



# Santa Maria WATER DISTRICT

**BAC Resolution No.** PROC-BCR-2023-06-092  
**Date** 06/16/2023  
**Name of Project** SUPPLY AND DELIVERY OF STEEL RACKS

### 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-2023-06-045
Division/Section	GENERAL SERVICES DIVISION
Purpose	To safe keep records and documents
Total ABC	₱77,762.82

WHEREAS, the project was included in the Annual Procurement Plan for the fiscal year 2023. 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	06/10/2023
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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.	A2023-128
Date	06/16/2023

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,

### COMPLIANT AND RESPONSIVE QUOTATION, FINANCIALLY, LEGALLY AND TECHNICALLY CAPABLE SUPPLIER

Supplier	SUNTAWOOD HOME AND OFFICE, INC.
Contract Cost	₱67,520.00
Payment Terms	30 DAYS UPON RECEIPT OF THE ITEMS

RESOLVED FINALLY, at the Santa Maria Water District's Office, Santa Maria, Bulacan this 15th day of June Year 2023

Sgd.

Maria Leonora S. Romarate  
BAC - Chairperson

Sgd.

Mark Lackie D.J Porciuncula  
BAC Member - Financial

Sgd.

Angelo G. Rosillas  
BAC End-User

Sgd.

Mary Diana S. Dela Cruz  
BAC Member - Legal

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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# Santa Maria

WATER DISTRICT

## NOTICE OF AWARD

NOA-2023-06-070

June 29, 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 STEEL RACKS

PR/WR: GS-2023-06-045

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-2023-06-092  
**Contract Cost** : ₱67,520.00  
**Amount in Words** : Sixty Seven Thousand Five Hundred Twenty Pesos  
**Purchase/Work Order No.** : B202306-0150  
**Date Issued** : 06/26/2023

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 : \_\_\_\_\_



# Santa Maria

WATER DISTRICT

## NOTICE TO PROCEED

NTP-2023-07-067

July 03, 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 STEEL RACKS  
**Purchase/Work Order No.** : B202306-0150  
**Date Approved** : 06/30/2023  
**Contract Cost** : ₱67,520.00  
**Amount in Words** : Sixty Seven Thousand Five Hundred Twenty 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: \_\_\_\_\_



PURCHASE ORDER

<b>Supplier:</b> SUNTAWOOD HOME AND OFFICE INC.	<b>P.O. No.:</b> B202306-0150
<b>Address:</b> Blk. 1 Lot 7 Zabarte Road Camarin brgy. 177, Caloocan City	<b>Date:</b> 06/26/2023
<b>TIN:</b> 771-301-541-000 <input checked="" type="checkbox"/> VAT <input type="checkbox"/> NON-VAT	<b>P.R. No.:</b> GS-2023-06-045
<b>Philgeps Ref. No.:</b> 9840373	<b>Date:</b> 06/01/23
<b>Mode of Procurement:</b> Negotiated Procurement - Small Value Procurement	<b>AOQ No.:</b> A2023-128
	<b>Date:</b> 06/16/2023

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

<b>Place of Delivery:</b> GS Farmacia Emilia Dulong Bayan, Sta. Maria, Bulacan	<b>Delivery Term:</b> 30 days upon receipt of P.C
<b>Date of Delivery:</b>	<b>Payment Term:</b> 30 Days
<b>Warranty:</b> 1 year for supplies and materials	<b>Form of Payment:</b> Check Payment

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
5E-SRM	UNIT	STEEL RACK - MODULAR Steel fabricated on Coiled Rolled Sh	4.0	12,880.00	51,520.00
5E-SR	UNIT	STEEL RACK size:72"H x 36"W x 18"D / Color:Gr *** NOTHING FOLLOWS ***	1.0	16,000.00	16,000.00

(Total Amount in Words) Sixty Seven Thousand Five Hundred Twenty Pesos Only P67,520.00

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: Very truly yours!

Sgd. Sgd.  
Gemma T. Peniton ENGR. CARLOS M. SANTOS JR.  
Signature over Printed Name of Supplier General Manager

Date: Date: 6/30/23

<b>Fund Cluster :</b> Jovita I. Dalmacio <i>MODE</i>	<b>ORS/BURS No. :</b> 23-06-0160
<b>Funds Available :</b> Department Manager B	<b>Date of the ORS/BURS:</b> 6/27/23
7/4/23	<b>Amount :</b> P 67,520.00