



# Santa Maria WATER DISTRICT

**BAC Resolution No.** : BCR-2026-03-018  
**Date:** : 3/2/2026  
**Project:** PREVENTIVE MAINTENANCE SERVICE OF AIRCONDITIONING UNITS AT SMWD MAIN BUILDING

### 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# GSD-2026-02-007  
Division/Section : Water Resource Division  
Purpose : To engage the services of a supplier/contractor with expertise, services, qualified manpower and equipment for the conduct of pms and repair works(April-December 2026)  
Total ABC : ₱360,000.00

WHEREAS, the project was included in the Annual Procurement Plan for the fiscal year 2026 The total Approved Budget for the Contract (ABC) stated above to be procured pursuant to the Implementing Rules and Regulations of the New Government Procurement Act 12009.

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 12009.

Ads/ Posting Date : 2/21/2026  
Philgeps Reference No. : 12796152

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. A202-03-038  
Date : 3/2/2026

NOW, THEREFORE, based on the foregoing findings, we, the members of the Bids and Awards Committee (BAC), hereby resolve, to recommend to the Head of the Procuring Entity (HOPE) the awarding of the project with the following details as the;

**The offer is more economical and favorable to the SMWD**

Supplier : **EXTREME COOL REF & AIRCONDITIONING SERVICES & TRADING**  
Contract Cost : ₱323,889.00  
Payment Terms : 30 days upon receipt of the billing notice

RESOLVED, at the Santa Maria Water District's Office. Santa Maria. Bulacan this 2nd day of March Year 2026

SGD  
Maria Leonora S. Komarate  
BAC- Chairperson

SGD  
Atty. Joshua E. Bautista  
BAC Member -Legal  
SGD

SGD  
Mary Diana D. Deia Cruz, CPA  
BAC Member -Financial

Engr. Edgardo E. dela Torre, Jr.  
BAC Member - Technical

SGD  
BAC Member - End-user

Approved by: SGD

Engr. Carlos N. Santos Jr.  
General Manager 4/8/26

"YOUR WATER, OUR OBLIGATION  
YOUR CONVENIENCE, OUR SERVICE"



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# WORK ORDER

(Admin - Procurement Section)

PRS-FR 010  
Mar 2025  
Rev. 04

WR No.: GSD-2026-02-007 Date: 02/13/2026 WO No.: 2026-04-0036  
 AOQ No.: A2026-03-038 Date: 03/02/2026 Philgeps Reference No. 12796152 Date: 04/10/2026

The Work Order is hereby awarded to **EXTREME COOL REF AND AIRCONDITIONING SERVICES AND TRADING** with business address at Mc Arthur Highway, Brgy. San Vicente, Apalit, Pampanga for work items as described below:

TIN: 912-049-467-000  VAT  NON-VAT Mode of Procurement Small Value Procurement Payment Term: 30 Days working days upon receipt of billing no

No.	Work Items	Quantity	Unit	Amount	Condition
1	to engage the services of a supplier/contractor with expertise, services, qualified manpower and equipment for the conduct of PMS and repair works Quarterly PMS of forty-four (44) air conditioning units installed at the SMWD main building	1	LOT	323,889.00	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 ₱ 323,889.00

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

SGD Paulo Gabriel F. Rosell Procurement Assistant  
 SGD Engr. Edgardo E. Dela Torre, Jr. End-User/Implementing Unit  
 SGD Jovita I. Dalmacio Department Manager A - AFGS  
 SGD Engr. Carlos N. Santos Jr. General Manager  
 \_\_\_\_\_ Supplier/Contractor

Date: \_\_\_\_\_ Date: 10 APR 2024 Date: 4/14/26 Date: 4/15/26 Date: \_\_\_\_\_

Fund Cluster: MOOE BUR No. 2026-04-00465 Date: 04-13-2026

Funds Available: \_\_\_\_\_ Amount: ₱ 323,889.00

SGD 4/15/26

3036



# Santa Maria

WATER DISTRICT

## NOTICE OF AWARD

NOA-2026-04-031

April 10, 2026

Ms. Ellaine D. Esguerra

Sales Manager

EXTREME COOL REF AND AIRCONDITIONING SERVICES AND TRADING

Mc Arthur Highway, Brgy. San Vicente, Apalit, Pampanga

### PREVENTIVE MAINTENANCE SERVICE (PMS) OF AIR CONDITIONING UNITS AT THE SMWD MAIN BUILDING

PR/WR: GSD-2026-02-007

We are happy to inform you that the project stated above is hereby awarded in favor of your company with the following details:

<b>BAC Resolution No.</b>	:	BCR-2026-03-018
<b>Contract Cost</b>	:	₱323,889.00
<b>Amount in Words</b>	:	Three Hundred Twenty Three Thousand Eight Hundred Eighty Nine Pesos
<b>Purchase/Work Order No.</b>	:	2026-04-0036
<b>Date Issued</b>	:	04/10/2026

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: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_





# Santa Maria

WATER DISTRICT

## NOTICE TO PROCEED

NTP-2026-04-031

April 16, 2026

Ms. Ellaine D. Esguerra  
Sales Manager  
EXTREME COOL REF AND AIRCONDITIONING SERVICES AND TRADING  
Mc Arthur Highway, Brgy. San Vicente, Apalit, Pampanga

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.

<b>Project Name</b>	:	PREVENTIVE MAINTENANCE SERVICE (PMS) OF AIR CONDITIONING UNITS AT THE SMWD MAIN BUILDING
<b>Purchase/Work Order No.</b>	:	2026-04-0036
<b>Date Approved</b>	:	04/15/2026
<b>Contract Cost</b>	:	₱323,889.00
<b>Amount in Words</b>	:	Three Hundred Twenty Three Thousand Eight Hundred Eighty Nine Pesos

Very truly yours,

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

I acknowledge receipt of this Notice on:

Printed Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_



## **NOTICE TO SUPPLIERS, CONTRACTORS AND BIDDERS**

ON SOLICITATION OF MONEY, GOOD, FAVORS, AND OTHER ITEMS

Please be warned that certain individuals may falsely represent themselves as the General Manager of the Santa Maria Water District or as representatives of SMWD to solicit sponsorships, donations, or any form of financial payment.

The Santa Maria Water District will never request money, sponsorship, or any form of financial consideration from contractors, suppliers, bidders, or the public. SMWD adheres strictly to government rules, regulations, and ethical standards in all its dealings and procurement processes. All official communications and transactions are conducted through proper channels and documented accordingly.

Should you receive any suspicious request claiming to be from Santa Maria Water District or its officials, we strongly advise that you verify the matter directly with our office through our official contact details before taking any action. Furthermore, we encourage you to report any such incident to the proper authorities to prevent potential fraud or misrepresentation.

***The SMWD Management***