



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



## NOTICE OF AWARD

August 11, 2020

**LOIS UY**

Panghoi Enterprises Inc.

Dear Ms. Uy,

We are pleased to notify you that your price quotation and proposal for the procurement of Office Supplies for the 2<sup>nd</sup> and 3<sup>rd</sup> Quarter for Division Office in the amount of PHILIPPINE PESOS **Eighty Five Thousand Sixty Five Pesos Only (Php 85,065.00)** 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:**

\_\_\_\_\_  
(Signature Over Printed Name)

8-11-20

\_\_\_\_\_  
(Date)

08/11/2020  
/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

August 13, 2020

**LOIS UY**

Panghoi Enterprises Inc.

Dear Ms. Uy:

This refers to our award of contract to your company for the procurement of Office Supplies for the 2<sup>nd</sup> and 3<sup>rd</sup> Quarter for Division Office in the amount of PHILIPPINE PESOS **Eighty Five Thousand Sixty Five Pesos Only (Php 85,065.00)** 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*

**CONFORME:**

\_\_\_\_\_  
(Signature Over Printed Name)  
2-13-20  
\_\_\_\_\_  
(Date)

08/13/2020  
/pjn/

# PURCHASE ORDER

DepEd, Division Of Baguio

Entity Name

**RECEIVED  
BUDGET SECTION**

Date: 08/13/2020 7:20  
By: [Signature] IT

Supplier : <b>PANGHOI ENTERPRISES INC</b>	P.O. No. : 20-08-082
Address : 58 Magsaysay Ave., Baguio City	Date : August 12, 2020
TIN: 000-279-800-000	Mode of Procurement : <b>SVP</b>

Gentlemen:

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

Place of Delivery : DepEd, Division Office Baguio	Delivery Term :
Date of Delivery : <b>SEPT. 4, 2020</b>	Payment Term : after delivery

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
1	unit	Calculator, compact 12 digits	10	380.00	3,800.00
2	box	Clip Back fold,all metal, clamping 32mm	25	30.00	750.00
3	box	Clip Back fold,all metal, clamping 50mm	25	64.00	1,600.00
4	pc	Light Bulb, LED 11 watts pc individual box	100	170.00	17,000.00
5	pad	Notepad Stick On (post it) 3" x 3"	50	21.20	1,060.00
6	ream	Paper Multi Copy 80gsm (210mm x 297mm) A4 Size	200	195.00	39,000.00
7	pc	Record Book (300 pages)size 214mm x 278mm)	50	110.00	5,500.00
8	pc	Record Book (500 pages)size 214mm x 278mm)	30	150.00	4,500.00
9	roll	Tape Electric	10	28.00	280.00
10	pack	Toilet Tissue Paper, 2ply sheets 150 pulls 12/pack	40	106.00	4,240.00
11	pc	Sign Pen, Black, liquid gel ink, 0.5mm needle tip	100	21.00	2,100.00
12	pc	Sign Pen Blue, liquid gel ink, 0.55mm needle tip	100	21.00	2,100.00
13	pc	Sign Pen Green, liquid gel ink, 0.55 mm	25	21.00	525.00
14	pc	Sign Pen Red, liquid gel ink, 0.55mm	10	21.00	210.00
15	pc	Folder Expanding (long) color Blue, green and red	150	16.00	2,400.00
		***NOTHING FOLLOWS***			-
					-
					-
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					-

Office Supplies for the 2nd and 3rd Quarter 2020 for Division Office


	<b>TOTAL</b>	<b>85,065.00</b>
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Total Amount in Words: **Eighty Five Thousand Sixty Five 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:

Very truly yours,

  
 PANGHOI ENTERPRISES INC.  
 8-14-20  
 Date

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

Fund Cluster : 01

Funds Available : \_\_\_\_\_

  
**LILIBETH G. DEGSI**  
 Accountant III

ORS/BURS No. : \_\_\_\_\_

Date of the ORS/BURS: \_\_\_\_\_

Amount : \_\_\_\_\_





**Quality Form**

**BAC Resolution**



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

**RESOLUTION NO. 107, S. 2020**

**RESOLUTION RESORTING TO ALTERNATIVE MODE OF PROCUREMENT**

**WHEREAS** the BAC received a request for the procurement of 2<sup>nd</sup> and 3<sup>rd</sup> Quarter Office Supplies for Division Office with an Approved Budget for the Contract (ABC) of **One Hundred Twenty Seven Thousand Five Hundred Ninety Pesos only (₱127,590.00)** (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 – **Agency-to-Agency** in line with the DBM guidelines requiring government agencies to procure commonly-used office supplies from the DBM-PS;

**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 – **Agency-to-Agency** for the procurement of 2<sup>nd</sup> and 3<sup>rd</sup> Quarter Office Supplies for Division Office;

**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 22, 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 7-22-20  
*(date of approval)*

## RESOLUTION NO. 139, S. 2020

**RECOMMENDING THE AWARD OF CONTRACT THROUGH ALTERNATIVE METHOD OF PROCUREMENT – SMALL VALUE PROCUREMENT TO PANGHOI ENTERPRISES**

**WHEREAS** the Department of Education prepared the Purchase Request (PR) for the procurement of 2<sup>nd</sup> and 3<sup>rd</sup> quarter office supplies for Division Office with an Approved Budget for the Contract (ABC) of **Eighty Five Thousand One Hundred Fifty Five Pesos only (₱85,155.00)** (Annex A);

**WHEREAS** on July 28, 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)
PANGHOI ENTERPRISES	₱ 85,065.00
JC COMMERCIAL	₱ 104,455.00
THE STABLE EDUCATIONAL SUPPLY	₱ 104,705.00

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

Supplier/Distributors	Non-Compliance
JC COMMERCIAL	Quote above ABC
THE STABLE EDUCATIONAL SUPPLY	Quote above ABC

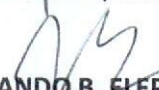
**WHEREAS** the proposal of **PANGHOI ENTERPRISES** is found to be the most compliant with the PR, and its price quotation amounting to **Eighty Five Thousand Sixty Five Pesos only (₱85,065.00)** is the most economical and advantageous to the Government, thereby rendering the same as the lowest calculated 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 **PANGHOI ENTERPRISES** for the procurement 2<sup>nd</sup> and 3<sup>rd</sup> quarter office supplies for Division Office in the amount **Eighty Five Thousand Sixty Five Pesos only (₱85,065.00)** inclusive of appropriate taxes and fees.


RESOLVED, this 6<sup>th</sup> day of August 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 TOMIM**  
 BAC Member

  
**NIEVES D. EBANIO**  
 BAC Member

**APPROVED:**

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

Schools Division Superintendent

Approved on 8-6-2020

(date of approval)

## RESOLUTION NO. 111, S. 2020

## RESOLUTION RESORTING TO ALTERNATIVE MODE OF PROCUREMENT

**WHEREAS** the BAC received a request for the procurement of 2<sup>nd</sup> and 3<sup>rd</sup> quarter office supplies for Division Office with an Approved Budget for the Contract (ABC) of ***Eighty Five Thousand One Hundred Fifty Five Pesos only (₱85,155.00)*** (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;

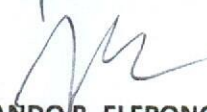
**WHEREAS** pursuant to Section 48 of the afore-cited Rule, the Department of Education – Division of Baguio City (DO) may resort to the alternative method of procurement – ***Small Value Procurement*** to promote economy and efficiency if the amount involved does not exceed the threshold prescribed in Annex “H” of the IRR and does not fall under shopping in Section 52 of this IRR since there are no available stock at DBM;

**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 2<sup>nd</sup> and 3<sup>rd</sup> quarter office supplies for Division Office;


**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 24, 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 TOMÍN**  
BAC Member

  
**NIEVES D. EBANIO**  
BAC Member

APPROVED:

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

Approved on 7-24-2020  
(date of approval)

# PROCUREMENT SERVICE

Depot CAR, Baguio City

#8 Gen. F. Segundo St., Burnham-Legarda, Baguio City  
Email: car.psdepot@yahoo.com Telefax: (074) 446-8139

## PRICE QUOTATION AND STOCKS AVAILABILITY CERTIFICATION

Agency: DepEd - Division of Baguio City

APR Reference ID : 20-02871

Date : July 22, 2020

FCAR00000000248

No.	ITEM	Qty.	Unit	Unit Price	Amount
1	BATTERY, dry cell, AA, 1.5 volts, alkaline	100	pack	37.00	3,700.00
2	CORRECTION TAPE, 8 meters	150	pc	20.00	3,000.00
3	INSECTICIDE, aerosol type, net content: 600ml min	20	can	145.45	2,909.00
4	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	50	pad	38.68	1,934.00
5	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	50	pad	61.87	3,093.50
6	PAPER, MULTICOPY,LEGAL, 80gsm, size: 216mm x 330mm	100	ream	200.50	20,050.00
7	PHILIPPINE NATIONAL FLAG, 100% polyester	3	piece	295.00	885.00
8	AIR FRESHENER, aerosol, 280ml/150g min	6	can	92.00	552.00
9	TRASHBAG, GPP specs, black, 10 pcs. per roll/pack	50	pack	137.50	6,875.00
<b>Forty Two Thousand Nine Hundred Ninety Eight Pesos &amp; Fifty Centavos</b>					<b>42,998.50</b>

### Please take note of the following:

- Payment and pick-up shall be on a scheduled basis only.
  - Text us at **09451697920** once your payment is ready for us to set your schedule.
  - MDS Check payments should be accompanied by a verified bank advice.
- Only one person per agency shall be allowed to enter the client receiving area. Drivers, helpers or companions shall remain within/near their vehicles.
- Clients shall be responsible in loading procured items to their vehicles. Warehouse staff may assist but are not permitted to enter client vehicles.
- **All other transactions shall be done online via email at [car.psdepot@yahoo.com](mailto:car.psdepot@yahoo.com).**
- Bringing your own containers or eco bags for small items is recommended and highly appreciated.

Good day,

Our quotation **valid for payment and pick up until July 29, 2020.**

Thank you

JUL 23 2020  
7:40 AM