



Santa Maria WATER DISTRICT

BAC Resolution No. PROC-BCR-2024-07-140
Date 07/26/2024
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-2024-07-055 & 061
Division/Section	GENERAL SERVICES DIVISION
Purpose	FOR REPLENISHMENT OF STOCKS OF VARIOUS OFFICE SUPPLIES
Total ABC	₱82,940.25

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	07/22/2024
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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.	A2024-07-216
Date	07/25/2024

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,

ITEMIZED AWARD TO MOST ECONOMICALLY AND RESPONSIVE QUOTATION

Supplier	D3JC OFFICE AND SCHOOL SUPPLIES TRADING ✓
Contract Cost	₱12,745.00 ✓
Payment Terms	WITHIN 15 DAYS UPON RECEIPT OF THE ITEMS ✓

RESOLVED FINALLY, at the Santa Maria Water District's Office, Santa Maria, Bulacan this 26th day of July Year 2024

Sgd. 7/30/24

MARIA LEONORA S. ROMARATE
BAC- Chairperson

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

Sgd. 07/26/2024
Atty. Joshua E. Bautista
BAC Member -Legal

Sgd. [Signature]
Engr. Edgardo E. dela Torre, Jr.
BAC Member - Technical

Sgd. [Signature]
Mark Markie D.J Porciuncula
BAC Member-End User

Approved by:

Sgd. [Signature]
Engr. Carlos N. Santos Jr.
General Manager

YOUR WATER. OUR OBLIGATION
YOUR CONVENIENCE. OUR SERVICE.™



Santa Maria

WATER DISTRICT

NOTICE OF AWARD

NOA-2024-08-111

August 06, 2024

Jenny San Juan Mata
Proprietor
D3JC OFFICE AND SCHOOL SUPPLIES TRADING
Biñang 2nd Bocaue, Bulacan

SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES

PR/WR: GS-2024-07-055

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-2024-07-140
Contract Cost : ₱12,745.00
Amount in Words : Twelve Thousand Seven Hundred Forty Five Pesos
Purchase/Work Order No. : B202408-0218
Date Issued : 08/06/2024

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,

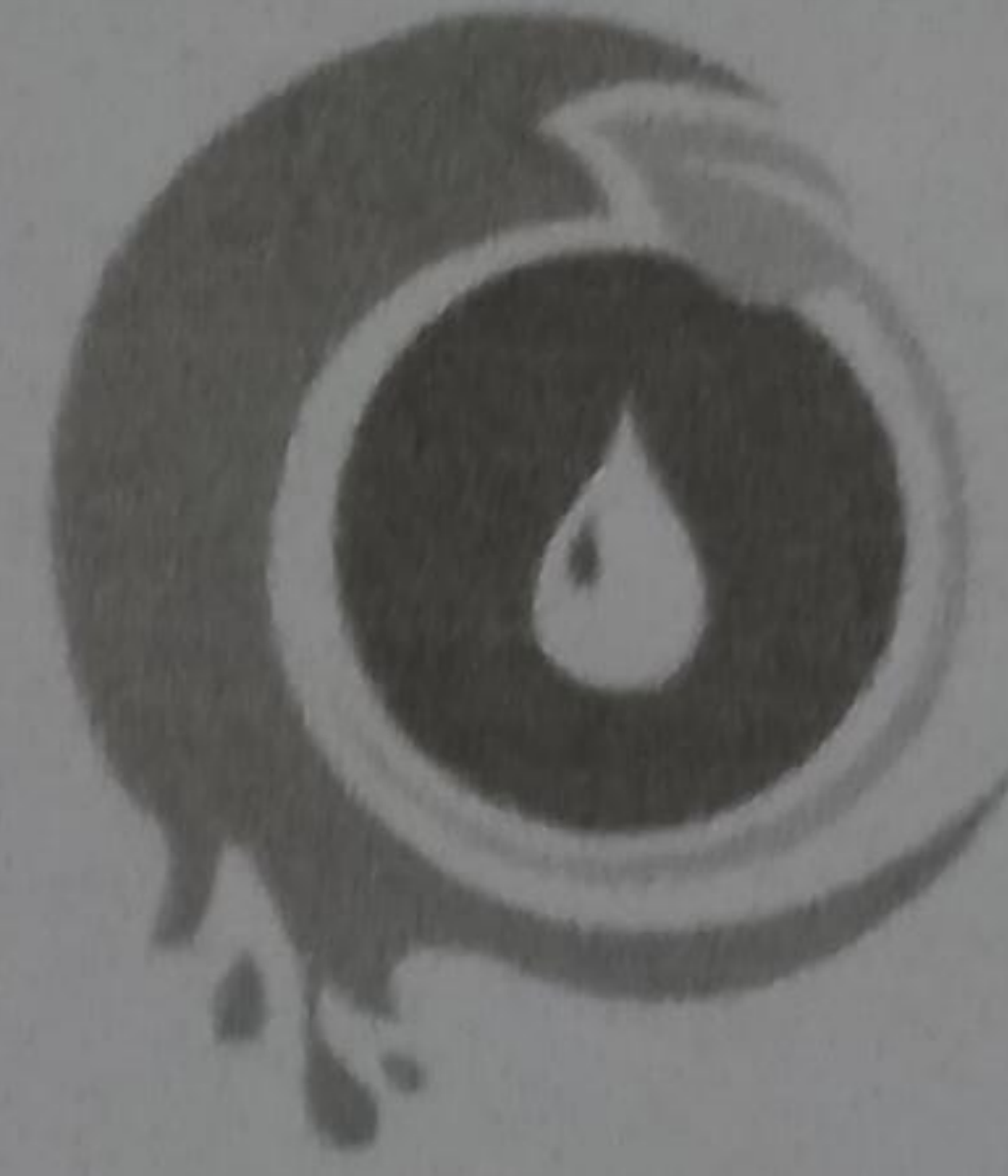
ENGR. CARLOS N. SANTOS, JR.
General Manager

Conforme:

Printed Name: DESIREE M. BALTAZAR

Signature: _____

Date: 8-12-2024



Santa Maria
WATER DISTRICT

NOTICE TO PROCEED

NTP-2024-08-110

August 08, 2024

Jenny San Juan Mata
Proprietor
D3JC OFFICE AND SCHOOL SUPPLIES TRADING
Biñang 2nd Bocaue, 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. : B202408-0218
Date Approved : 08/07/2024
Contract Cost : ₱12,745.00
Amount in Words : Twelve Thousand Seven Hundred Forty Five Pesos

Very truly yours,

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

I acknowledge receipt of this Notice on:

Printed Name: DESIREE M. PALLAZA
Signature: _____
Date: 8-20-24





08/06/24 9:16:17am

Santa Maria WATER DISTRICT

PROCUREMENT
PRIORITY

8/06/24

PURCHASE ORDER

Supplier: D3-IC OFFICE AND SCHOOL SUPPLIES TRADING
Address: Bilang 2nd Bocaue, Bulacan
TIN: 601-691-475-00000 VAT NON-VAT
Philgeps Ref. No.: 11071729
Mode of Procurement: Shopping

P.O. No.: B202408-0218
Date: 08/06/2024
P.R. No.: GS-2024-07-055
Date: 07/11/24
AOQ No.: A2024-07-216
Date: 07/25/2024

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
Date of Delivery: _____ **Payment Term:** 15 Days
Warranty: _____ **Form of Payment:** Check Payment

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
A-FDRAFL	PC	ADJUSTABLE FOLDER LONG Color: Dark Green; Pressboard, Acc	200.0	20.00	4,000.00
A-NBKRBS	PC	RECORD BOOK SMALL Paper stock shall be white bond, no	9.0	55.00	495.00
A-INKBB	BTL	INK BLACK LC3617BK Black; approx. 550 pages in accord.	3.0	450.00	1,350.00
A-INKGTC	BTL	INK CYAN GT52	2.0	300.00	600.00
A-INKBC	BTL	INK CYAN LC3617C Cyan; approx. 550 pages in accord.	4.0	425.00	1,700.00
A-INKGTM	BTL	INK MAGENTA GT52	2.0	300.00	600.00
A-INKBM	BTL	INK MAGENTA LC3617M Magenta; approx. 550 pages in acco.	4.0	425.00	1,700.00
A-INKGTY	BTL	INK YELLOW GT52	2.0	300.00	600.00
A-INKBY	BTL	INK YELLOW LC3617Y	4.0	425.00	1,700.00
*** NOTHING FOLLOWS ***					

(Total Amount in Words) Twelve Thousand Seven Hundred Forty Five Pesos Only ₱ 2745.00

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,

DESIREE M. DELMAZON
Signature over Printed Name of Supplier

ENGR. CARLOS N. SANTOS JR.
General Manager

Date: _____

Date: 8/7/24

Fund Cluster: Department Manager B **MOOE**
Funds Available: _____

ORS/BURS No.: 24-08-0241
Date of the ORS/BURS: 08/06/2024
Amount: ₱ 2,745.00