



Santa Maria

WATER DISTRICT

NOTICE TO PROCEED

NTP-2025-04-046

April 23, 2025

Rachelle Serna
Service Sales
KPI ELEVATORS, INC.
18/F 1 Proscenium Building, Estrella St. Guadalupe Viejo, 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 : QUARTERLY PREVENTIVE MAINTENANCE OF SMWD'S ELEVATOR
Purchase/Work Order No. : 2025-04-0034
Date Approved : 04/22/2025
Contract Cost : ₱80,000.00
Amount in Words : Eighty Thousand Pesos

Very truly yours,

Sgd

ENGR. CARLOS N. SANTOS, JR.
General Manager

I acknowledge receipt of this Notice on:

Printed Name: RACHELLE C. SERNA

Signature: 

Date: APRIL 24, 2025





WORK ORDER
(Admin - Procurement Section)

PRS-FR 010
Mar 2025
Rev. 04

WR No.: GS-2025-02-013

Date: 02/19/2025

WO No.: 2025-04-0034

AOQ No.:

Date:

Philgeps Reference No.

Date: 04/03/2025

The Work Order is hereby awarded to **KPI ELEVATORS, INC.** with business address at 18/F 1 Proscenium Building, Estrella St. Guadalupe Viejo, Makati City for work items as described below:

TIN: 004-714-864-000

☒ VAT ☐ NON-VAT

Mode of Procurement Direct Contracting

Payment Term: 30 working days upon receipt of billing notice w.

No.	Work Items	Quantity	Unit	Amount	Condition
1	Quarterly preventive maintenance works for SMWD office elevator for the period May 2025 - March 2026 (4 Quarters)= P20,000/quarter	1	LOT	80,000.00	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: ₱ 80,000.00

Prepared by:

Sgd
Marichu Y. Ferrer

Procurement Assistant

Date: 04/03/25

Checked and Verified by:

Sgd
Engr. Edgardo E. Dela Torre Jr.

End-User/Implementing Unit

Date:

Certified Funds Available:

Sgd
Jovita I. Dalmacio

Department Manager B - AFGS

Date: 4/1/25

Approved for Imf

Sgd
Engr. Carlos N. Santos Jr.

General Manager

Date: 4/22/25

Conforme:

Sgd
RACHELLE C. SERNA

Supplier/Contractor

Date: 04/24/2025

Fund Cluster: 1000E

BUR No. 25-04-0360

Date: 04/04/25

Funds Available:

Amount: 80,000.00

Triplicate Copy: Supplier's Copy (1) Finance Copy (2) Gen Serv Copy (3)



Santa Maria

WATER DISTRICT

NOTICE OF AWARD

NOA-2025-04-043

April 04, 2025

Rachelle Serna
Service Sales
KPI ELEVATORS, INC.
18/F 1 Proscenium Building, Estrella St. Guadalupe Viejo, Makati City

QUARTERLY PREVENTIVE MAINTENANCE OF SMWD'S ELEVATOR PR/WR: GS-2025-02-013

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.	:	BCR-2025-04-061
Contract Cost	:	₱80,000.00
Amount in Words	:	Eighty Thousand Pesos
Purchase/Work Order No.	:	2025-04-0034
Date Issued	:	04/03/2025


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 C. SERNA

Signature: 

Date: APRIL 24, 2025



BAC Resolution No. BCR-2025-04-061
Date 04/04/2025
Name of Project QUARTERLY PREVENTIVE MAINTENANCE OF SMWD'S 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.	WR#GS-2025-02-013
Division/Section	GENERAL SERVICES DIVISION
Purpose	To engage the services of a reliable contractor who will conduct preventive maintenance of the office elevator
Total ABC	₱80,000.00

WHEREAS, the project was included in the Annual Procurement Plan for the fiscal year 2025. 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,

A RELIABLE AND DEPENDABLE CONTRACTOR

Supplier	KPI ELEVATORS, INC. ✓
Contract Cost	₱80,000.00 ✓
Payment Terms	WITHIN 30 WORKING DAYS UPON RECEIPT OF BILLING NOTICE ✓

RESOLVED FINALLY, at the Santa Maria Water District's Office Santa Maria, Bulacan this 4th day of April Year 2025

Sgd 4/16/25
MARIA LEONORA S. ROMARATE
BAC- Chairperson

Sgd 4/16/25
Mary Liana P. Dela Cruz, CPA
BAC Member -Financial

Sgd 4/17/25
Atty. Joshua E. Bautista
BAC Member -Legal

Sgd 4/22/25
Engr. Edgardo E. dela Torre, Jr.
BAC Member - Technical

Approved by:

Sgd
Engr. Carlos N. Santos Jr.
General Manager 4/22/25

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