



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.

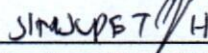
Should you agree with the award of the contract, please acknowledge receipt and acceptance of this notice by signing at the portion provided below. Keep a copy and return the original copy to this office at the soonest.

Thank you.

Very truly yours,

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

### **CONFORME:**

  
\_\_\_\_\_  
(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:**

SIMSUPET HIGUANA  
(Signature Over Printed Name)

1-5-21  
(Date)

12/29/2020  
/pjn/



Republic of the Philippines  
 Department of Education  
 Cordillera Administrative Region  
 SCHOOLS DIVISION OFFICE OF BAGUIO CITY

**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 LDMDs 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 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 **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 LDMDs 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 23<sup>rd</sup> 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 12-23-2020  
 (date of approval)

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

**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)