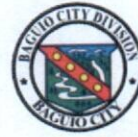




Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY
82 Military Cut-Off, Baguio City



NOTICE OF AWARD

December 23, 2020

COPYLANDIA OFFICE SYSTEMS CORPORATION

Paladin Hotel, Abanao Ext., Baguio City

Dear *Sir/Ma'am*:

We are pleased to notify you that your price quotation and proposal for the procurement of Reproduction of Supplies for SARO-RO-CAR-0298 consumables in the amount of PHILIPPINE PESOS **One Hundred Eighty Nine Thousand Five Hundred Fifty Six Pesos Only (Php 189,556.00)** 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:

SIMPET HIQUIANA
(Signature Over Printed Name)

1-15-21
(Date)

12/23/2020
/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

December 29, 2020

COPYLANDIA OFFICE sYSTEMS CORPORATION

Paladin Hotel, ABanao Ext., Baguio City

Dear Sir/Ma'am:

This refers to our award of contract to your company for the procurement of Reproduction of Supplies for SARO-RO-CAR-0298 consumables in the amount of PHILIPPINE PESOS **One Hundred Eighty Nine Thousand Five Hundred Fifty Six Pesos Only (Php 189,556.00)** 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.

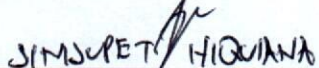
Please acknowledge receipt and acceptance of this notice by signing at the portion provided below of both copies. Keep one copy and return the other to this office at the soonest.

Thank you.

Very truly yours,


MARIE CAROLYN B. VERANO, CESO V
Schools Division Superintendent

CONFORME:



(Signature Over/Printed Name)

(Date)

12/29/2020
/pjn/

RESOLUTION NO. 414, 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 office supplies of LDMS for reproduction with an Approved Budget for the Contract (ABC) of **One Hundred Eighty Nine Thousand Five Hundred Fifty Six Pesos only (₱189,556.00)** (Annex A);

WHEREAS on December 16, 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)	₱ 189,556.00


WHEREAS the proposal of **COPYLANDIA OFFICE CORPORATION**, being the exclusive distributor of risograph for SDO Baguio City's Risograph machine is found to be the most compliant with the PR, and its price quotation amounting to **One Hundred Eighty Nine Thousand Five Hundred Fifty Six Pesos only (₱189,556.00)** 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 office supplies of LDMS for reproduction in the amount **One Hundred Eighty Nine Thousand Five Hundred Fifty Six Pesos only (₱189,556.00)** inclusive of appropriate taxes and fees.

RESOLVED, this 23rd day of December 2020, Baguio Division Office Conference Hall, Baguio City.


JULIET C. SANNAD
BAC Chairperson


NIÑO TIBANGAY
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

Approved on 12-23-20
(date of approval)



"HANDANG MAG SERBISYO"

RESOLUTION NO. 347 S. 2020

RESOLUTION RESORTING TO ALTERNATIVE MODE OF PROCUREMENT

WHEREAS the BAC received a request for the procurement of office supplies for reproduction for LRMDs office use with an Approved Budget for the Contract (ABC) of **One Hundred Eighty Nine Thousand Five Hundred Fifty Six Pesos and 02/100 only (₱189,556.00)** (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;

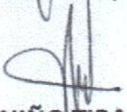
WHEREAS pursuant to Section 48 of the afore-cited Rule, the Department of Education – Division of Baguio City (DO) may resort to the alternative method of procurement – **Small Value Procurement** to promote economy and efficiency if the amount involved does not exceed the threshold prescribed in Annex “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 office supplies for reproduction for LRMDs office use;


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.


December 16, 2020, *Baguio Division Office Conference Hall, Baguio City.*


JULIET C. SANNAD
BAC Chairperson



NIÑO TIBANGAY
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

Approved on 12-16-20
(date of approval)

PURCHASE ORDER

DepEd, Division Of Baguio

Entity Name

IT

Supplier : COPYLANDIA OFFICE SYSTEMS CORP.	P.O. No. : 20-12-235
Address : Paladin Hotel, Abanao Ext., Baguio City	Date : December 28, 2020
TIN: 002-332-000-017	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	Delivery Term :
Date of Delivery :	Payment Term : after delivery

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
1	pack	Developer DV411 Developer for Ineo 363	1	4,500.00	4,500.00
2	pc	Developong unit for Ineo 363 Part No. A1UD R730-00	1	9,434.00	9,434.00
3	pc	Transfer Rolling unit for Ineo 363 Part no. A1UD R705-00	1	2,280.00	2,280.00
4	pc	Fusing unit for Ineo 363 Part No. A1UD R&10-00	1	18,739.00	18,739.00
5	pc	Fdrum for Ineo 363 Part No. Drum DR411	1	7,500.00	7,500.00
6	pc	Clutch Part No. A1UD-M200-00	1	1,094.00	1,094.00
7	pc	Clutch Part No. A1UD-M201-00	1	966.00	966.00
8	pc	Clutch Part No. A00F-M200-00	2	906.00	1,812.00
9	pc	Roller Part No. A00J 5636 00	6	601.00	3,606.00
10	pc	Drum for Ineo+281/+221/Toner TN220 Yellow	1	18,150.00	18,150.00
11	pc	Drum for Ineo+281/+221/Toner TN220 Magenta	1	18,150.00	18,150.00
12	pc	Drum for Ineo+281/+221/Toner TN220 Cyan	1	18,150.00	18,150.00
13	pc	Drum for Ineo+281/+221/Toner TN220 Black	1	10,175.00	10,175.00
14	pc	ComColor Ink Cartridge 1000 Cyan	1	25,000.00	25,000.00
15	pc	ComColor Ink Cartridge 1000 Magenta	1	25,000.00	25,000.00
16	pc	ComColor Ink Cartridge 1000 Yellow	1	25,000.00	25,000.00
		NOTHING FOLLOWS			-
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Reproduction Supplies for LRMDS Office use

				TOTAL	189,556.00
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Total Amount in Words: **One Hundred Eighty Nine Thousand Five Hundred Fifty Six 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,

JIM DUPET HIQUIANA
COPYLANDIA OFFICE SYSTEMS CORP.
1-15-21
Date

MARIE CAROLYN B. VERANO, CESO V
Schools Division Superintendent

Fund Cluster : 61
Funds Available : ₱ 189,556.00

ORS/BURS No. : _____
Date of the ORS/BURS: _____
Amount : _____

LILIBETH G. DECSI
Accountant III