



# Santa Maria WATER DISTRICT

June 25, 2024  
PROC-BCR-2024-06-129

**BAC RESOLUTION RECOMMENDING AWARD FOR THE PROJECT:  
SUPPLY AND DELIVERY OF DESKTOP COMPUTERS, SCANNER, EXTERNAL HARD DRIVES AND OTHER  
COMPUTER PERIPHERALS FOR THE SANTA MARIA WATER DISTRICT  
Reference No. PB2024-SMWD-G-05-009**

WHEREAS, the Santa Maria Water District BAC secretariat has published In PhilGeps and SMWD's website an invitation to Bid for the aforementioned project for the period May 28 to June 4, 2024. The invitation was also extended to three (3) observers, namely the Commission on Audit (COA), Soroptomist International of Santa Maria, and Bulacan Chamber of Commerce and Industry. During the same time frame, the invitation was also put up on the Santa Maria Water District office's digital bulletin board;

WHEREAS, in response to the said invitation, only one (1) prospective bidder bought and submitted bidding documents. Upon opening the eligibility and technical component envelope, the bidder was proclaimed to be eligible and the BAC proceeded in opening the financial component envelope of the bidder, bid price was read out as follows:

Bidder Identification/Name	Bid as Read Amount (₱)
MTEKNIK INFORMATION TECHNOLOGY SOLUTIONS	₱789,373.00
***nothing follows***	

WHEREAS, Bid Evaluation was executed on June 19, 2024 in the bid submitted by the bidder and found no discrepancy on the detailed bid against the total bid amount.

WHEREAS, MTEKNIK INFORMATION TECHNOLOGY SOLUTIONS was declared to have post qualified since the bidder has been a regular supplier of the SMWD for I.T equipment and other peripherals. It was also declared as the Lowest Calculated and Responsive Bidder on last year's public bidding for the supply and delivery of various I.T equipment and peripherals. Moreso, the bidder was assessed to be an excellent supplier in the most recent SMWD's evaluation of suppliers and contractors;

WHEREAS, the bidder was able to submit all the required documents and was declared to be legally, financially and technically capable of carrying out the project;

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

- a) To declare **MTEKNIK INFORMATION TECHNOLOGY SOLUTIONS** with business address at B2 L12 Progressive Village, 12 Molino 3 Bacoor, Cavite as the Bidder whose bid is the Single Calculated and Responsive Bid for the project, Supply and Delivery of Desktop Computers, Scanner, External Hard Drives and Other Computer Peripherals for the Santa Maria Water District and to recommend the contract award in the amount of **Seven Hundred Eighty-Nine Thousand Three Hundred Seventy-Three Pesos (₱789,373.00)**.



# Santa Maria WATER DISTRICT

b) To recommend for approval by the Head of the Procuring Entity, Engr. Carlos N. Santos, Jr., the foregoing findings.

RESOLVED, at the Santa Maria Water District's Office, Santa Maria, Bulacan, this 26<sup>th</sup> day of June 2024.

Sgd. *Edgardo E. Dela Torre*  
Engr. Edgardo E. Dela Torre, Jr.  
BAC Member-Technical

Sgd. *Mary Diana S. Dela Cruz*  
Mary Diana S. Dela Cruz, CPA  
BAC Vice-Chairperson

Sgd. *Joshua E. Bautista*  
Atty. Joshua E. Bautista  
BAC Member-Legal

Sgd. *Rafael A. Santiago*  
Rafael A. Santiago  
BAC Member -End User

Sgd. *Maria Leonora S. Romarate*  
**Maria Leonora S. Romarate**  
BAC Chairperson

Approved by:

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

Date approved: 6/27/24

page 2 of 2

/csf



# Santa Maria

WATER DISTRICT

**NOTICE TO PROCEED  
NTP-PB-2024-06-009**

July 03, 2024

MR. TRISTRAM ANSAY CADA  
CEO/Owner  
MTEKNIK INFORMATION TECHNOLOGY SOLUTIONS  
B2 L12 Progressive Village  
12 Molino 3 Bacoor, Cavite

Dear Mr. Cada,

The attached Contract Agreement having been approved, notice is hereby given to **MTEKNIK INFORMATION TECHNOLOGY SOLUTIONS** that the work may commence for the project, **"SUPPLY AND DELIVERY OF DESKTOP COMPUTERS, SCANNER, EXTERNAL HARD DRIVES AND OTHER COMPUTER PERIPHERALS FOR THE SANTA MARIA WATER DISTRICT"** 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:  
Name of the Representative of the Bidder:  
Authorized Signature:

Sgd.  
\_\_\_\_\_  
MR. TRISTRAM ANSAY CADA  
\_\_\_\_\_



# Santa Maria WATER DISTRICT

## NOTICE OF AWARD NOA-PB-2024-06-009

June 27, 2024

MR. TRISTRAM ANSAY CADA  
CEO/Owner  
MTEKNIK INFORMATION TECHNOLOGY SOLUTIONS  
B2 L12 Progressive Village  
12 Molino 3 Bacoor, Cavite

**Re: SUPPLY AND DELIVERY OF DESKTOP COMPUTERS, SCANNER, EXTERNAL HARD DRIVES AND OTHER  
COMPUTER PERIPHERALS FOR THE SANTA MARIA WATER DISTRICT**

Reference No. PB2024-SMWD-G-05-009

Dear Mr. Cada,

We are happy to inform you of the award in favor of **MTEKNIK INFORMATION TECHNOLOGU SOLUTIONS**. for the project stated above per SMWD BOD Resolution No. 38, Series of 2024, dated June 27, 2024 in the amount of Pesos: **SEVEN HUNDRED EIGHTY-NINE THOUSAND THREE HUNDRED SEVENTY-THREE PESOS (PhP789,373.00)**.

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: Sgd.  
Printed Name: Mr. TRISTRAM ANSAY CADA  
Signature: \_\_\_\_\_  
Date and Time: 06/28/24



# Santa Maria

WATER DISTRICT

## CONTRACT AGREEMENT

CA-2024-06-014

**PROJECT: SUPPLY AND DELIVERY OF DESKTOP COMPUTERS, SCANNER, EXTERNAL HARD DRIVES AND OTHER COMPUTER PERIPHERALS FOR THE SANTA MARIA WATER DISTRICT**

THIS AGREEMENT, made this 3<sup>rd</sup> day of July 2024 between **SANTA MARIA WATER DISTRICT** and **MTEKNIK INFORMATION TECHNOLOGY SOLUTIONS**

### 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 -

**MTEKNIK INFORMATION TECHNOLOGY SOLUTIONS** a duly organized and existing entity under and by virtue of the laws of the Republic of the Philippines, with principal office address at B2 L12 Progressive Village, 12 Molino 3 Bacoor, Cavite represented by its CEO/Owner, **TRISTRAM ANSAY CADA**, hereinafter called the **SUPPLIER**.

### WITNESSETH:

WHEREAS, in response to the **ENTITY's** Invitation to Bid, the **SUPPLIER** submitted its bid to the Procuring Entity to deliver **DESKTOP COMPUTERS, LAPTOP, PRINTERS AND OTHER COMPUTER PERIPHERALS** for **SANTA MARIA WATER DISTRICT**;

WHEREAS, the bid of the **SUPPLIER** is the **Single Calculated and Responsive Bid**;

WHEREAS, the Entity is desirous that the Supplier execute the project, "**SUPPLY AND DELIVERY OF DESKTOP COMPUTERS, SCANNER, EXTERNAL HARD DRIVES AND OTHER COMPUTER PERIPHERALS FOR THE SANTA MARIA WATER DISTRICT**)" (hereinafter called "the Goods") and the Entity has accepted the Bid and award the contract for **SEVEN HUNDRED EIGHTY-NINE THOUSAND THREE HUNDRED SEVENTY-THREE PESOS (₱789,373.00)** inclusive of taxes by the Supplier for the supply and delivery of such Goods and the remedying of any defects therein.

### 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 shall be attached, deemed to form, and be read and construed as part of this Agreement, viz:
  - i. Philippine Bidding Documents (PBDs);
    - i. Schedule of Requirements;
    - ii. Technical Specifications;
    - iii. General and Special Conditions of Contract; and
    - iv. Supplemental or Bid Bulletins, if any



# Santa Maria WATER DISTRICT

- 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 Eighty-Nine Thousand Three Hundred Seventy-Three Pesos (₱789,373.00) or such other sums as may be ascertained, MTEKNIK INFORMATION TECHNOLOGY SOLUTIONS agrees to provide the Desktop Computers, Scanner, External Hard Drives and other Computer Peripherals 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 sealed 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

SUPPLIER

**SANTA MARIA WATER DISTRICT**

**MTEKNIK INFORMATION TECHNOLOGY SOLUTIONS**

By:

By:

Sgd.

Sgd.

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

**MR. TRISTRAM ANSAY CADA**

*General Manager*

*CEO/Owner*

SIGNED IN THE PRESENCE OF:

Sgd.

Sgd.

**Ms. AMELIA S. DE JESUS**

**MS. MARIA LEONORA S. ROMARATE**

Chairperson, SMWD Board of Directors

Chairperson, SMWD Bids and Awards Committee



# Santa Maria

WATER DISTRICT

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

**JUL 08 2024**

BEFORE ME, this \_\_\_ day of July 2024 personally appeared:

Name	ID
MR. TRISTRAM ANSAY CADA	TIN NO. 298-785-788-000
ENGR. CARLOS N. SANTOS JR.	TIN NO. 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. 396  
Page No. 81  
Book No. Q  
Series of 2024

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

[Addendum showing the corrections, if any, made during the Bid evaluation should be attached with this agreement]