



# Santa Maria WATER DISTRICT

**BAC Resolution No.** PROC-BCR-2024-12-0200  
**Date** 12/04/2024  
**Name of Project** **CATERING AND OTHER SERVICES FOR YEAR-END PARTY 2024 OF SANTA MARIA WATER DISTRICT**

### 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.	WR#A-2024-09-041
Division/Section	ADMINISTRATIVE DIVISION
Purpose	To provide catering and other services for SMWD staff during the Year-end party.
Total ABC	₱194,350.00

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	N/A
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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.	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,

### LOWEST AND RESPONSIVE QUOTATION

Supplier	<b>V. MENDOZA CATERING SERVICES</b> ✓
Contract Cost	₱193,500.00 ✓
Payment Terms	FULL PAYMENT ON THE DAY OF THE EVENT ✓

RESOLVED FINALLY, at the Santa Maria Water District's Office, Santa Maria, Bulacan this 4th day of December Year 2024

Sgd. *12/09/2024*  
**MARIA LEONORA S. ROMARATE**  
 BAC- Chairperson

Sgd. *12/06/2024*  
 Mary Diana S. Dela Cruz, CPA  
 BAC Member - Financial

Sgd. *12/05/2024*  
 Atty. Joshua E. Bautista  
 BAC Member - Legal

Sgd. *12/04/2024*  
 Engr. Edgardo E. dela Torre, Jr.  
 BAC Member - Technical

Sgd. *12/05/24*  
 Jasmín L. Jose  
 BAC Member - End user

Approved by:

Sgd. *12/9/24*  
**Engr. Carlos N. Santos Jr.**  
 General Manager  
 "YOUR WATER. OUR OBLIGATION  
 YOUR CONVENIENCE. OUR SERVICE."



**WORK ORDER**

WR No.: A-2024-09-041 Date: 09/13/24 WO No.: 2024-12-0144  
 AOQ No.: A2024-12-319 Date: 12/03/24 Philgeps Reference No. 11536236 Date: 12/09/24

The Work Order is hereby awarded to **V MENDOZA CATERING SERVICES** with business address at 858 Bagbaguin, Santa Maria, Bulacan for work items as described below:

TIN: 101-748-361-00000  VAT  NON-VAT Mode of Procurement Negotiated Procurement - Small Value Procurement Payment Term: Full payment on the day of the event

No.	Work Items	Quantity	Unit	Amount	Condition
1	to provide catering and other services to SMWD Year-End Party on December 20, 2024. - Lechon (45-48 kilos)- P15,000.00 Live Band-P40,000.00 Photo Coverage- P6,350.00 Pica-Pica- P18,000.00 Food Packs-P 200/pc (29pcs)-P5,800.00 Catering Services-P550/pax (197pax)-P108,350.00 -5 main course, rice, dessert, drinks and venue set-up	1	LOT	193,500.00	Payment shall be based on the actual quantity completed and accepted. The SMWD reserves the right to change portion or part 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: ₱ 193,500.00

Prepared by: Sgd. Marichu Y. Ferrer Procurement Assistant Date: 12/09/24  
 Checked and Verified by: Sgd. Jasmin L. Jose End-User/Implementing Unit Date: 12-9-2024  
 Certified Funds Available: Sgd. Jovita I. Dalmacio Department Manager B - AFGS Date: \_\_\_\_\_  
 Approved for Implementation: Sgd. Engr. Carlos N. Santos Jr. General Manager Date: 12/13/24  
 Conforme: Sgd. VICTORIA M. MENDOZA Supplier/Contractor Date: \_\_\_\_\_

Fund Cluster: MOOE BUR No. 24-12-1410 Date: 12/11/2024  
 Funds Available: \_\_\_\_\_ Amount: 193,500.00



# Santa Maria

WATER DISTRICT

## NOTICE OF AWARD

NOA-2024-12-159

December 10, 2024

Victoria Mendoza  
Proprietor  
V MENDOZA CATERING SERVICES  
858 Bagbaguin, Santa Maria, Bulacan

### CATERING AND OTHER SERVICES FOR YEAR-END PARTY 2024 OF SANTA MARIA WATER DISTRICT

PR/WR: A-2024-09-041

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-2024-12-200  
Contract Cost : ₱193,500.00  
Amount in Words : One Hundred Ninety Three Thousand Five Hundred Pesos  
Purchase/Work Order No. : 2024-12-0144  
Date Issued : 12/09/2024

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: VICTORIA M. MENDOZA

Signature: Sgd. [Handwritten Signature]

Date: 12-17-24



# Santa Maria

WATER DISTRICT

## NOTICE TO PROCEED

NTP-2024-12-161

December 17, 2024

Victoria Mendoza  
Proprietor  
V MENDOZA CATERING SERVICES  
858 Bagbaguin, Santa Maria, 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** : CATERING AND OTHER SERVICES FOR YEAR-END PARTY 2024 OF SANTA MARIA WATER DISTRICT  
**Purchase/Work Order No.** : 2024-12-0144  
**Date Approved** : 12/13/2024  
**Contract Cost** : ₱193,500.00  
**Amount in Words** : One Hundred Ninety Three Thousand Five Hundred Pesos

Very truly yours,

Sgd.

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

I acknowledge receipt of this Notice on:

Printed Name: VICTORIA M. MENDOZA

Signature: [Signature] Sgd.

Date: 12-17-24