



# Santa Maria

WATER DISTRICT

**BAC Resolution No.** PROC-BCR-2023-11-137  
**Date** 11/13/2023  
**Name of Project** SUPPLY AND DELIVERY OF VARIOUS IT EQUIPMENT

## 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.	CSD-2023-10-009 & GS-2023-10-079
Division/Section	CUSTOMER SERVICE & GENERAL SERVICES DIVISION
Purpose	For replacement and additional IT equipment for Customer Accounts and Customer Services Division
Total ABC	₱509,498.00

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 10/24/2023

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. A2023-250  
Date 11/13/2023

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	₱508,369.00
Payment Terms	within 30 days upon receipt of the items

RESOLVED FINALLY, at the Santa Maria Water District's Office, Santa Maria, Bulacan this 13th day of Nov. Year 2023  
Sgd.

Maria Leonora S. Romarate  
BAC - Chairperson

Sgd.

Atty. Joshua Bautista  
BAC Member - Legal

Sgd.

Raffy Santiago  
BAC End-User

Sgd.

Mary Diana S. Dela Cruz  
BAC Member - Financial

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.





# Santa Maria

WATER DISTRICT

## NOTICE OF AWARD

NOA-2023-11-109

November 30, 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: CSD-2023-10-009, GS-2023-10-079

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-2023-11-137  
**Contract Cost** : ₱508,369.00  
**Amount in Words** : Five Hundred Eight Thousand Three Hundred Sixty Nine Pesos  
**Purchase/Work Order No.** : B202311-0281  
**Date Issued** : 11/28/2023

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-2023-12-105

December 06, 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.** : B202311-0281  
**Date Approved** : 12/05/2023  
**Contract Cost** : ₱508,369.00  
**Amount in Words** : Five Hundred Eight Thousand Three Hundred Sixty Nine 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: \_\_\_\_\_



11/28/23

PURCHASE ORDER

<b>Supplier:</b> MTEKNIK INFORMATION TECHNOLOGY SOLUTIONS	<b>P.O. No.:</b> B202311-0281
<b>Address:</b> 3650 Sta. Monica Street Don Galo, Parañaque City	<b>Date:</b> 11/28/2023
<b>TIN:</b> 298-785-788-00000 <input checked="" type="checkbox"/> VAT <input type="checkbox"/> NON-VAT	<b>P.R. No.:</b> CSD-2023-10-009, GS-2023-10-079
<b>Philgeps Ref. No.:</b> 10249796	<b>Date:</b> 10/05/23, 10/09/23
<b>Mode of Procurement:</b> Negotiated Procurement - Small Value Procurement	<b>AOQ No.:</b> A2023-250
	<b>Date:</b> 11/13/2023

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> 15 days upon receipt of P.O
<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
7F-ATD	PC	ANDROID TABLET DEVICE	7.0	14,490.00	01,430.00
4F-CASEAP	PC	CASE FOR ANDROID PHONE For Realme C30, Vivo Y02T and Sa	3.0	445.00	1,335.00
4F-CAT	PC	CASING FOR ANDROID TABLET heavy duty, leather case w/ cover	7.0	599.00	4,193.00
4F-TGAT	PC	TEMPERED GLASS FOR ANDROID TABLET heavy duty	7.0	599.00	4,193.00
4F-TG	PC	TEMPERED GLASS for android phone, For Realme C30,	3.0	0.00	0.00
7F-DC2	UNIT	DESKTOP COMPUTER - Middle middle specifications	6.0	38,000.00	228,000.00
5F-UPS650	UNIT	UNINTERRUPTIBLE POWER SUPPLY 650 VA	7.0	2,314.00	16,198.00
5F-OS10	PC	OPERATING SYSTEM Professional; atleast Win10 Pro with	6.0	7,990.00	47,940.00
5F-MO2021	PC	MICROSOFT OFFICE LICENSE 2021 Professional or Home & Business	6.0	13,980.00	83,880.00
5F-PDLQ310	UNIT	PRINTER DOT MATRIX LQ310 narrow carriage 24-pin SIDM	1.0	19,200.00	19,200.00

(Total Amount in Words)

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  
ENGR. CARLOSIN. SANTOS JR.

General Manager

Date: 12/13/23

Signature over Printed Name of Supplier

Date:

Fund Cluster : Jovita I. Dalmacio  
Funds Available Department Manager B

ORS/BURS No. :  
Date of the ORS/BURS:  
Amount :



11/28/23

PURCHASE ORDER

Supplier: MTEKNIK INFORMATION TECHNOLOGY SOLUTIONS
Address: 3650 Sta. Monica Street Don Galo, Parañaque City

P.O. No.: B202311-0281
Date: 11/28/2023
P.R. No.: CSD-2023-10-009, GS-2023-10-079

TIN: 298-785-788-00000 [X] VAT [ ] NON-VAT

Date: 10/05/23, 10/09/23

Philgeps Ref. No.: 10249796

AOQ No.: A2023-250

Mode of Procurement: Negotiated Procurement - Small Value Procurement

Date: 11/13/2023

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

Delivery Term: 15 days upon receipt of P.O

Date of Delivery:

Payment Term: 30 Days

Warranty:

Form of Payment: Check Payment

Table with 6 columns: Stock No., Unit, Description, Quantity, Unit Cost, Amount. Row 1: 5F-SSD2, pc, SOLID-STATE DRIVE (SSD) - 480GB 2.5", SATA revision 3.0 (6gb/s) \*\*\* NOTHING FOLLOWS \*\*\*, 1.0, 2,000.00, 2,000.00

(Total Amount in Words) Five Hundred Eight Thousand Three Hundred Sixty Nine Pesos Only 508,369.00

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. Tristram A Cada. Signature over Printed Name of Supplier Date:

Very truly yours, Sgd. ENGR. CARLOS N. SANTOS JR. General Manager Date: 12/5/23

Fund Cluster : Jovita I. Dalmacio
Funds Available : Department Manager B

ORS/BURS No. :
Date of the ORS/BURS:
Amount :