



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Cordillera Administrative Region  
SCHOOLS DIVISION OF BAGUIO CITY  
# 82 Military Cut-Off, Baguio City



## NOTICE OF AWARD

January 15, 2020

**ANA LOIDA F. OLARTE**

Sidekicj Force Investigation & Security Service Inc.

Dear *Ms. Olarte*:

We are pleased to notify you that your price quotation and proposal for the procurement of Security Services for the Schools Division Office Baguio City in the amount of PHILIPPINE PESOS **Five Hundred Fourteen Thousands Eight Hundred Pesos Only (Php 514,800.00)** inclusive of appropriate taxes and fees, has been accepted.

Should you agree with the award of the contract, please acknowledge receipt and acceptance of this notice by signing at the portion provided below. Keep a copy and return the original copy to this office at the soonest.

Thank you.

Very truly yours,

**MARIE CAROLYN B. VERANO, CESO VI**  
*Schools Division Superintendent*

**CONFORME:**

**ANA LOIDA F. OLARTE**  
(Signature Over Printed Name)

*1/15/2020*

(Date)

01/15/2020  
/pjn/



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Cordillera Administrative Region  
SCHOOLS DIVISION OF BAGUIO CITY  
# 82 Military Cut-Off, Baguio City



## NOTICE TO PROCEED

January 17, 2020

**ANA LOIDA D. OLARTE**

Sidekick Force Investigation & Security Service Inc.

Dear Ms. Olarte:

This refers to our award of contract to your company for the procurement Security Services for the Schools Division Office Baguio City in the amount of PHILIPPINE PESOS **Five Hundred Fourteen Thousand Eight Hundred Pesos Only (Php 514,800.00)** inclusive of appropriate taxes and fees.

In relation thereto, notice is hereby given to your company that the implementation of the said project shall commence immediately. You are expected to perform the terms and conditions stipulated in the attached contract.

Please acknowledge receipt and acceptance of this notice by signing at the portion provided below of both copies. Keep one copy and return the other to this office at the soonest.

Thank you.

Very truly yours,

**MARIE CAROLYN B. VERANO, CESO VI**

*Schools Division Superintendent*

**CONFORME:**

**ANA LOIDA F. OLARTE**

(Signature Over Printed Name)

1/17/2020

(Date)

01/17/2020  
/pjn/

# PURCHASE ORDER

DepEd, Division Of Baguio

Entity Name

17

Supplier : <b>SIDEKICK FORCE INVESTIGATION &amp; SECURITY SERVICE INC.</b> Address : 314 2F Luy Wing Bldg., Magsaysay Ave., Baguio City TIN: 006-069-568	P.O. No. : 20-01-005 Date : Janaury 16, 2020 Mode of Procurement : SVP
--	--

Gentlemen:

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

Place of Delivery : DepEd, Division Office Baguio Date of Delivery : _____	Delivery Term : _____ Payment Term : after delivery
---	--

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
1	pax	<b>Security Guard</b>	3 guards		<b>514,800.00</b>
		*3 shifts per day	at 14,300		
		Schedules:	for 12 mos		
		7:00 AM to 3:00 PM			-
		3:00 AM to 11:00 PM			-
		11:00 PM to 7:00 AM			-
		<b>Security Guards must be:</b>			-
		a. In complete Uniform and paraphernalia			-
		***with flash light			-
		***with baton			-
		***with licensed firearm			-
		b. with at least two years of experience			-
		c. must maintain logbook			-
		d. must be visble at all times			-
		e. must adhere to the policies of the division			-
		The Bidding Security Agency must comply with the			-
		following requirements:			-
		a. Organizational Set up including the number of			-
		Licensed guards			-
		b. Security Plan from January 1 to December 31, 2020			-
		***Nothing Follows***			-

Security Services at the Schools Division Office Baguio City for 2020

	<b>TOTAL</b>	<b>514,800.00</b>
--	--------------	-------------------

**Total Amount in Words: Five Hundred Fourteen Thousand Eight Hundred Pesos Only**

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 the undelivered item/s.

Conforme:

**SIDEKICK FORCE INVESTIGATION & SECUIRTY SERVICES INC.**

Date

Very truly yours,

**MARIE CAROLYN B. VERANO, CESO VI**

Schools Division Superintendent

Fund Cluster : _____ Funds Available : _____  <div style="text-align: center;">   <b>LILIBETH G. DEGSI</b>                      Accountant III                 </div>	ORS/BURS No. : _____ Date of the ORS/BURS: _____ Amount : _____  <div style="text-align: center;"> <b>RECEIVED</b>  <b>BUDGET SECTION</b>                      Date: 1/16/20 10:30am                      By: xte                 </div>
--	--



# Quality Form

## BAC Resolution



Document Code: TLF-OSDS-BAC-007  
 Revision: 00  
 Effectivity date: 08-20-2018  
 Name of Office:  
**OSDS-BAC**

### RESOLUTION NO. 007, S. 2019

#### RECOMMENDING THE AWARD OF CONTRACT THROUGH ALTERNATIVE METHOD OF PROCUREMENT – SMALL VALUE PROCUREMENT TO SIDEKICK FORCE INVESTIGATION & SECURITY SERVICES INCORPORATED

**WHEREAS** the Department of Education prepared the Purchase Request (PR) for the procurement of one year security services for DepED Schools Division of Baguio City with an Approved Budget for the Contract (ABC) of **Five Hundred Twenty Two Thousand Pesos only (₱522,000.00)** (Annex A);

**WHEREAS** on November 29, 2019, the DepEd – Bids and Awards Committee (BAC) posted/published the Request For Quotation (RFQ) for the said procurement project. The following suppliers/distributors signified their intent to participate by submitting their respective quotations/proposals, to wit:

Supplier/Distributors	Quotation (Php)
FEMJEG SECURITY AGENCY	₱ 513,000.00
SIDEKICK FORCE INVESTIGATION & SECURITY SERVICES INCORPORATED	₱ 514,800.00
BAGUIO'S FINEST SECURITY AGENCY	₱ 522,000.00
BAGUIO INVESTIGATION AND SECURITY AGENCY	₱ 522,000.00

**WHEREAS** per evaluation, below are non-compliant with the specifications set forth in the TOR:

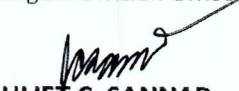
Supplier/Distributors	Non-Compliance
FEMJEG SECURITY AGENCY	Unsatisfactory performance of deployed guards from the last contract


**WHEREAS** the proposal of **SIDEKICK FORCE INVESTIGATION & SECURITY SERVICES INCORPORATED** is found to be the most compliant with the PR, and its price quotation amounting to **Five Hundred Fourteen Thousand Eight Hundred Pesos only (₱ 514,800.00)** is the most economical and advantageous to the Government, thereby rendering the same as the lowest calculated responsive bid;


**WHEREAS** Section 12 of R.A. No. 9184 mandates that the BAC shall recommend the award of the contract to the Head of the Procuring Entity or his\her duly authorized representative.

**NOW THEREFORE**, for and in consideration of the foregoing, **We**, the Members of the Bids and Awards Committee, hereby **RECOMMEND** to the Schools Division Superintendent the **AWARD OF CONTRACT** via Alternative Method of Procurement – Small Value Procurement to **SIDEKICK FORCE INVESTIGATION & SECURITY SERVICES INCORPORATED** for the procurement of one year security services for DepED Schools Division of Baguio City in the amount **Five Hundred Fourteen Thousand Eight Hundred Pesos only (₱ 514,800.00)** inclusive of appropriate taxes and fees.


RESOLVED, this 13<sup>th</sup> day of January 2020, Baguio Division Office Conference Hall, Baguio City.


  
**JULIET C. SANNAD**  
 BAC Chairperson

  
**FERNANDO B. ELEPONGA**  
 BAC Vice-Chairperson

  
**FRANCISCO C. COPSIYAN**  
 BAC Member

**BELEN TOMIN**  
 BAC Member

  
**NIEVES D. EBANIO**  
 BAC Member

APPROVED: 

**MARIE CAROLYN B. VERANO, CESO VI**  
 Schools Division Superintendent



# Quality Form

## BAC Resolution



BAC-007  
Revision: 00  
Effectivity date: 08-20-2018

Name of Office:  
**OSDS-BAC**

### RESOLUTION NO. 342, S. 2019

#### RESOLUTION RESORTING TO ALTERNATIVE MODE OF PROCUREMENT

**WHEREAS** the BAC received a request for the procurement of security services DepED Schools Division Office – Baguio City for with an Approved Budget for the Contract (ABC) of **Five Hundred Twenty Two Thousand Pesos only (Php522,000.00)** (Annex A);

**WHEREAS** the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act 9184 mandates that all procurement shall be done through competitive bidding;

**WHEREAS** the same IRR of RA 9184 provides for exemption under Rule XVI – Alternative Methods of Procurement;

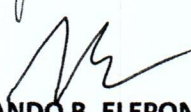
**WHEREAS** pursuant to Section 48 of the afore-cited Rule, the Department of Education – Division of Baguio City (DO) may resort to the alternative method of procurement – **Small Value Procurement** to promote economy and efficiency if the amount involved does not exceed the threshold prescribed in Annex “H” of the IRR and does not fall under shopping in Section 52 of this IRR;

**NOW THEREFORE**, We, the Members of the Bids and Awards Committee, do hereby **RESOLVED** as it is hereby **RESOLVED**, to resort to the alternative method of procurement – **Small Value Procurement** for the procurement of security services DepED Schools Division Office – Baguio City;

**RESOLVED FINALLY**, to post this Resolution at the DO Website, PhilGEPS (if Php50,000.00 and above), and other conspicuous place at the premises of the DO.

November 28, 2019, *Baguio Division Office Conference Hall, Baguio City.*

  
**JULIET C. SANNAD**  
BAC Chairperson

  
**FERNANDO B. ELEPONGA**  
BAC Vice-Chairperson

  
**FRANCISCO C. COPSIYAN**  
BAC Member

**BELEN TOMIN**  
BAC Member

  
**NIEVES D. EBANIO**  
BAC Member

**APPROVED:**

  
**MARIE CAROLYN B. VERANO, CESO VI**  
Schools Division Superintendent


Approved on 11-28-19  
(date of approval)

Abstract of bids or quotations under CIRCULAR PROPOSAL NO. \_\_\_\_\_ open on **January 13, 2020** at DepEd, Baguio City Division

ITEM	UNITS	QTY	DESCRIPTION AND/OR SPECIFICATION	SIDEKICK FORCE INVESTIGATION & SECURITY SERVICE INC.	FEMJEG SECURITY AGENT	BAGUIO FINEST SEC. AGENCY	BAGUIO INVESTIGATION AND SECURITY AGENCY
1	pax	3	<b>Security Guard</b>	<b>514,800.00</b>	<b>513,000.00</b>	<b>522,000.00</b>	<b>522,000.00</b>
			*3 shifts per day				
			Schedules:				
			7:00 AM to 3:00 PM				
			3:00 AM to 11:00 PM				
			11:00 PM to 7:00 AM				
			<b>Security Guards must be:</b>				
			a. In complete Uniform and paraphernalia				
			***with flash light				
			***with baton				
			***with licensed firearm				
			b. with at least two years of experience				
			c. must maintain logbook				
			d. must be visble at all times				
			e. must adhere to the policies of the division				
			The Bidding Security Agency must comply with the following requirements:				
			a. Organizational Set up including the number of				
			Licensed guards				
			b. Security Plan from January 1 to December 31, 2020				
			***Nothing Follows***				
				<b>514,800.00</b>	<b>513,000.00</b>	<b>522,000.00</b>	<b>522,000.00</b>

We hereby certify that the bids or quotations received were opened at the date and hour indicated and the prices offered as stated above.

**BAC Members:**

  
**FERNANDO B. ELEPONGA**  
 BAC Vice Chairman

  
**FRANCISCO C. COPSIYAN**  
 Member

**BELEN R. TOMIN**  
 Member

  
**NIEVES D. EBANIO**  
 Member

Canvasser:

Award is hereby given to the bidders for items checked in red ink, prices quoted being the lowest and the most advantageous to the government.

  
**JULIET C. SANNAD**  
 BAC/CHAIRMAN