



NOTICE TO PROCEED
NTP-SV-2025-05-009

May 29, 2025

Ms. Rowena Yabut Del Mundo
Service Manager
TOYOTA MARILAO, BULACAN, INC.
Lot 1505 McArthur Highway, Abangan Sur
Marila, Bulacan

Re: REPAIRS AND PREVENTIVE MAINTENANCE OF SMWD SERVICE VEHICLES – TOYOTA BRAND Toyota Revo SGR 613, Fortuner TXI 261, Toyota Innova ALA 1080, Hi-Ace Van P5B809, and nine (9) Lite-Ace Pick-up: SND7797, SND7798, SND7799, SND7800, SND7876, SND7877, SND7879, Z4K467, and NKI9100, Hilux NGX 1112 and other service vehicles as may be requested for repair by the SMWD.

Dear Ms. Del Mundo,

The enclosed Contract Agreement having been approved, notice is hereby given to TOYOTA MARILAO, BULACAN, INC. that the work may commence on the aforementioned project effective on June 1, 2025 to December 31, 2025.

Therefore, you shall be accountable for carrying out the project in accordance with the terms and conditions of the Contract Agreement and Terms of Reference (TOR).

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

Very truly,

Sgd

ENGR. CARLOS N. SANTOS, JR.
General Manager

Conforme:

Printed Name: Rowena del Mundo
Signature: Sgd
Date: 5/29/25





PROCUREMENT
PRIORITY

WORK ORDER

(Admin - Procurement Section)

PRS-FR 010
Mar 2025
Rev. 04

WR No.: GS-2025-04-023 Date: 04/14/2025 WO No.: 2025-05-0050
AOQ No.: A2025-05-125 Date: 05/06/2025 Philgeps Reference No. 12000605 Date: 05/19/2025

The Work Order is hereby awarded to **TOYOTA MARILAO, BULACAN, INC.** with business address at Lot 1505 McArthur Highway, Abangan Sur Marilao, Bulacan for work items as described below:

TIN: 008-269-460-000 ☒ VAT ☐ NON-VAT Mode of Procurement Negotiated Procurement - Small Value Procurement Payment Term: 15 working days upon receipt of SOA with Sale:

No.	Work Items	Quantity	Unit	Amount	Condition
1	To repair, replace defective parts/preventive maintenance schedule of 14 service vehicles for C.Y 2025 1 lot repair, replace defective parts/preventive maintenance schedule of 14 service vehicles - Revo SGR 613 ✓ - Fortuner TXI 261 ✓ - Innova ALA 1080 ✓ - Hiace P5 B809 ✓ - Liteace Pick Up SND 7797, SND 7798, SND 7799, SND 7800, SND 7876, SND 7877, SND 7879, Z4 K467, NKI 9100 - Hilux NGX 1112	1	LOT	170,222.85	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: ₱ 170,222.85

Prepared by: _____ Checked and Verified by: _____ Certified Funds Available: _____ Approved for Imp _____ tion: _____ Conformance: _____

Sgd Marichu V. Ferrer **Sgd** Ginabelle G. Datolayta **Sgd** Jovita I. Dalmacio **Sgd** Engr. Carlos M. Santos Jr. **Sgd** Rowena Del Mundo
Procurement Assistant End User/Implementing Unit Department Manager B - AFGS General Manager Supplier/Contractor
Date: 05/19/25 Date: 5/20/2025 Date: 5/24/25 Date: 5/19/25 Date: _____
Fund Cluster: MOOE BUR No. 25-05-0515 Date: 05/20/2025
Funds Available: _____ Amount: 170,222.85



NOTICE OF AWARD

NOA-SV-2025-05-009

May 20, 2025

Ms. Rowena Yabut Del Mundo
Service Manager
TOYOTA MARILAO, BULACAN, INC.
Lot 1505 McArthur Highway, Abangan Sur
Marila, Bulacan

Re: REPAIRS AND PREVENTIVE MAINTENANCE OF SMWD SERVICE VEHICLES – TOYOTA BRAND Toyota Revo SGR 613, Fortuner TXI 261, Toyota Innova ALA 1080, Hi-Ace Van P5B809, nine (9) Lite-Ace Pick-up: SND7797, SND7798, SND7799, SND7800, SND7876, SND7877, SND7879, Z4K467, and NKI9100, Hilux NGX 1112 and other service vehicles as may be requested for repair by the SMWD.

Dear Ms. Del Mundo,

Please be advised that the aforementioned project is hereby granted to **TOYOTA MARILAO, BULACAN, INC.**, under the Small Value Procurement modality. The service agreement will be for a duration of seven (7) months, starting on June 1, 2025 and concluding on December 31, 2025. Regarding the scope of work, responsibilities of the contractor, project timeline, payment terms, and other provisions, the Terms of Reference (TOR) shall apply.

The overall value of the contract is One Hundred Seventy Thousand Two Hundred Twenty-Two Pesos and Eighty-five Centavos (Php170,222.85) which is meant for the entire length of the project. Payments will be disbursed solely based on the actual works accomplished and finished (Ref. TOR Section VII – 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 value your interest in this opportunity and we anticipate your satisfactory fulfillment of the responsibilities outlined in the Contract Agreement.

Very truly,

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

Conforme:

Printed Name: Rowena del Mundo
Signature: **Sgd**
Date: 5/21/25



BAC Resolution No. BCR-2025-05-079
Date 05/08/2025
Project REPAIRS AND PREVENTIVE MAINTENANCE OF SMWD'S SERVICE VEHICLES ✓

BAC RESOLUTION RECOMMENDING AWARD OF CONTRACT FOR THE ABOVE STATED PROJECT

WHEREAS, The **WorkRequest** (WR) was received by the procurement with the following details:

PR/WR Nos.	WR#GS-2025-04-023
Division/Section	General Services Division
Purpose	For the repair, replacement of defective parts and Preventive Maintenance of Toyota Branded Vehicles
Total ABC	₱200,000.00

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 Small Value Procurement

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	04/30/2025
Philgeps Reference No.	12000605

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 the submitted documentary requirements needed.

Abstract of Quotation No.	A2025-05-125
Date	05/06/2025

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,

Lowset Calculated and Responsive Quotation

Supplier/Contractor	TOYOTA MARILAO BULACAN, INC. ✓
Contract Cost	₱170,222.85 ✓
Payment Terms	within 15 working days upon receipt of SOA with Sales Invoice ✓

RESOVED FINALLY, at the Santa Maria Water District's Office, Santa Maria, Bulacan this 23rd day of April 2025

Sgd 5/15/2025
Maria Leonora S. Romarate
BAC- Chairperson

Sgd 05/15/2025
Mary Diana S. Dela Cruz, CPA
BAC Vice-Chairperson

Sgd - 14/05/2025
Engr. Edgardo E. dela Torre, Jr.
BAC Member - Technical

Sgd 5/14/2025
Atty. Joshua E. Bautista
BAC Member - Legal

Sgd 5/14/25
Ginabelle G. Datolayta
BAC Member - End User

Approved by:

Sgd 05/08/25

Sgd
Engr. Carlos N. Santos Jr.
General Manager
"GENERAL MANAGER'S OBLIGATION
YOUR CONVENIENCE, OUR SERVICE"

