



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Cordillera Administrative Region  
Division of Baguio City  
District Six  
**JOSEFA CARIÑO ELEMENTARY SCHOOL**  
Yandoc St., Baguio City



## NOTICE OF AWARD

**MR. RAENALD P. JULIAN**

COLADA JANITORIAL SERVICES  
290 Camp 7 Kennon Rd., Baguio City

Sir:

We are pleased to notify you that your price quotation and proposal for the services of the One (1) Utility Personnel in the amount of **One Hundred Sixty-Seven Thousand Nine Hundred Fourteen Pesos and 80/100 Only** (for 12 months) (**Php 167,914.80**) inclusive of appropriate taxes and fees, has been accepted.

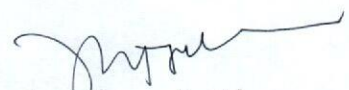
Should you agree with the award of the contract, please acknowledge receipt and acceptance of this notice by signing at the portion provided below. Keep a copy and return the original copy to this office at the soonest.

Thank you.

Very truly yours,

  
**CASTRO P. CANUTO**  
Principal II

**CONFORME:**

  
Melanie Julian  
(Signature Over Printed Name)

Date: 1/4/21



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Cordillera Administrative Region  
Schools Division Office of Baguio City  
District Six  
**JOSEFA CARIÑO ELEMENTARY SCHOOL**  
F. Yandoc St., Baguio City



## NOTICE TO PROCEED

**Mr. RAENALD P. JULIAN**  
COLADA JANITORIAL SERVICES  
290 Camp 7 Kennon Rd., Baguio City

Sir:

This refers to our award of contract to your company for the procurement of One (1) Utility Personnel in the amount of **One Hundred Sixty-Seven Thousand Nine Hundred Fourteen Pesos and 80/100 Only (Php 167,914.80)** inclusive of appropriate taxes and fees.

In relation thereto, notice is hereby given to your company that the said materials be delivered 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,

**CASTRO P. CANUTO**  
Principal II

**CONFORME:**

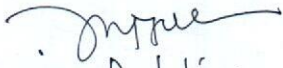

Melani Julian  
(Signature over Printed Name)

1/4/21

Date



**PURCHASE ORDER**  
 Department of Education  
 Cordillera Administrative Region  
**DIVISION OF BAGUIO CITY**  
**JOSEFA CARIÑO ELEMENTARY SCHOOL**  
 Yandoc st., Baguio City

Supplier : <u>COLADA JANITORIAL SERVICES</u>			P.O. No. : <u>2021-01-002</u>		
Address : <u>290 Camp 7 Kennon Rd., Baguio City</u>			Date : <u>January 4, 2021</u>		
TIN : <u>454-268-286-000</u>			Mode of Procurement : _____		
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery : <u>Josefa Cariño Elementary School</u>			Delivery Term : _____		
Date of Delivery : _____			Payment Term : _____		
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Monthly	Utility Personnel	12	₱13,992.90	₱167,914.80
<b>One Hundred Sixty-Seven Thousand Nine Hundred Fourteen Pesos and 80/100</b>					<b>₱167,914.80</b>
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:					
 <u>Melanie P. Julian</u> Signature over Printed Name of Supplier					
_____					
Date					
Fund Cluster : _____			ORS/BURS No. : _____		
Funds Available : _____			Date of the ORS/BURS: _____		
 Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit			Amount : _____		



**BIDS AND AWARDS COMMITTEE**

**RESOLUTION NO. 2, S. 2021**

**RECOMMENDING THE AWARD OF CONTRACT THROUGH SMALL VALUE PROCUREMENT TO COLADA JANITORIAL SERVICES FOR THE INSTALLATION OF ONE (1) UTILITY PERSONNEL AT JOSEFA CARIÑO ELEMENTARY SCHOOL.**

**WHEREAS** the school prepared the Purchase Request (P.R.) for the installation of One (1) Utility Personnel with an Approved Budget for the Contract (ABC) of **One Hundred Sixty-Eight Thousand Pesos only (P168,000.00)** (Annex A);

**WHEREAS** on December 4, 2020 the School – 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)
SIDEKICK FORCE INVEST. SECURITY SERVICES Inc.	PhP 168,000.00
DIRTFREE JANITORIAL and ALLIED SERVICES	PhP 168,000.00
<b>COLADA JANITORIAL SERVICES</b>	<b>PhP 167,914.80</b>


**WHEREAS** the proposal of **COLADA JANITORIAL SERVICES** is found to be the most compliant with the PR, and its price quotation amounting **One Hundred Sixty-Eight Thousand Pesos only (P168,000.00)** calculated responsive bid;

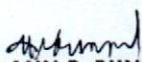
**WHEREAS** Section 12 of R.A. No. 9184 mandates that the BAC Shall recommend the award of the contract to the head of the Procuring Entity or his/her duly authorized representative.

**NOW THEREFORE**, for and in consideration for the foregoing, **We**, the Members of the Bids and Awards Committee, hereby **RECOMMEND** to the School Principal the **AWARD of CONTRACT** via Negotiated Procurement – Small Value Procurement to **COLADA JANITORIAL SERVICES** for the installation of Two (2) Security Guards for Security Services in the amount of **One Hundred Sixty-Eight Thousand Pesos only (P168,000.00)**

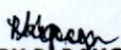
**RESOLVED**, this 4<sup>th</sup> day of January 2021, Josefa Cariño Elementary School, Baguio City.

  
**CHARITO T. FERNANDEZ**  
 BAC Chairperson

  
**RHODORA B. ESTOLERO**  
 BAC Vice-Chairperson

  
**MARY ANN R. BUNNOL**  
 BAC Member

  
**MARISSA J. JORVINA**  
 BAC Member

  
**MARY B. RAYOSEN**  
 BAC Member

**APPROVED:**

  
**CASTRO P. CANUTO**  
 Principal II

Approved on 1-4-21