



# Santa Maria WATER DISTRICT

**BAC Resolution No.** PROC-BCR-2024-01-005  
**Date** 01/09/2024  
**Name of Project** REPAIRS & PREVENTIVE MAINTENANCE OF SMWD'S SERVICE VEHICLES - MOTORCYCLES AND SIDECARS

### 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#GS-2023-12-054
Division/Section	GENERAL SERVICES DIVISION
Purpose	REPAIRS & PREVENTIVE MAINTENANCE OF SMWD'S SERVICE VEHICLES - MOTORCYCLES AND SIDECARS
Total ABC	₱399,785.00

WHEREAS, the project was included in the Annual Procurement Plan for the fiscal year 2023. 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	01/04/2024
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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.	A2024-01-003
Date	01/08/2024

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 CALCULATED AND RESPONSIVE QUOTATION

Supplier	STIBI'S MOTOR AND REPAIR SHOP ✓
Contract Cost	₱399,785.00 ✓
Payment Terms	Pls. refer to Section VIII of Terms of Reference (TOR) ✓

RESOLVED FINALLY, at the Santa Maria Water District's Office, Santa Maria, Bulacan this 8th day of January Year 2024

Sgd. *1/11/2024*  
**MARIA LEONORA S. ROMARATE**  
 BAC- Chairperson

Sgd. *01/10/2024*  
**Atty/Joshua E. Bautista**  
 BAC Member -Legal

*01*  
**Mary Diana S. Dela Cruz, CPA**  
 BAC Member -Financial

Sgd. *09 Jan 2024*  
**Engr. Edgardo E. dela Torre, Jr.**  
 BAC Member - Technical

Sgd. *1/9/2024*  
**Ginabelle G. Datolayta**  
 BAC- End User

Approved by

Sgd. *1/17/24*  
**Engr. Carlos N. Santos Jr.**  
 General Manager

YOUR WATER, OUR OBLIGATION  
 YOUR CONVENIENCE, OUR SERVICE

**PROCUREMENT  
PRIORITY**



**WORK ORDER**

WR No.: GS-2023-12-054 Date: 12/21/23 WO No.: 2024-01-0015  
 AOQ No.: A2024-01-003 Date: 01/08/24 Philgeps Reference No. 10455997 Date: 01/19/24

The Work Order is hereby awarded to **STIBI'S MOTOR AND REPAIR SHOP** with business address at 455 Brgy. Tumana Santa Maria, Bulacan for work items as described below:

TIN: 266-883-426-000  VAT  **NON-VAT** Mode of Procurement Negotiated Procurement - Small Value Procurement Payment Term: 15 working days upon receipt of monthly conso

No.	Work Items	Quantity	Unit	Amount	Condition
1	To repair, replace defective parts and Preventive Maintenance of 27 motorcycles w/o sidecar and 11 motorcycles w/ sidecar: Honda Wave, Kawasaki Barako, Kawasaki Barako w/ sidecar, and Suzuki Smash for CY 2024 (1 lot )repair, replace defective parts and preventive maintenance of 38 motorcycles.	1	LOT	399,785.00	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: ₱ 399,785.00

Prepared by: \_\_\_\_\_ Checked and Verified by: \_\_\_\_\_ Certified Funds Available: \_\_\_\_\_ Approved for Implementation: \_\_\_\_\_ Conformed: \_\_\_\_\_

Sgd. Marichu Y. Ferrer Sgd. Ginabelle G. Datolayta Sgd. Jovita I. Dalmacio Sgd. Engr. Carlos N. Santos Jr. Sgd. Tiburcio Gerona  
 Procurement Assistant End-User/Implementing Unit Department Manager B - AFGS General Manager Supplier/Contractor  
 Date: 01/19/24 Date: 1/19/2024 Date: 1/25/24 Date: 1/25/24 Date: \_\_\_\_\_

Fund Cluster: MOOE BUR No. 24-01-0040 Date: 01/19/2024  
 Funds Available: \_\_\_\_\_ Amount: 399,785.00



# Santa Maria

WATER DISTRICT

## NOTICE OF AWARD NOA-2024-01-011

January 26, 2024

**Mr. Tiburcio M. Gerona**  
Authorized Representative  
STIBI'S MOTOR AND REPAIR SHOP  
No. 455 Brgy. Tumana  
Santa Maria, Bulacan

Project: **REPAIRS AND PREVENTIVE MAINTENANCE OF 27 MOTORCYCLES W/O SIDECAR  
AND 11 MOTORCYCLES WITH SIDECAR**  
Reference No. GS-2023-12-054

Dear Mr. Gerona,

Please be informed that the above stated project is hereby awarded to **STIBI'S MOTOR AND REPAIR SHOP** under Small Value Procurement modality. The service contract shall be for a period of one (1) year retroactively effective on January 1, 2024 and will end on December 31, 2024. For scope of work, obligation of the contractor, project duration, terms of payment and other concern, the Terms of Reference (TOR) shall govern.

The total amount of the contract is Three Hundred Ninety-Nine Thousand Seven Hundred Eighty-Five Pesos (Php399,785.00) which is intended for the whole duration of the contract. Payment shall be based on the actual works performed and completed (Ref. TOR Article VIII – Payment Terms)

Accordingly, you are requested or your duly authorized representative (covered with such authority) to sign the Contract upon advice from the Santa Maria Water District.

We appreciate your interest in this opportunity and we look forward to your satisfactory performance of your obligations stipulated in the Contract Agreement.

Very truly yours,

Sgd.

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

Received By: \_\_\_\_\_  
Printed Name: Tiburcio Gerona  
Signature: \_\_\_\_\_ Sgd.



# Santa Maria WATER DISTRICT

## NOTICE TO PROCEED NTP-2024-01-012

January 29, 2024

**Mr. Tiburcio M. Gerona**  
Authorized Representative  
STIBI'S MOTOR AND REPAIR SHOP  
No. 455 Brgy. Tumana  
Santa Maria, Bulacan

Dear Ms. Gerona,

The attached Contract Agreement having been approved, notice is hereby given to STIBI'S MOTOR AND REPAIR SHOP, that the work may commence on the project, "Repairs and Preventive Maintenance of 27 Motorcycles w/o sidecar and 11 Motorcycles with sidecar" retroactively effective on January 1, 2024 to December 31, 2024.

Thus, you shall be responsible in performing the services under the terms and conditions of the Contract Agreement.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to the Santa Maria Water District.

Very truly yours,

Sgd.

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

I acknowledge receipt of this Notice on:  
Name of the Representative of the Bidder:  
Authorized Signature:

\_\_\_\_\_  
Tiburcio Gerona  
Sgd.  
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