



Santa Maria

WATER DISTRICT

NOTICE OF AWARD

NOA-2025-04-051

April 24, 2025

Jenny San Juan Mata
Proprietor
D3JC OFFICE AND SCHOOL SUPPLIES TRADING
Biñang 2nd Bocaue, Bulacan

SUPPLY AND DELIVERY OF VARIOUS OFFICE AND JANITORIAL SUPPLIES

PR/WR: GS-2025-02-011

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-2025-04-066
Contract Cost	:	₱63,950.00
Amount in Words	:	Sixty Three Thousand Nine Hundred Fifty Pesos
Purchase/Work Order No.	:	B202504-0110
Date Issued	:	04/23/2025

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: OPILONG G. BALTAZAR
Signature: Sgd
Date: MAY 13, 2025



Santa Maria

WATER DISTRICT

NOTICE TO PROCEED

NTP-2025-05-050

May 05, 2025

Jenny San Juan Mata
Proprietor
D3JC OFFICE AND SCHOOL SUPPLIES TRADING
Biñang 2nd Bocaue, 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	:	SUPPLY AND DELIVERY OF VARIOUS OFFICE AND JANITORIAL SUPPLIES
Purchase/Work Order No.	:	B202504-0110
Date Approved	:	04/30/2025
Contract Cost	:	₱63,950.00
Amount in Words	:	Sixty Three Thousand Nine Hundred Fifty Pesos

Very truly yours,

Sgd

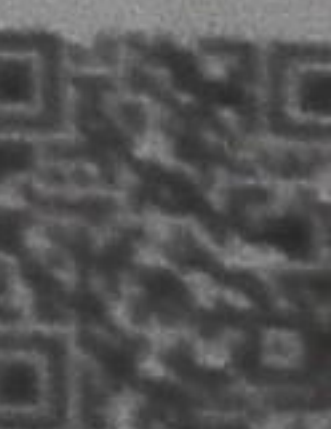
ENGR. CARLOS N. SANTOS, JR.
General Manager

I acknowledge receipt of Notice on:

Printed Name: DR. Sgd B. BALTAZAR

Signature: [Signature]

Date: May 13, 2025





04/23/2025 2:20:41pm

Santa Maria

WATER DISTRICT

Page 1 of 1

PURCHASE ORDER

Supplier: D3JC OFFICE AND SCHOOL SUPPLIES TRADING
Address: Biñang 2nd Bocaue, Bulacan
TIN: 601-691-475-00000 ☐ VAT ☒ NON-VAT
Philgeps Ref. No.: 11948907
Mode of Procurement: Shopping

P.O. No.: B202504-0110
Date: 04/23/2025
P.R. No.: GS-2025-02-011
Date: 02/14/2025
AOQ No.: A2025-04-105
Date: 04/10/2025

Gentlemen:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery: GS Farmacia Emilia Dulong Bayan, Sta. Maria, Bulacan
Date of Delivery: _____
Warranty: _____

Delivery Term: 7-15 days upon receipt of
Payment Term: 15 Days
Form of Payment: Check Payment

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
A-OSBC	KL	COFFEE GROUND PREMIUM DARK ROAST	18.0	550.00	9,900.00
B-DIS	BTL	DISINFECTANT SPRAY aerosol spray; hospital grade; scent	82.0	450.00	36,900.00
B-DMF	PC	DOORMAT FABRIC	50.0	45.00	2,250.00
B-GB	PACK	GARBAGE BAG size: XL: 10 pcs per pack	50.0	50.00	2,500.00
B-INS	CAN	INSECTICIDE Baygon; 600ml; odorless	19.0	350.00	6,650.00
B-RG	SACK	RAG round, 18cm approx; assorted, color.	5.0	1,150.00	5,750.00
*** NOTHING FOLLOWS ***					

(Total Amount in Words) Sixty Three Thousand Nine Hundred Fifty Pesos Only

P63,950.00

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 item/s.

Conforme:

Sgd

Very truly yours,

Sgd

DEILON C. BAKALTA JR
Signature over Printed Name of Supplier

ENGI SANTOS JR.
General Manager

Date: May 13, 2025Date: 4/30/25

Fund Cluster: Jovita I. Dalmacio
Funds Available: Department Manager B

Sgd [Signature]
4/29/25

ORS/BURS No.: 25-04-0122
Date of the ORS/BURS: 4-28-25
Amount: P 63,950.00

ADM-PR 004
Mar 2021
Rev. 01

BAC Resolution No. BCR-2025-04-066
Date 04/11/2025
Name of Project SUPPLY AND DELIVERY OF VARIOUS OFFICE AND JANITORIAL SUPPLIES

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.	GS-2025-02-011
Division/Section	GENERAL SERVICES DIVISION
Purpose	To provide supplies for the BGF Maintenance Section for maintenance, repair, and other purposes
Total ABC	₱82,273.00

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 SHOPPING

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	04/05/2025
Philgeps Reference No.	11948907

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.	A2025-04-105
Date	04/10/2025

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,

COMPLIANT AND MOST ECONOMICAL OFFER

Supplier	D3JC OFFICE AND SCHOOL OFFICE TRADING ✓
Contract Cost	₱63,950.00
Payment Terms	WITHIN 15 DAYS UPON RECEIPT OF THE ITEMS

RESOLVED FINALLY, at the Santa Maria Water District's Office, Santa Maria, Bulacan this 11th day of April Year 2025

Sgd *4/11/2025*
MARIA LEONORA S. ROMARATE
BAC- Chairperson

Sgd *4/11/2025*
Mary Diana P. Dela Cruz, CPA
BAC Member -Financial

Sgd *21 APR 2025*
Engr. Edgardo E. dela Torre, Jr.
BAC Member - Technical

Sgd *04/22/2025*
Atty. Joshua E. Bautista
BAC Member -Legal

Sgd *04/11/2025*
Mark Jackie D.J Porciuncula
BAC Member-End-User

Approved by:

Sgd
Engr. Carlos N. Santos Jr. *4/11/2025*
General Manager
"YOUR WATER. OUR OBLIGATION"
"YOUR CONVENIENCE. OUR SERVICE."

Sgd *4/11/2025*