



# Santa Maria

WATER DISTRICT

**NOTICE TO PROCEED**  
**NTP-PB-2024-05-008**

May 20, 2024

Mr. Arches M. Razonable  
Sales Supervisor  
Mach Union Laboratories, Inc.  
Mach Union Building, 335 Alabang-Zapote Rd.  
Talon 3, Las Piñas City

Dear Mr. Razonable,

The attached Contract Agreement having been approved, notice is hereby given to **MACH UNION LABORATORIES, INC.**, that the work may commence on the project, "PROCUREMENT OF SERVICES FOR MICROBIOLOGICAL WATER TEST AND PHYSICAL-CHEMICAL ANALYSIS OF WATER SAMPLES FOR THE YEAR 2024 (RE-BIDDING)" effective upon the receipt of this Notice.

Moreover, you shall be responsible for the execution and completion of the project under the terms and conditions of our Contract.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to the SMWD BAC.

Very truly yours,

Sgd.

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

I acknowledge receipt of this Notice on:

May 20 2024

Name of the Representative of the Bidder:

MR. ARCHES M. RAZONABLE

Authorized Signature:

Sgd.



# Santa Maria WATER DISTRICT

## NOTICE OF AWARD NOA-PB-2024-05-008

May 13, 2024

Mr. Arches M. Razonable  
Sales Supervisor  
Mach Union Laboratories, Inc.  
Mach Union Building, 335 Alabang-Zapote Rd.  
Talon 3, Las Piñas City

**Re: Procurement of Services for Microbiological Water Test and Physical-Chemical Analysis of Water  
Samples for the Year 2024 (Re-bidding)**

Reference No. PB2024-SMWD-S-02-007-A

Dear Mr. Razonable,

We are happy to inform you of the award in favor of **MACH UNION LABORATORIES, INC.** for the project stated above per SMWD BOD Resolution No. 2024-27, Series of 2024, dated May 13, 2024 in the amount of Pesos: **SEVEN HUNDRED ELEVEN THOUSAND NINE HUNDRED PESOS (P711,900.00)**.

Accordingly, to guarantee your faithful performance under the contract, please submit to us within a maximum period of ten (10) calendar days from receipt of this Notice of Award (NOA), a performance security posted in favor of the Santa Maria Water District in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security
Cash or Cashier's/Manager's Check	5% of the Contract Price
Bank draft/guarantee or irrevocable letter of credit	5% of the Contract Price
Surety Bond	30% of the Contract Price

Within the same ten (10) calendar-day period from receipt of this NOA and upon submission of the performance security, you or your duly authorized representative (covered with such authority) is also to sign and date the attached contract and return it to the Santa Maria Water District Office. The posting of the performance security shall in no case later than the signing of the contract.

Failure to comply with the abovementioned requirement shall constitute sufficient ground for the annulment of this award and forfeiture of your bid security.

An official Notice to Proceed will be issued within seven (7) calendar days from signing of the Contract.

Very truly yours,  
Sgd.

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

**Received By:**

Printed Name: Mr. Arches M. Razonable  
Signature: Sgd.  
Date and Time: 7/14/2024



# Santa Maria WATER DISTRICT

May 9, 2024  
PROC-BCR2024-05-091

**BAC RESOLUTION RECOMMENDING AWARD FOR THE PROJECT:  
PROCUREMENT OF SERVICES FOR MICROBIOLOGICAL WATER TEST AND PHYSICAL-CHEMICAL  
ANALYSIS OF WATER SAMPLES FOR THE YEAR 2024 (RE-BIDDING)  
Reference No. PB2024-SMWD-S-02-007-A**

WHEREAS, the Santa Maria Water District BAC secretariat published In PhilGeps and SMWD’s website an invitation to Bid for the re-bidding of the above stated project for the period April 10-17, 2024. The same invitation was sent to three (3) observers such as Commission on Audit (COA), Soroptomist International of Santa Maria, and Bulacan Chamber of Commerce and Industry. The invitation was also posted in conspicuous premise of the Santa Maria Water District’s office on the same period;

WHEREAS, in response to the said invitation, three (3) service providers/analytical laboratories purchased bidding documents and submitted the same prior the scheduled bid submission on April 30, 2024 at 12:00 PM. On the same day at 1:00 PM the BAC opened the bidding documents of the prospective bidders, namely:

NAME OF THE PROSPECTIVE BIDDERS:	DATE AND TIME OF SUBMISSION	
1. F.A.S.T Laboratories	April 29, 2024	9:35 AM
2. MACH Union Laboratories, Inc.	April 30, 2024	8:50 AM
3. CRL Environmental Corporation	April 30, 2024	9:54 AM

WHEREAS, the BAC checked and examined the technical envelope which contain the eligibility, technical and financial documents. The representatives of the bidders were all present during the bid opening, no observers were present despite of the invitations promptly sent to them. All the required documents were all present and in order. Mach Union Industries posted manager’s check as form of bid security while the two (2) other bidders posted a duly notarized Bid Securing Declaration which are all acceptable forms of bid security as stated in the bidding documents.

WHEREAS, after concluding that all the bidders have passed the criteria and were all eligible, the BAC commenced in the opening of financial component/bid, The financial bids were all beyond the approved budget for the contract, and the bid was read out, to wit:

Name of Bidder	Approved Budget for the Contract	Bid Amount (As Read)	% Variance from ABC
1 <sup>ST</sup> Lowest Bidder – MACH Union Laboratories, Inc.	P793,705.00	P 711,900.00	10.31%
2 <sup>nd</sup> Lowest Bidder – F.A.S.T Laboratory	793,705.00	717,248.00	9.63%
3 <sup>rd</sup> Lowest Bidder – CRL Environmental Corp.	793,705.00	739,685.00	6.81%
***nothing follows***			

WHEREAS, Bid Evaluation was conducted on May 2, 2024 on the bids submitted by the bidders and found no discrepancy on the detailed bid against the total bid amount:

Name of Bidders	Bid Amount (As Calculated)
MACH Union Laboratories, Inc.	P 711,900.00
F.A.S.T Laboratory	717,248.00
CRL Environmental Corp.	739,685.00
***nothing follows***	



# Santa Maria WATER DISTRICT

WHEREAS, post-qualification was conducted on May 7-8, 2024 to the first lowest bidder, **MACH Union Laboratories, Inc.**, careful examination, validation and verification of all the original eligibility, technical and financial documents submitted were done by the BAC. As part of post qualification process, the members of the BAC, the BAC secretariat and the end-user have visited the office/laboratory of the bidder and there, the BAC was able to assess the capability of the bidder legally, financially and technically of implementing the project. The bidder has complied with all the requirements of the bidding from eligibility, technical, financial and other documents required. The laboratories, apparatus, equipment, instruments and the manpower/workforce it has, are more than enough to show and signify the capability of the bidder, of implementing the project, Procurement of Services for Microbiological Water Test and Physical-Chemical Analysis of Water Samples for the Year 2024 (Re-bidding), for the Santa Maria Water District;

NOW, THEREFORE, We, the Members of the Bids and Awards Committee, hereby **RESOLVED** as it is hereby **RESOLVED**:

- a) To declare **MACH UNION LABORATORIES, INC.**, the lowest bidder, with office address at Mach Union Building, 335 Alabang-Zapote Road, Talon 3, 1740 Las Piñas City, as the Bidder whose bid is the **Lowest Calculated and Responsive Bid** for the project, **Procurement of Services for Microbiological Water Test and Physical-Chemical Analysis of Water Samples for the Year 2024 (Re-bidding)**. And to recommend the contract award in the amount of **Seven Hundred Eleven Thousand Nine Hundred Pesos (P711,900.00)**
- b) To recommend for approval by the General Manager of the Santa Maria Water District the foregoing findings.

RESOLVED, at the Santa Maria Water District's Office, Santa Maria, Bulacan, this 9th day of May 2024.

Sgd. *5/13/2024*  
**Mariá Leonorá S. Romarate**  
BAC Chairperson

Sgd.  
Mary Diana S. Dela Cruz, CPA  
BAC Member-Financial

Sgd. *05/09/2024*  
Atty. Joshua E. Bautista  
BAC Member-Legal

Sgd. *13 May 2024*  
Engr. Edgardo E. Dela Torre Jr.  
BAC Member-Technical

Sgd. *5/13/24*  
Engr. Mac Daniel C. Alejandro *et*  
BAC Member-End User

Approved by:

Sgd.  
**Engr. Carlos N. Santos, Jr.**  
General Manager

Date approved: *5/13/24*

/csf



# Santa Maria

WATER DISTRICT

## CONTRACT AGREEMENT

No. CA-2024-05-013

**Project: PROCUREMENT OF SERVICES FOR MICROBIOLOGICAL WATER TEST AND PHYSICAL-CHEMICAL ANALYSIS OF WATER SAMPLES FOR THE YEAR 2024 (RE-BIDDING)**  
**Reference No. PB2024-SMWD-S-02-007-A**

THIS AGREEMENT, made this 20<sup>th</sup> day of May 2024 between **SANTA MARIA WATER DISTRICT** and **MACH UNION LABORATORIES, INC.**

### KNOW ALL MEN BY THESE PRESENTS:

**SANTA MARIA WATER DISTRICT**, a Government Owned and Controlled Corporation (GOCC) duly organized and existing under and by virtue of Presidential Decree No. 198, as amended, with principal office address at No. 302 J.P Rizal St., Poblacion, Santa Maria, Bulacan, represented by its General Manager, **ENGR. CARLOS N. SANTOS, JR.**, duly authorized for this purpose, hereinafter called the **ENTITY**.

And-

**MACH UNION LABORATORIES, INC.**, a duly organized and existing entity under and by virtue of the laws of the Republic of the Philippines, with principal office address at Mach Union Building, 335 Alabang-Zapote Road, Talon 3, Las Piñas City, represented by its Authorized and Designated Representative, **ARCHES M. RAZONABLE**, hereinafter called the **SERVICE PROVIDER**.

### WITNESSETH:

WHEREAS, in response to the ENTITY's Invitation to Bid, the **SERVICE PROVIDER** submitted its bid to the Procuring Entity to implement the project, **PROCUREMENT OF SERVICES FOR MICROBIOLOGICAL WATER TEST AND PHYSICAL-CHEMICAL ANALYSIS OF WATER SAMPLES FOR THE YEAR 2024 (RE-BIDDING)**;

WHEREAS, the bid of the SERVICE PROVIDER is the **Lowest Calculated and Responsive Bid**;

WHEREAS, the Entity is desirous that the Service Provider execute the project, "**PROCUREMENT OF SERVICES FOR MICROBIOLOGICAL WATER TEST AND PHYSICAL-CHEMICAL ANALYSIS OF WATER SAMPLES FOR THE YEAR 2024 (RE-BIDDING)**" (hereinafter called "the Goods") and the Entity has accepted the Bid for **SEVEN HUNDRED ELEVEN THOUSAND NINE HUNDRED PESOS (Php711,900.00)** by the Service Provider for the provision of services for water test and analysis required by the Procuring Entity.

### 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 as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, viz.:
  - i. Philippine Bidding Documents (PBDs);
    - i. Schedule of Requirements;



# Santa Maria WATER DISTRICT

- ii. Technical Specifications;
  - iii. General and Special Conditions of Contract; and
  - iv. Supplemental or Bid Bulletins, if any
- ii. Winning bidder's bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;
- Bid form, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
- iii. Performance Security;
  - iv. Notice of Award of Contract; and the Bidder's conforme thereto; and
  - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**
3. In consideration for the sum of Seven Hundred Eleven Thousand Nine Hundred Pesos (P711,900.00) or such other sums as may be ascertained, **Mach Union Laboratories, Inc.**, agrees to provide the services for microbiological water test and physical-chemical analysis of water samples, requirements of Santa Maria Water District (SMWD) for CY 2024 in accordance with his/her/its Bid.
4. The SANTA MARIA WATER DISTRICT agrees to pay the above-mentioned sum in accordance with the terms of the bidding.
5. This Contract Agreement shall take effect upon signing and sealing by both parties until the issuance of Certificate of Completion by the Procuring Entity.

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

PROCURING ENTITY

SERVICE PROVIDER

**SANTA MARIA WATER DISTRICT**

**MACH UNION LABORATORIES, INC.**

By:

By:

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

Sgd.  
**MR. ARCHES M. RAZONABLE**  
Sales Supervisor



# Santa Maria WATER DISTRICT

SIGNED IN THE PRESENCE OF:

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

Sgd.  
**Ms. MARIA LEONORA S. ROMARATE**  
Chairperson, SMWD Bids and Awards Committee

## ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)  
PROVINCE OF BULACAN ) S.S.  
MUNICIPALITY OF SANTA MARIA)

BEFORE ME, this **MAY 31 2024** day of May 2024 personally appeared:

Name	ID
MR. ARCHES M. RAZONABLE	TIN : 256-910-024-000
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. 257  
Page No. 52  
Book No. 8  
Series of 2024

**ATTY. DOMINGO B. PAGUIA**  
NOTARY PUBLIC  
UNTIL DECEMBER 31, 2025  
3<sup>RD</sup> UNIT, 2<sup>ND</sup> FLOOR, MAXFEL BLDG.  
J. C. DE JESUS ST., POBLACION,  
SANTA MARIA, BULACAN  
PTR NO. 1169203 / 01-02-2024  
ISP NO. 378958/12-28-2023  
ROLL NO. 33761  
MCLE COMPLIANCE NO. VII-0011714/03-01-2022  
PNC-102-ME-2023

*[Handwritten signatures]*