



Santa Maria WATER DISTRICT

BAC Resolution No. PROC-BCR-2024-02-035
Date 02/22/2024
Name of Project SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES

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-2024-01-003
Division/Section	GENERAL SERVICES DIVISION
Purpose	To provide various office supplies for the year 2024
Total ABC	₱72,010.00 /

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	02/15/2024
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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.	A2024-02-046 ✓
Date	02/22/2024 ✓

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,

SINGLE AND RESPONSIVE QUOTATION

Supplier	DLBB PAPEL LAPIS AT IBA PA ✓
Contract Cost	₱62,636.00 ✓
Payment Terms	WITHIN 15 DAYS UPON RECEIPT OF THE ITEMS ✓

RESOLVED FINALLY, at the Santa Maria Water District's Office, Santa Maria, Bulacan this 22nd day of February 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



Santa Maria

WATER DISTRICT

NOTICE OF AWARD

NOA-2024-03-032

March 08, 2024

Luzviminda V. Caluag
Authorized Representative
DLBB PAPEL LAPIS AT IBA PA
Poblacion San Vicente City of Malolos, Bulacan

SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES

PR/WR: GS-2024-01-003

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-2024-02-035
Contract Cost : ₱62,636.00
Amount in Words : Sixty Two Thousand Six Hundred Thirty Six Pesos
Purchase/Work Order No. : B202403-0052
Date Issued : 03/06/2024

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: Beverly Grace C. Buccat
Signature: Sgd.
Date: APR 01 2024





Santa Maria
WATER DISTRICT

NOTICE TO PROCEED

NTP-2024-03-038

March 20, 2024

Luzviminda V. Caluag
Authorized Representative
DLBB PAPEL LAPIS AT IBA PA
Poblacion San Vicente City of Malolos, 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 VARIOUS OFFICE SUPPLIES
Purchase/Work Order No. : B202403-0052
Date Approved : 03/14/2024
Contract Cost : ₱62,636.00
Amount in Words : Sixty Two Thousand Six Hundred Thirty Six Pesos

Very truly yours,

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

I acknowledge receipt of this Notice on:

Printed Name: BEVERLY GRACE C. BUCCAT
Signature: Sgd.
Date: 4/1/24





PURCHASE ORDER

Supplier: DLBB PAPEL LAPIS AT IBA PA
 Address: Poblacion San Vicente City of Malolos, Bulacan
 TIN: 169-871-199-000 VAT NON-VAT
 Philgeps Ref. No.: 10557099
 Mode of Procurement: Negotiated Procurement - Small Value Procurement

P.O. No.: B202403-0052
 Date: 03/06/2024
 P.R. No.: GS-2024-01-003
 Date: 01/04/24
 AOQ No.: A2024-02-048
 Date: 02/22/2024

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 Delivery Term: 7-15 days upon receipt of F
 Date of Delivery: _____ Payment Term: 15 Days
 Warranty: _____ Form of Payment: Check Payment

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
A-PPRAFE	PACK	ACID FREE PAPER	2.0	1,780.00	3,560.00
A-CADVD	PC	DVD-R with case	200.0	36.50	7,300.00
A-OSIDC	PC	ID CASE waterproof, plastic, clear, fit for inne	200.0	14.75	2,950.00
A-OSJS	ROLL	JUTE STRING Length: 100M;	12.0	195.00	2,340.00
A-OSLS	PACK	LAMINATING SHEET 100 clear laminating sheet per pack	1.0	585.00	585.00
4F-MSCR	PC	MICRO SD CARD READER	2.0	550.00	1,100.00
A-OSPVC C	PC	PVC ID CARD PVC Material, Glossy Surface, size:	200.0	7.00	1,400.00
5F-MSC8	PC	MICRO SD CARD 64 GB C10	69.0	629.00	43,401.00
*** NOTHING FOLLOWS ***					

(Total Amount in Words) Sixty Two Thousand Six Hundred Thirty Six Pesos Only P 62,636.00

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.
Beverly Grace C. Buccat
 Signature over Printed Name of Supplier
 Date: _____ Sgd.

Very truly yours.
 Sgd.
ENGR. CARLOS N. SANTOS JR.
 General Manager
 Date: 3/14/24

Fund Cluster: Jovita L. Dalmacio MOOE
 Funds Available: Department Manager B
3/12/24

ORS/BURS No.: 24-03-0054
 Date of the ORS/BURS: 03/07/2024
 Amount: 62,636.00