



# Santa Maria WATER DISTRICT

**BAC Resolution No.** PROC-BCR-2024-01-009  
**Date** 01/11/2024  
**Name of Project** REPAIRS & PREVENTIVE OF SANTA MARIA WATER DISTRICT'S SERVICE VEHICLES

### 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.	A2024-01-010
Division/Section	MATRIX MOTOR CORPORATION
Purpose	To repair, replace defective parts and for preventive maintenance schedule of Suzuki brand service vehicles
Total ABC	₱350,600.00 ✓

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	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.	A2024-01-009
Date	01/11/2024

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	<b>MATRIX MOTOR CORPORATION</b> ✓
Contract Cost	₱350,600.00 ✓
Payment Terms	PLS. REFER TO SECTION VIII OF THE TOR ✓

RESOLVED FINALLY, at the Santa Maria Water District's Office. Santa Maria, Bulacan this 11<sup>th</sup> day of January Year 2024

Sgd. *1/18/2024*  
**MARIA LEONORA S. ROMARATE**  
 BAC- Chairperson

Sgd. *01/17/2024*  
 Atty. Joshua E. Bautista  
 BAC Member -Legal

Sgd. *01/17/2024*  
 Mary Diana S. Dela Cruz, CPA  
 BAC Member -Financial

Sgd. *1/18/2024*  
 Engr. Edgardo E. dela Torre, Jr.  
 BAC Member - Technical

Sgd. *1/11/2024*  
 Ginabelle G. Datolayta  
 BAC- End User

Approved by:

Sgd. *1/18/24*  
**Engr. Carlos N. Santos Jr.**  
 General Manager  
 "YOUR WATER, OUR OBLIGATION  
 YOUR CONVENIENCE, OUR SERVICE"



Management System  
 ISO 9001:2015  
 www.tuv.com  
 ID 9108645560



# Santa Maria

WATER DISTRICT

## NOTICE OF AWARD

NOA-2024-01-010

January 26, 2024

Ms. Annaliza Dalafu  
After Sales Manager  
MATRIX MOTOR CORPORATION  
198 EDSA cor. Tandang Sora St.  
Caloocan City

**Re: Repairs and Preventive Maintenance of all Suzuki APV Pick-Up & Suzuki Super Carry Service Vehicles (AAN 4555, AAN 4506, SLG 523, SKR 881, GO T810, GO R703, GO T811 and GO T748**

Dear Ms. Dalafu:

Please be informed that the above stated project is hereby awarded to **MATRIX MOTOR CORPORATION** under Direct Contracting 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 the 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 Fifty Thousand Six Hundred Pesos (Php350,600.00) 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 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: Annaliza Dalafu  
Printed Name: Annaliza Dalafu  
Signature: Sgd. [Signature]





# Santa Maria WATER DISTRICT

## NOTICE TO PROCEED NTP-2024-01-011

January 29, 2023

Ms. Annaliza Dalafu  
After Sales Manager  
MATRIX MOTOR CORPORATION  
198 EDSA cor. Tandang Sora St.  
Caloocan City

**Re: Repairs and Preventive Maintenance of all Suzuki APV Pick-Up & Suzuki Super Carry Service Vehicles (AAN 4555, AAN 4506, SLG 523, SKR 881, GO T810, GO R703, GO T811 and GO T748**

Dear Ms. Dalafu:

The attached Contract Agreement having been approved, notice is hereby given to MATRIX MOTOR CORPORATION, that the work may commence on the project, "**Repairs and Preventive Maintenance of all Suzuki APV Pick-Up & Suzuki Super Carry Service Vehicles (AAN 4555, AAN 4506, SLG 523, SKR 881, GO T810, GO R703, GO T811 and GO T748**" 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: \_\_\_\_\_

*Annaliza Dalafu*

Sgd.  
*[Signature]*



**WORK ORDER**

WR No.: GS-2023-12-053 Date: 12/21/23 WO No.: 2024-01-0016  
 AOQ No.: A2024-01-009 Date: 01/11/24 Philgeps Refence No. 10456057 Date: 01/19/24

The Work Order is hereby awarded to **MATRIX MOTOR CORPORATION** with business address at 198 EDSA Cor. Tandang Sora St. Calookan City for work items as described below:

TIN: 244-371-237-00000  VAT  NON-VAT Mode of Procurement Negotiated Procurement - Small Value Procurement Payment Term: 15 working days upon receipt of SOA with sales

No.	Work Items	Quantity	Unit	Amount	Condition
1	To repair, replace defective parts and preventive maintenance schedule of Suzuki APV Pick Up SKR 881, SLG 523, AAN 4506, AAN 4555, and Super Carry GO T810, GO R703, GO T811, GO T748 for CY 2024 (1 lot) repairs, replace defective parts and preventive maintenance schedule	1	LOT	350,600.00	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: ₱ 350,600.00

Prepared by: Marichu Y. Ferrer Checked and Verified by: Ginabelle G. Datolayta Certified Funds Available: Jovita I. Dalmacio Approved for Implementation: Engr. Carlos N. Santos Jr. Conformed: Annaliza Dalafu  
 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. 24-01-0039 Date: 01/19/2024  
 Funds Available: \_\_\_\_\_ Amount: 350,600.00