



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



NOTICE OF AWARD

July 27, 2020

COPYLANDIA OFFICE SYSTEMS CORPORATION
No. 136 Abanao Ext., Cor. Cariño St., Baguio City

Dear Sir/Ma'am::

We are pleased to notify you that your price quotation and proposal for the procurement of Rizo Ink for the Reproduction of Learning Materials/modules for the Pilot Schools in the amount of PHILIPPINE PESOS **Five Hundred Eight Thousand Six Hundred Seventy Five Pesos Only (Php 508,675.00)** 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 V
Schools Division Superintendent

CONFORME:


COPYLANDIA
OFFICE SYSTEMS CORPORATION
Paladin Hotel, No. 136 Abanao Extension,
Baguio City 2600
(Signature Over Printed Name)
Tel.No.(074)446-5356 / 446-5357 / 446-5358
VAT REG TIN 002-332-000-012

(Date)

7/27/2020
/pjn/



Republic of the Philippines
DEPARTMENT OF EDUCATION
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NOTICE TO PROCEED

July 29, 2020

COPYLANDIA OFFICE SYSTEMS CORPORATION
#136 Abanoa Ext., Cor. Cariño St., Baguio City

Dear Sir/Ma'am:

This refers to our award of contract to your company for the procurement of Rizo Ink for the Reproduction of Learning Materials/modules for the Pilot Schools in the amount of PHILIPPINE PESOS **Five Hundred Eight Thousand Six Hundred Seventy Five Pesos Only (Php 508,675.00)** 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 V
Schools Division Superintendent

COPYLANDIA
OFFICE SYSTEMS CORPORATION
CONFORME
Paladin Hotel, No. 136 Abanoa Extension,
Azcko Rizal Monument, Baguio City 2600
Tel. No. (074) 446-5355 / 446-5357 / 446-5358
(Signature Over Printed Name)

(Date)

07/29/2020
/pjn/

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

RESOLUTION NO. 114, S. 2020

RECOMMENDING THE AWARD OF CONTRACT THROUGH ALTERNATIVE METHOD OF PROCUREMENT – DIRECT CONTRACTING TO COPYLANDIA OFFICE SYSTEMS CORPORATION

WHEREAS the Department of Education prepared the Purchase Request (PR) for the procurement of Riso ink for the reproduction of learning materials/modules for the Pilot Schools with an Approved Budget for the Contract (ABC) of **Five Hundred Eight Thousand Six Hundred Seventy Five Pesos only (₱508,675.00)** (Annex A);

WHEREAS on July 17, 2020, 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)
COPYLANDIA OFFICE CORPORATION (EXCLUSIVE DISTRIBUTOR)	₱ 508,675.00

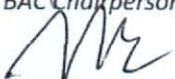
WHEREAS the proposal of **COPYLANDIA OFFICE CORPORATION**, being the exclusive distributor of riso ink for SDO Baguio City's Riso machine is found to be the most compliant with the PR, and its price quotation amounting to **Five Hundred Eight Thousand Six Hundred Seventy Five Pesos only (₱508,675.00)** 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 – Direct Contracting to **COPYLANDIA OFFICE CORPORATION** for the procurement of bond Riso ink for the reproduction of learning materials/modules for the Pilot Schools in the amount **Five Hundred Eight Thousand Six Hundred Seventy Five Pesos only (₱508,675.00)** inclusive of appropriate taxes and fees.

RESOLVED, this 24th day of July 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
 Approved on 7-24-2020
 (date of approval)

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

RESOLUTION NO. 101, S. 2020

RESOLUTION RESORTING TO ALTERNATIVE MODE OF PROCUREMENT

WHEREAS the BAC received a request for the procurement of rizo ink for the reproduction of learning materials/modules for the Pilot Schools with an Approved Budget for the Contract (ABC) of **Five Hundred Eight Thousand Six Hundred Seventy Five Pesos only (₱508,675.00)** (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 – **Direct Contracting** since the inks are to be procured from a sole distributor 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 rizo ink for the reproduction of learning materials/modules for the Pilot Schools;

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.


July 17, 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 V
Schools Division Superintendent



Republic of the Philippines
 Department of Education
 Cordillera Administrative Region
DIVISION OF BAGUIO CITY
 #82 Military Cut-Off, Baguio City



REQUEST FOR QUOTATION

Standard Form No.: SF-GOOD-60
 Revised on: May 24, 2004
 Standard Form Title: Request for Quotation

Supplier: _____ Requesting Unit:
 Address: _____ PR No.: 2020-07-084
 Telephone No.: _____ Quotation No.: 2020-05-079
 e-Mail: _____ Date: July 17, 2020
 Date received by the Supplier: _____ ABC: 508,675.00

Please quote your lowest price on the item/s listed, subject to the General Conditions below, stating the shortest time of delivery and **submit your quotation in a sealed envelope** duly signed by your representative not later than July 24, 2020.

Juliet C. Sannad
JULIET C. SANNAD
 Chief- Curriculum Implementation Division
 Chairman, Bids and Awards Committee

REQUIREMENTS:

1. Mayor's / Business permit
2. PhilGEPS registration number or certificate
3. Omnibus Sworn Statement

Note:

- ✓ Submit RFQ together with the requirements.
- ✓ All entries must be typewritten or legibly written.
- ✓ Delivery period within _____ Calendar Days.
- ✓ Price validity shall be for a period of 30 Calendar Days.

POSTED IN PHILGEPS

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	50	Pieces	KZ30 Riso Inkj	1,150	57,500
2	5	Pieces	KZ30 Riso Master	1,320	6,600
3	100	Pieces	Rizo RZ Ink Black	1,690	169,000
4	5	Pieces	Rizo RZ B4 Master	3,915	19,575
5	20	Pieces	Rizo Rizo ComColor Cartridge Black	12,800	256,000
				TOTAL	508,675.00

Purpose: Procurement of Rozi Ink for the Reproduction of Learning Materials/ modules for the pilot schools

After having carefully read and accepted your General Conditions, I/We quote you on the item at prices noted above.

Shirley M. Landia

Signature over Printed Name

SHIRLEY M. LANDIA

Office: _____
 Title: _____
 Address: _____
 City: _____
 Date/Telephone No. _____

Canvassed by: _____