



# Santa Maria WATER DISTRICT

**BAC Resolution No.** PROC-BCR-2024-08-154  
**Date** 08/20/2024 *QUARTERLY*  
**Name of Project** ENGAGEMENT OF A SERVICE PROVIDER FOR THE PREVENTIVE MAINTENANCE OF ELEVATOR

### 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.	GS-2024-07-043
Division/Section	GENERAL SERVICES DIVISION
Purpose	To engage the services of a contractor for the preventive maintenance of elevator
Total ABC	₱75,000.00

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 DIRECT CONTRACTING

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 N/A

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. N/A

Date N/A

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,

#### LEGALLY, FINANCIALLY AND TECHNICALLY CAPABLE TO HANDLE THE JOB

Supplier	<b>KPI ELEVATORS, INC.</b>
Contract Cost	₱74,498.56
Payment Terms	WITHIN 30 DAYS UPON RECEIPT OF BILLING NOTICE

RESOLVED FINALLY, at the Santa Maria Water District's Office, Santa Maria, Bulacan this 20th day of August Year 2024

Sgd. *8/22/24*  
**MARIA LEONORA S. ROMARATE**  
 BAC- Chairperson

Sgd. *08/21/2024*  
 Mary Diana S. Dela Cruz, CPA  
 BAC Member -Financial

Sgd. *08/20/2024*  
 Atty. Joshua E. Bautista  
 BAC Member -Legal

Sgd. *21 Aug 2024*  
 Engr. Edgardo E. dela Torre, Jr.  
 BAC Member - Technical

Approved by:

Sgd. *8/20/24*  
 Engr. Carlos N. Santos Jr.  
 General Manager

*"YOUR WATER. OUR OBLIGATION  
 YOUR CONVENIENCE. OUR SERVICE."*





# Santa Maria

WATER DISTRICT

## NOTICE TO PROCEED

NTP-2024-09-123

September 02, 2024

Rachelle Serna  
Service Sales  
KPI ELEVATORS, INC.  
25th Floor BDO Equitable 8751 Paseo de Roxas Makati City

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** : ENGAGEMENT OF A SERVICE PROVIDER FOR THE <sup>QUARTERLY</sup> PREVENTIVE MAINTENANCE OF ELEVATOR

**Purchase/Work Order No.** : 2024-08-0099

**Date Approved** : 09/02/2024

**Contract Cost** : ₱74,498.56

**Amount in Words** : Seventy Four Thousand Four Hundred Ninety Eight Pesos And Fifty Six Centavos

Very truly yours,

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

I acknowledge receipt of this Notice on:

Printed Name: RACHELLE SERNA

Signature: Sgd.

Date: 09-03-2024



# Santa Maria

WATER DISTRICT

## NOTICE OF AWARD

NOA-2024-08-123

August 20, 2024

Rachelle Serna  
Service Sales  
KPI ELEVATORS, INC.  
25th Floor BDO Equitable 8751 Paseo de Roxas Makati City

### ENGAGEMENT OF A SERVICE PROVIDER FOR THE <sup>QUARTERLY</sup> PREVENTIVE MAINTENANCE OF ELEVATOR

PR/WR: GS-2024-07-043

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-2024-08-154  
**Contract Cost** : ₱74,498.56  
**Amount in Words** : Seventy Four Thousand Four Hundred Ninety Eight Pesos And Fifty Six Centavos  
**Purchase/Work Order No.** : 2024-08-0099  
**Date Issued** : 08/19/2024

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: RACHELLE SERNA

Signature: Sgd.

Date: 09-03-2024





Santa Maria  
WATER DISTRICT

### WORK ORDER

WR No.: GS-2024-07-043 Date: 07/31/24 Philgeps Reference No. \_\_\_\_\_  
 AOQ No.: \_\_\_\_\_ Date: \_\_\_\_\_

WO No.: 2024-08-0099

Date: 08/19/24

The Work Order is hereby awarded to **KPI ELEVATORS, INC.** with business address at 25th Floor BDO Equitable 8751 Paseo de Roxas Makati City for work items as described below:  
 Payment Term: within 30 days upon receipt of billing notice(Che

TIN: 004-714-864-000  VAT  NON-VAT Mode of Procurement Direct Contracting

No.	Work Items	Quantity	Unit	Amount	Condition
1	to engage the services of a contractor for the conduct of preventive maintenance works for KONE (brand) elevator <u>Quarterly preventive maintenance of elevator for SMWD new building (September 2024-April 2025) 4 Quarters-P18,624.64/Qtr.</u>	1	LOT	74,498.56	Payment shall be based on the actual quantity completed and accepted. The SMWD reserves the right to change portion of this Work Order. 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 services
Total Agreed Price:				<u>₱ 74,498.56</u>	

Prepared by: \_\_\_\_\_ Checked and Verified by: \_\_\_\_\_ Certified Funds Available: \_\_\_\_\_ Approved for Implementation: \_\_\_\_\_ Conformed: \_\_\_\_\_  
 Sgd. **Marichu Y. Ferrer** Procurement Assistant Sgd. **Engr. Edgardo E. Dela Torre Jr.** End-User/Implementing Unit Sgd. **Jovita I. Dalmacio** Department Manager B - AFGS Sgd. **Engr. Carlos N. Santos Jr.** General Manager Sgd. **RACHELLE SERNA** Supplier/Contractor  
 Date: 8/20/24 Date: \_\_\_\_\_ Date: 8/27/24 Date: 8/29/24 Date: 09-03-2024

Fund Cluster: \_\_\_\_\_ MCOE  
 Funds Available: \_\_\_\_\_  
 BUR No. 24-08-0856 Date: 08/24/2024  
 Amount: 74,498.56

ADM-PR 010  
Jan 2024  
Rev.03