



Santa Maria

WATER DISTRICT

NOTICE TO PROCEED

NTP-2024-10-140

October 04, 2024

Stephanie Rosales
Authorized Representative
KKAI TRADING
81 Sta. Rita St., Rosaryville Subd., Sta. Cruz Guiguinto, 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. : B202410-0271
Date Approved : 10/04/2024
Contract Cost : ₱69,169.00
Amount in Words : Sixty Nine Thousand One Hundred Sixty Nine Pesos

Very truly yours,

Sgd.

ENGR. CARLOS N. SANTOS, JR.
General Manager

I acknowledge receipt of this Notice on:

Printed Name: ROSALLES, STEPHANIE P.

Signature: *[Signature]*

Date: 10/09/2024



Santa Maria WATER DISTRICT

BAC Resolution No. PROC-BCR-2024-09-168
Date 09/17/2024
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-2024-08-072
Division/Section	GENERAL SERVICES DIVISION
Purpose	For replenishment of stocks and for additional supplies
Total ABC	₱82,744.00

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	SHOPPING
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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	09/13/2024
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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.	A2024-09-257
Date	09/17/2024

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,

THE QUALITY OF THE ITEMS BEING OFFERED IS SUPERIOR TO THAT OF THE OTHER SELLER

Supplier	KKAI TRADING ✓
Contract Cost	₱69,129.00 ✓
Payment Terms	30 DAYS UPON RECEIPT OF THE ITEMS ✓

RESOLVED FINALLY, at the Santa Maria Water District's Office, Santa Maria, Bulacan this 17th day of September Year 2024

Sgd. *9/30/2024*
MARIA LEONORA S. ROMARATE
 BAC- Chairperson

Sgd. *09/20/2024*
 Mary Diana S. Dela Cruz, CPA
 BAC Member -Financial

Sgd. *24 SEP 2024*
 Engr. Edgardo E. dela Torre, Jr.
 BAC Member - Technical

Sgd. *9/21/24*
 Atty. Joshua E. Bautista
 BAC Member -Legal

Sgd. *09/17/24*
 / Mark Jackie D.J Porciuncula
 BAC Member-End User

Approved by:

Sgd. *10/1/24*
Engr. Carlos N. Santos Jr.
 General Manager
 "YOUR WATER. OUR OBLIGATION
 YOUR CONVENIENCE. OUR SERVICE."



mt 09/17/24



Santa Maria
WATER DISTRICT

NOTICE OF AWARD

NOA-2024-10-137

October 02, 2024

Stephanie Rosales
Authorized Representative
KKAI TRADING
81 Sta. Rita St., Rosaryville Subd., Sta. Cruz Guiguinto, Bulacan

SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES

PR/WR: GS-2024-08-072

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-2024-09-168
Contract Cost : ₱69,169.00
Amount in Words : Sixty Nine Thousand One Hundred Sixty Nine Pesos
Purchase/Work Order No. : B202410-0271
Date Issued : 10/01/2024


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: ROSALLES, STEPHANIE P.
Signature: 
Date: 10/09/2024



Santa Maria WATER DISTRICT

PROCUREMENT PRIORITY

10/02/24

PURCHASE ORDER

Supplier: KKAI TRADING
Address: 81 Sta. Rita St., Rosaryville Subd., Sta. Cruz Guiguinto, Bulacan
TIN: 473-851-368-00000 **VAT** **NON-VAT**
Philgeps Ref. No.: 11243192
Mode of Procurement: Shopping

P.O. No.: B202410-0271
Date: 10/01/2024
P.R. No.: GS-2024-08-072
Date: 08/29/24
AOQ No.: A2024-09-257
Date: 09/17/2024

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: _____

Delivery Term: 7-15 days upon receipt of P
Payment Term: 30 Days
Form of Payment: Check Payment

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
A-PEN1	PC	BALLPEN BLACK Ballpoint Pen; 0.5mm; Retractable; ✓	638.0	12.50 ✓	7,975.00
A-PEN2	PC	BALLPEN BLUE Ballpoint Pen; 0.5mm; Retractable; ✓	90.0	12.50 ✓	1,125.00
A-PEN3	PC	BALLPEN RED Ballpoint Pen; 0.5mm; Retractable; ✓	112.0	12.50 ✓	1,400.00
A-BAT2A	PC	BATTERY AA dry cell, alkaline, AA	80.0	49.50	3,960.00
A-BAT3A	PC	BATTERY AAA dry cell, alkaline, AAA	92.0	53.00	4,876.00
A-ELPBS	PC	BROWN ENVELOPE SHORT Size: A4, Material: Kraft	153.0	2.00	306.00
A-FDRL	PC	FOLDER LONG w/ tab, Long; Color: white	260.0	6.00	1,560.00
A-FDRS	PC	FOLDER SHORT	50.0	5.90	295.00
A-INKEB1	BTL	INK BLACK 001 ink for epson L1415	6.0	560.00	3,360.00
A-INKEC1	BTL	INK CYAN 001 ink for epson L1415	6.0	390.00	2,340.00

(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.

STEPHANIE P. ROSALES

ENGR. CARLOS N. SANTOS JR.

Signature over Printed Name of Supplier

General Manager

Date: 10/09/2024

Date: 10/4/24

Fund Cluster: Jovita I. Dalmacio **MOOE**
Funds Available: Department Manager B
10/4/24

ORS/BURS No.: 24-10-0305
Date of the ORS/BURS: 10/03/2024
Amount: 69,169.00



Santa Maria WATER DISTRICT

PURCHASE ORDER

Supplier: KKAI TRADING
Address: 81 Sta. Rita St., Rosaryville Subd., Sta. Cruz Guiguinto, Bulacan
TIN: 473-851-368-00000 VAT NON-VAT
Philgeps Ref. No.: 11243192
Mode of Procurement: Shopping

P.O. No.: B202410-0271
Date: 10/01/2024
P.R. No.: GS-2024-08-072
Date: 08/29/24
AOQ No.: A2024-09-257
Date: 09/17/2024

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:

Delivery Term: 7-15 days upon receipt of F
Payment Term: 30 Days
Form of Payment: Check Payment

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
A-INKEM1	BTL	INK MAGENTA 001 ink for epson L1415	6.0	390.00	2,340.00
A-INKEY1	BTL	INK YELLOW 001 ink for epson L1415	6.0	390.00	2,340.00
A-TPEPT	PC	PACKAGING TAPE Size: 2" ; Length: 200mtrs; Clear	25.0	95.00	2,375.00
A-PENP	PC	PENCIL Regular; No. 2	150.0	4.80	720.00
A-OSPE	PC	PENCIL ERASER Rasoplast Paper Eraser	17.0	21.00	357.00
A-PPRPT	PC	PHOTOPAPER Satin; Size: A4; 230gsm; compatible	75.0	9.00	675.00
A-ELPPL	PC	PLASTIC ENVELOPE Transparent, Button Lock	25.0	16.50	412.50
E-PR	PC	PUNCHER 2 holes; Size of hole: 5.5mm	2.0	185.00	370.00
A-NBKRBR	PC	RECORD BOOK REGULAR white bond, non-blot, 300 Leaves, 7	60.0	68.00	4,080.00
A-PRRC6	PC	RIBBON CARTRIDGE (LQ310) SO15634	22.0	245.00	5,390.00

(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.!!

ROSALLES, STEPHANIE P.

ENGR. CARLOS N. SANTOS JR.

Signature over Printed Name of Supplier

General Manager

Date: 10/09/2024

Date: 10/9/24

Fund Cluster : Jovita Malina **MOOE**
Funds Available: Department Manager B

ORS/BURS No. : 24-10-0305
Date of the ORS/BURS: 10/03/2024
Amount : 29,169.00



Santa Maria WATER DISTRICT

10/01/24

PURCHASE ORDER

Supplier: <u>KKAL TRADING</u>	P.O. No.: <u>B202410-0271</u>
Address: <u>81 Sta. Rita St., Rosaryville Subd., Sta. Cruz Guiguinto, Bulacan</u>	Date: <u>10/01/2024</u>
TIN: <u>473-851-368-00000</u> <input checked="" type="checkbox"/> VAT <input type="checkbox"/> NON-VAT	P.R. No.: <u>GS-2024-08-072</u>
Philgeps Ref. No.: <u>11243192</u>	Date: <u>08/29/24</u>
Mode of Procurement: <u>Shopping</u>	AOQ No.: <u>A2024-09-257</u>
	Date: <u>09/17/2024</u>

Gentlemen:
Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery: <u>GS Farmacia Emilia Dulong Bayan, Sta. Maria, Bulacan</u>	Delivery Term: <u>7-15 days upon receipt of F</u>
Date of Delivery: _____	Payment Term: <u>30 Days</u>
Warranty: _____	Form of Payment: <u>Check Payment</u>

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
A-PENS1	PC	SIGN PEN 0.7 <small>Liquid/Gel ink. 0.7mm tip. Black</small>	87.0	35.00	3,045.00
A-PENSR1	PC	SIGN PEN REFILL 0.7 <small>Liquid/Gel ink. 0.7mm tip. Black</small>	42.0	26.50	1,113.00
A-PPRSPN	PACK	SPECIALTY PAPER NATURAL <small>100gsm, white, laid paper, size:lette</small>	45.0	45.00	2,025.00
A-PPRSPC	PACK	SPECIALTY PAPER PALE CREAM <small>200 gsm, size: Letter</small>	15.0	41.00	615.00
A-OSSP	PC	STAMP PAD <small>color:blue: Felt. Bed Dimension: 60r</small>	5.0	35.00	175.00
A-OSSW	BOX	STAPLE WIRE 35	100.0	33.00	3,300.00
E-WR	PC	STAPLER WITH REMOVER	7.0	130.00	910.00
A-PPRSN	PAD	STICKY NOTES <small>Set w/ multiple sizes and colors</small>	54.0	69.00	3,726.00
A-OSSM	PC	SURGICAL MASK	100.0	1.00	100.00
E-TD	PC	TAPE DISPENSER <small>table top, 1.2 kg, heavy duty</small>	3.0	105.00	315.00

(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: <u>ROSALÉS, STEPHANIE P.</u> Signature over Printed Name of Supplier	Very truly yours, <u>ENGR. CARLOS N. SANTOS JR.</u> General Manager
Date: <u>10/09/2024</u>	Date: <u>10/4/24</u>

Fund Cluster: <u>Jovita I. Jimacio</u> <u>MOOE</u>	ORS/BURS No.: <u>24-10-0305</u>
Funds Available: <u>Department Manager B</u>	Date of the ORS/BURS: <u>10/03/2024</u>
	Amount: <u>69,169.00</u>



Santa Maria WATER DISTRICT

10/03/24

PURCHASE ORDER

Supplier: <u>KKAI TRADING</u>	P.O. No.: <u>B202410-0271</u>
Address: <u>81 Sta. Rita St., Rosaryville Subd., Sta. Cruz Guiguinto, Bulacan</u>	Date: <u>10/01/2024</u>
TIN: <u>473-851-368-00000</u> <input checked="" type="checkbox"/> VAT <input type="checkbox"/> NON-VAT	P.R. No.: <u>GS-2024-08-072</u>
Philgeps Ref. No.: <u>11243192</u>	Date: <u>08/29/24</u>
Mode of Procurement: <u>Shopping</u>	AOQ No.: <u>A2024-09-257</u>
	Date: <u>09/17/2024</u>

Gentlemen:
Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery: <u>GS Farmacia Emilia Dulong Bayan, Sta. Maria, Bulacan</u>	Delivery Term: <u>7-15 days upon receipt of F</u>
Date of Delivery: _____	Payment Term: <u>30 Days</u>
Warranty: _____	Form of Payment: <u>Check Payment</u>

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
A-OSP2	PACK	TRANSPARENT PLASTIC 16X24	10.0	230.00	2,300.00
A-OSP3	PACK	TRANSPARENT PLASTIC 4X12	150.0	27.50	4,125.00
A-OSWBE	PC	WHITE BOARD ERASER felt: 125mm x 45mm x 19mm	10.0	26.00	260.00
A-PENWM	PC	WHITEBOARD MARKER color: balck; fine	13.0	69.50	903.50
*** NOTHING FOLLOWS ***					

(Total Amount in Words) Sixty Nine Thousand One Hundred Sixty Nine Pesos Only P. 1,669.00

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. <u>ROSALIS STEPHANIE P.</u> Signature over Printed Name of Supplier Date: <u>10/09/2024</u>	Very truly yours, Sgd. <u>ENGR. CARLOS N. SANTOS JR.</u> General Manager Date: <u>10/4/24</u>
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Fund Cluster : <u>Govita I. Alonzo</u> <u>MBOE</u>	ORS/BURS No. : <u>24-10-0305</u>
Funds Available: <u>Department Manager B</u> <u>10/24/24</u>	Date of the ORS/BURS: <u>10/03/2024</u>
	Amount : <u>69,169.00</u>