



# Santa Maria WATER DISTRICT

**BAC Resolution No.** PROC-BCR-2024-04-070  
**Date** 04/11/2024  
**Name of Project** **SUPPLY AND DELIVERY OF FILING CABINET (STEEL)**

### 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.	PR# GS-2024-03-020
Division/Section	GENERAL SERVICES DIVISION
Purpose	To provide additional cabinet for Transport, BGF, and Admin.
Total ABC	₱90,000.00

WHEREAS, the project was included in the Annual Procurement Plan for the fiscal year 2024. 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
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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	03/28/2024
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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 submitted the documentary requirements needed.

Abstract of Quotation No.	A2024-04-114
Date	04/11/2024

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,

#### IN COMPLIANCE AND RESPONSIVE OFFER

Supplier	<b>ALPHA STEEL OFFICE &amp; HOME FURNISHING CO., INC.</b> ✓
Contract Cost	₱82,500.00 ✓
Payment Terms	CHECK PAYMENT UPON DELIVERY ✓

RESOLVED FINALLY, at the Santa Maria Water District's Office, Santa Maria, Bulacan this 11th day of April Year 2024

Sgd.

Maria Leonora S. Romarate  
BAC - Chairperson

Sgd.

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

Sgd.

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

Sgd.

Atty. Joshua Bautista  
BAC Member - Legal

Sgd.

Mark Lackie D.J. Porciuncula  
BAC End-User

Approved by:

Sgd.

Engr. Carlos N. Santos Jr.  
General Manager

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YOUR CONVENIENCE. OUR SERVICE.™





# Santa Maria

WATER DISTRICT

## NOTICE TO PROCEED

NTP-2024-04-051

April 25, 2024

Ms. Normilynne Insigne of  
Authorized Representative  
ALPHA STEEL OFFICE & HOME FURNISHING CO., INC.  
Sta. Rosa I, Marilao, Bulacan

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 FILING CABINET STEEL  
**Purchase/Work Order No.** : B202404-0111  
**Date Approved** : 04/25/2024  
**Contract Cost** : ₱82,500.00  
**Amount in Words** : Eighty Two Thousand Five Hundred Pesos

Very truly yours,

Sgd.

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

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

Printed Name: NORMILYNNE INSIGNE

Signature: Sgd.

Date: \_\_\_\_\_



# Santa Maria

WATER DISTRICT

## NOTICE OF AWARD

NOA-2024-04-050

April 25, 2024

Ms. *Normilyne Insigne*  
Authorized Representative  
ALPHA STEEL OFFICE & HOME FURNISHING CO., INC.  
Sta. Rosa I, Marilao, Bulacan

### SUPPLY AND DELIVERY OF FILING CABINET STEEL

PR/WR: GS-2024-03-020

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-2024-04-070  
**Contract Cost** : ₱82,500.00  
**Amount in Words** : Eighty Two Thousand Five Hundred Pesos  
**Purchase/Work Order No.** : B202404-0111  
**Date Issued** : 04/18/2024

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: NORMILYNNE INSIGNE

Signature: Sgd.

Date: \_\_\_\_\_

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YOUR CONVENIENCE. OUR SERVICE.”



**Santa Maria**  
WATER DISTRICT

04/18/24

Page 1 of 1

**PURCHASE ORDER**

Supplier: ALPHA STEEL OFFICE & HOME FURNISHING CO., INC.

Address: Sta. Rosa I, Manilao, Bulacan

TIN: 172-215-809-000  VAT  NON-VAT

Philgeps Ref. No.: 10685239

Mode of Procurement: Negotiated Procurement - Small Value Procurement

P.O. No.: B202404 0117

Date: 04/18/2024

P.R. No.: GS-2024-00 020

Date: 03/01/24

AOQ No.: A2024 04 111

Date: 04/11/2024

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

Date of Delivery:

Warranty: 6 months against factory defects

Delivery Term: 3-4 weeks upon receipt of I

Payment Term: Payment upon delivery

Form of Payment: Check Payment

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
SE-FCS	UNIT	FILING CABINET STEEL Lateral 4 Drawers, Color: White or *** NOTHING FOLLOWS ***	5.0	16,500.00	82,500.00

(Total Amount in Words) Eighty Two Thousand Five Hundred Pesos Only

P 82,500.00

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.

Sgd.

NORMILYANIE INSIGNE  
Signature over Printed Name of Supplier

ENGR. CARLOS N. SANTOS JR.

General Manager

Date: \_\_\_\_\_ Sgd. \_\_\_\_\_

Date: 4/25/24

Fund Cluster : MOOE

Funds Available : 4/25/24

ORS/BURS No. : 24-04-0117

Date of the ORS/BURS: 04/18/2024

Amount : 82,500.00

ADM-PR 004  
Mar 2021  
Rev. 01

Triplicate Copy: Supplier's Copy (1) Finance Copy (2) Gen Serv Copy (3)