



Santa Maria WATER DISTRICT

BAC Resolution No. PROC-BCR-2023-08-118
Date 08/24/2023
Name of Project LEASE OF VENUE FOR BUDGET HEARING AT BAGUIO CITY ON SEP. 6-9, 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.	F-2023-08-007
Division/Section	FINANCE DIVISION
Purpose	To provide hotel accommodation for budget hearing participants
Total ABC	₱235,000.00

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	LEASE OF REAL PROPERTY OR VENUE
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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	N/A
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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.	N/A
Date	N/A

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 FAVORABLE & RESPONSIVE VENUE FOR THE PARTICIPANTS

Supplier	THE PLAZA LODGE BAGUIO CITY, INC.
Contract Cost	₱225,650.00
Payment Terms	CHECK PAYMENT UPON ARRIVAL AT THE HOTEL

RESOLVED FINALLY, at the Santa Maria Water District's Office, Santa Maria, Bulacan this 24th day of August Year 2023

Sgd.

Maria Leonora S. Romarate
 BAC - Chairperson

Sgd.

 Mark Lackie D.J Porciuncula
 BAC Member - Legal

Sgd.

 Mary Diana S. Dela Cruz
 BAC Member - Financial

Sgd.

 Ma. Angela G. Cruz
 BAC End-User

Sgd.

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

Approved by:

Sgd.

Engr. Carlos N. Santos Jr.
 General Manager



Santa Maria

WATER DISTRICT

NOTICE OF AWARD

NOA-2023-08-083

August 25, 2023

Majesca Maclan
Director of Sales and Marketing
THE PLAZA LODGE BAGUIO CITY, INC.
#32 South Drive, 2600 Baguio City Benguet, Philippines

LEASE OF VENUE FOR BUDGET HEARING AT BAGUIO CITY ON SEPT. 6-9, 2023

PR/WR: F-2023-08-007

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-2023-08-118
Contract Cost : ₱225,650.00
Amount in Words : Two Hundred Twenty Five Thousand Six Hundred Fifty Pesos
Purchase/Work Order No. : 2023-08-0070
Date Issued : 08/25/2023

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: Majesca Maclan

Signature: Sgd.

Date : _____



Santa Maria

WATER DISTRICT

NOTICE TO PROCEED

NTP-2023-09-081

September 05, 2023

Majesca Maclan
Director of Sales and Marketing
THE PLAZA LODGE BAGUIO CITY, INC.
#32 South Drive, 2600 Baguio City Benguet, Philippines

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 : LEASE OF VENUE FOR BUDGET HEARING AT BAGUIO CITY ON SEPT. 6-9, 2023
Purchase/Work Order No. : 2023-08-0070
Date Approved : 09/01/2023
Contract Cost : ₱225,650.00
Amount in Words : Two Hundred Twenty Five Thousand Six Hundred Fifty Pesos

Very truly yours,

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

I acknowledge receipt of this Notice on:

Printed Name: Majesca Maclan
Signature: Sgd.
Date: _____

**PROCUREMENT
PRIORITY**



WORK ORDER

WR No.: F-2023-08-007 Date: 08/22/23 WO No.: 2023-08-0070
 AOQ No.: A2023-187 Date: 08/24/23 Philgeps Reference No. _____ Date: 08/25/23

The Work Order is hereby awarded to **THE PLAZA LODGE BAGUIO CITY, INC.** with business address at #32 South Drive, 2600 Baguio City Benguet, Philippines for work items as described below:

TIN: 009-577-312-00000 VAT NON-VAT Mode of Procurement Negotiated Procurement - Lease of Real Property or Venu Payment Term: Check Payment upon arrival

No.	Work Items	Quantity	Unit	Amount	Condition
1	Food and hotel accommodation for the participants in the 2023 Budget Hearing of SMWD Food and hotel accommodation for the participants in the 2024 Budget Hearing of SMWD on September 6 to 9, 2023 1 room-King Bed Room (4D 3N)-P13,500.00 10 rooms-Twin Bed (4N 3N)-P135,000.00 1 room-Twin Bed (3D 2N)-P9,000.00 21 pax-Snacks (3 days)-P59,850.00 2 pax-Snacks (2 days)-P3,800.00 1 lot-Venue fee-FREE 1 pax-Extra Person-P4,500.00	1	LOT	225,650.00	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: P 225,650.00

Prepared by:
Sgd.
Marichu Y. Ferrer
Procurement Assistant

Checked and Verified by:
Sgd.
Ma. Angela G. Cruz
End-User/Implementing Unit

Certified Funds Available:
Sgd.
Jovita I. Dalmacio
Department Manager B -
AFGS

Approved for Implementation: Conformer:
Sgd.
Engr. Carlos N. Santos Jr.
General Manager

Sgd.
Majesca Maclan
Supplier/Contractor

Fund Cluster: meoi BUR No. 23-08-0788 Date: 8/25/23
 Funds Available: _____ Amount: 225,650.00