



# Santa Maria WATER DISTRICT

**BAC Resolution No.** PROC-BCR-2023-12-152  
**Date** 12/04/2023  
**Name of Project** **SUPPLY AND DELIVERY OF VARIOUS I.T EQUIPMENTS**

### 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.      | GS2023-11-095 & 096  |
| Division/Section | GENERAL SERVICES DIVISION  |
| Purpose          | To replaced defective printer of Customer Services Division and monitor of MIS |
| Total ABC        | ₱55,400.00   |

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 | SMALL VALUE PROCUREMENT |
|---------------------|-------------------------|

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 | 12/01/2023 |
|-------------------|------------|

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 submitted the documentary requirements needed.

|                           |            |
|---------------------------|------------|
| Abstract of Quotation No. | A2023-270  |
| Date                      | 12/04/2023 |

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 CALCULATED AND RESPONSIVE QUOTATION

|               |   |
|---------------|---|
| Supplier      | <b>MTEKNIK INFORMATION TECHNOLOGY SOLUTIONS</b> ✓ |
| Contract Cost | ₱39,578.00 ✓                                      |
| Payment Terms | 30 DAYS UPON RECEIPT OF THE ITEMS ✓               |

RESOLVED FINALLY, at the Santa Maria Water District's Office, Santa Maria, Bulacan this 4th day of December Year 2023

Sgd.

\_\_\_\_\_  
**Maria Leonora S. Romarate**  
 BAC - Chairperson

Sgd.

\_\_\_\_\_  
 Atty. Joshua Bautista  
 BAC Member - Legal

Sgd.

\_\_\_\_\_  
 Mary Diana S. Dela Cruz  
 BAC Member - Financial

Sgd.

\_\_\_\_\_  
 Raffy Santiago  
 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-2023-12-116

December 12, 2023

Mr. Tristram Ansay Cada  
CEO/ Owner  
MTEKNIK INFORMATION TECHNOLOGY SOLUTIONS  
3650 Sta. Monica Street Don Galo, Parañaque City

### SUPPLY AND DELIVERY OF VARIOUS IT EQUIPMENTS

PR/WR: GS-2023-11-095, GS-2023-11-096

We are happy to inform you that the project stated above is hereby awarded in favor of your company with the following details:

|                                |   |   |
|--------------------------------|---|---|
| <b>BAC Resolution No.</b>      | : | PROC-BCR-2023-12-152                                  |
| <b>Contract Cost</b>           | : | ₱39,578.00  |
| <b>Amount in Words</b>         | : | Thirty Nine Thousand Five Hundred Seventy Eight Pesos |
| <b>Purchase/Work Order No.</b> | : | B202312-0296  |
| <b>Date Issued</b>             | : | 12/06/2023  |

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: Tristram A. Cada  
Signature: Sgd.  
Date : \_\_\_\_\_



# Santa Maria

WATER DISTRICT

## NOTICE TO PROCEED

NTP-2023-12-112

December 12, 2023

Mr. Tristram Ansay Cada  
CEO/ Owner  
MTEKNIK INFORMATION TECHNOLOGY SOLUTIONS  
3650 Sta. Monica Street Don Galo, Parañaque 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 VARIOUS IT EQUIPMENTS  
**Purchase/Work Order No.** : B202312-0296  
**Date Approved** : 12/12/2023  
**Contract Cost** : ₱39,578.00  
**Amount in Words** : Thirty Nine Thousand Five Hundred Seventy Eight Pesos

Very truly yours,

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

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

Printed Name: Tristram A. Cada  
Signature: Sgd.  
Date: \_\_\_\_\_



**PURCHASE ORDER**

|  |   |
|--|---|
| <b>Supplier:</b> MTEKNIK INFORMATION TECHNOLOGY SOLUTIONS  | <b>P.O. No.:</b> B202312-0296                   |
| <b>Address:</b> 3650 Sta. Monica Street Don Galo, Parañaque City                                       | <b>Date:</b> 12/06/2023                         |
| <b>TIN:</b> 298-785-788-00000 <input checked="" type="checkbox"/> VAT <input type="checkbox"/> NON-VAT | <b>P.R. No.:</b> GS-2023-11-095, GS-2023-11-096 |
| <b>Philgeps Ref. No.:</b> 10377937   | <b>Date:</b> 11/13/23                           |
| <b>Mode of Procurement:</b> Negotiated Procurement - Small Value Procurement                           | <b>AOQ No.:</b> A2023-270                       |
|  | <b>Date:</b> 12/04/2023                         |

**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> 7-15 days upon receipt of F |
| <b>Date of Delivery:</b>   | <b>Payment Term:</b> 30 Days                      |
| <b>Warranty:</b>   | <b>Form of Payment:</b> Check Payment             |

| Stock No. | Unit | Description  | Quantity | Unit Cost | Amount    |
|-----------|------|--|----------|-----------|-----------|
| 5F-PA1    | UNIT | PRINTER ALL IN ONE   | 1.0      | 18,990.00 | 18,990.00 |
| 7F-ATD    | PC   | ANDROID TABLET DEVICE  | 1.0      | 14,490.00 | 14,490.00 |
| 4F-CAT    | PC   | CASING FOR ANDROID TABLET<br>Heavy duty, leather case with cover         | 1.0      | 599.00    | 599.00    |
| 4F-TGAT   | PC   | TEMPERED GLASS FOR ANDROID TABLET<br>heavy duty                          | 1.0      | 599.00    | 599.00    |
| 5F-SSD1   | PC   | SOLID-STATE DRIVE (SSD)<br>1 TB 2.5" SATA SSD<br>*** NOTHING FOLLOWS *** | 1.0      | 4,900.00  | 4,900.00  |

**(Total Amount in Words)** Thirty Nine Thousand Five Hundred Seventy Eight Pesos Only P 39,578.00

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.  
Tristram A. Cada  
Signature over Printed Name of Supplier

Sgd.  
ENGR. CARLOS B. SANTOS JR.  
General Manager  
Date: 12/12/23

|   |   |
|---|---|
| <b>Fund Cluster:</b> For Jovita I. Dimabio MOOE | <b>ORS/BURS No.:</b> 23-12-03/2         |
| <b>Funds Available:</b> Department Manager B    | <b>Date of the ORS/BURS:</b> 12/07/2023 |
|   | <b>Amount:</b> P 39,578.00              |