-0031
Date Approved : 04/11/2023
Contract Cost : ₱405,000.00
Amount in Words : Four Hundred Five Thousand Pesos

Very truly yours,

Sgd.

ENGR. CARLOS N. SANTOS, JR.
General Manager

Conforme:

Printed Name: Rene Q. Cortez

Signature: Sgd.

Date : _____

NOTICE OF AWARD

NOA-2023-04-032

April 11, 2023

Mr. Rene Cortez
Proprietor
ZETROC TECHNOLOGIES
Bulusan Calumpit, Bulacan

PREVENTIVE MAINTENANCE OF SANTA MARIA WATER DISTRICT IT EQUIPMENTS FOR CY 2023

PR/WR: GS-2023-03-014

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-2023-04-052
Contract Cost : ₱405,000.00
Amount in Words : Four Hundred Five Thousand Pesos
Purchase/Work Order No. : 2023-04-0031
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

I acknowledge receipt of this Notice on:

Printed Name: Rene Q. Cortez
Signature: Sgd.
Date: _____



Santa Maria

WATER DISTRICT

CONTRACT AGREEMENT
CA-2023-04-012

PREVENTIVE MAINTENANCE OF SANTA MARIA WATER DISTRICT COMPUTER HARDWARE FOR CY 2023
Ref. GS-2023-03-014

KNOW BY ALL MEN THESE PRESENTS

This Contract Agreement is made and entered into this 11th day of April 2023 in Santa Maria, Bulacan, by and between:

SANTA MARIA WATER DISTRICT, a government owned and/or controlled corporation duly organized and existing under and by virtue of the laws of the Republic of the Philippines with principal office address at No. 302 J.P Rizal St., Poblacion, Santa Maria Bulacan, herein represented by its General Manager, **Engr. Carlos N. Santos Jr.**, hereinafter referred to as the "**CLIENT**";

- and -

ZETROC TECHNOLOGIES, a private business entity organized and existing under the Philippine laws with principal office address at No. 203 Bulusan, Calumpit, Bulacan, represented by its Proprietor, hereinafter referred to as the "**PROVIDER**".

WITNESSETH

WHEREAS, the "**CLIENT**" conducted procurement for the provision of a Service Provider for the preventive maintenance of computer, laptop, printers, scanners, CCTV DVR and cameras for the year 2023 under Small Value Procurement with an Approved Budget for the Contract (ABC) of Four Hundred Five Thousand Pesos (P405,000.00). The CLIENT will allot another budget for the services to be rendered for the year 2024;

WHEREAS, the **PROVIDER** submitted quotation and proposal on March 30, 2023, thereby he offered Four Hundred Fifty Pesos (P450.00) inclusive of taxes for every computer unit or laptop served and maintained per month. Additional services were also offered free of charge;

WHEREAS upon careful evaluation of the proposal, legal, financial and technical capacity of the **PROVIDER**, the CLIENT declared the proposal/quotation of the PROVIDER to be the Single Calculated and Responsive Quotation pursuant to Guidelines for Small Value Procurement Annex H of RA 9184 through SMWD BAC Resolution No. PROC-BCR2023-04-052;

WHEREAS, the **PROVIDER** has offered its services and expertise to perform the required specific job of providing maintenance services for the **CLIENT** and the **CLIENT** has accepted the offer for the following services;

1. Maintain and troubleshoot Local Area Network (LAN) operations;
2. Perform monthly preventive maintenance on all desktop/laptop computers;
3. Regular cleaning and maintenance of printers/scanners to ensure smooth daily operations are free of charge except purchase of spare parts to be provided by the client;
4. Units that need repair or configuration after the visit will be attended on the next visit without compromising the semi-weekly maintenance;
5. Initial installation and configuration of CCTV devices and transferring of complete CCTV package to other SMWD premises will be charged P 450.00 per camera while regular maintenance shall be free of charge;



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6. Upgrading of OS and other applications and introduce improvements to maximize office operations using computer technology;
7. Maintenance and regular updating of anti-virus software;
8. Provide consultation and technical support on computers, network and software;
9. Make myself available at least twice a week (week days) from 8:00AM to 5:00PM to monitor and evaluate computer operations;
10. Provide on-call service for situation requiring immediate repair/services;

WHEREAS, the necessary cleaning equipment and supplies shall be provided by the CLIENT and payment for the services rendered shall be on the 15th and 30th of the month;

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be attached, deemed to form, and be read and construed as part of this Contract Agreement, viz:
 - (a) Terms of Reference for the project;
 - (b) The quotation or the proposal submitted by the client
 - (c) Approved Abstract of Quotation No. A2023-069;
 - (d) Work Order No. 2023-04-0031
 - (e) The Entity's Notification of Award (NOA);
 - (f) The Notice to Proceed (NTP)
3. For and in consideration of the services rendered by the PROVIDER to the CLIENT as provided herein, the latter shall pay the former **Four Hundred Fifty Pesos (P450.00) inclusive of taxes** for every computer/laptop unit served and maintained every month. The number of computer and laptop units maintained varies on the number of units available or in the possession of the CLIENT;
4. This Agreement shall be enforced and effective within the period of twelve (12) months, from April 1, 2023 to March 31, 2024 and may be terminated in case either PARTY violates any of the provisions of this Agreement subject to prior notice to the other PARTY. Notice of termination shall be made in writing within thirty (30) calendar days prior the intended date of termination.

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

PROCURING ENTITY

SANTA MARIA WATER DISTRICT
By:

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

SERVICE PROVIDER

ZETROC TECHNOLOGIES
By:

Sgd.
MR. RENE Q. CORTEZ
Proprietor/Computer Technician

SIGNED IN THE PRESENCE OF:

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

Sgd.
Ms. JOVITA I. DALMACIO
Department Manager B



Santa Maria WATER DISTRICT

ACKNOWLEDGMENT

BEFORE ME, a notary public, on this APR 25 2023 day of April 2023, personally appeared:

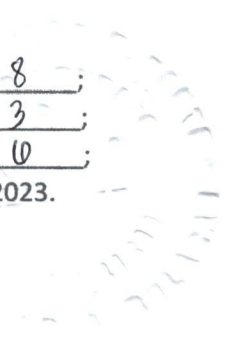
NAME	COMPETENT EVIDENCE OF IDENTITY
Rene Q. Cortez	TIN : 173-150-089-000
Engr. Carlos N. Santos Jr.	TIN : 163-672-791-000

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. 8 ;
Page No. 3 ;
Book No. 0 ;
Series of 2023.



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



WORK ORDER

WR No.: GS-2023-03-014 Date: 03/16/23 WO No.: 2023-04-0031
 AOQ No.: A2023-069 Date: 04/03/23 Philgeps Reference No. 9610162 Date: 04/11/23

The Work Order is hereby awarded to **ZETROC TECHNOLOGIES** with business address at Bulusan Calumpit, Bulacan for work items as described below:

TIN: 173-150-089-000 VAT **NON-VAT** Mode of Procurement Negotiated Procurement - Small Value Procurement Payment Term: To be paid on a 15-30 scheme

No.	Work Items	Quantity	Unit	Amount	Condition
1	Preventive Maintenance of Santa Maria Water District IT Equipment for CY2023 1 lot services of all SMWD's devices, desktops, laptops, printers, and other computer peripherals/accessories including CCTV @Php405,000.00 Contract period: April 1, 2023 to March 31, 2024 Budget for April 1, 2023 to December 31, 2023	1	LOT	405,000.00	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: **₱ 405,000.00**

Conforme:

Supplier/Contractor

Fund Cluster: MOOE BUR No. 23-04-0299 Date: 4/11/23
 Funds Available: _____ Amount: 405,000.00