



Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
DIVISION OF BAGUIO CITY  
SANTO TOMAS ELEMENTARY SCHOOL  
STO. TOMAS CENTRAL, BAGUIO CITY

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**NOTICE TO AWARD**

April 20, 2021

**CHANIEL'S PHOTOCOPYING AND BOOK BINDING SERVICES**

Dear **CHANIEL'S PHOTOCOPYING AND BOOK BINDING SERVICES**

We are pleased to notify you that your price quotation and proposal for the procurement of reproduction of learners' modules in the amount of PHILIPPINE PESOS **Fifty-nine thousand, three hundred twenty-eight pesos (P 59,328.00)** 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,

**ARLITO G. PECAY**

*Master Teacher II / OIC School Head*

**CONFORME:**

(Signature Over Printed Name)

April 20, 2021  
(Date)



Sto. Tomas Elementary School  
**Address:** Sto. Tomas Central, Baguio City  
**Email:** stesbaguio@gmail.com/136391@deped.gov.ph



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## NOTICE TO PROCEED

**April 22, 2021**

### **CHANIEL'S PHOTOCOPYING AND BOOK BINDING SERVICES**

Dear **CHANIEL'S PHOTOCOPYING AND BOOK BINDING SERVICES**

This refers to our award of contract to your company for the reproduction of learners' modules in the amount of PHILIPPINE PESOS **Fifty-nine thousand, three hundred twenty-eight pesos (P 59,328.00)** 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.

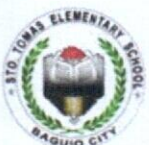
Very truly yours,

**ARLITO G. PECAY**

*Master Teacher II / OIC School Head*

### **CONFORME:**

\_\_\_\_\_  
(Signature Over Printed Name)  
April 22, 2021  
\_\_\_\_\_  
(Date)



Sto. Tomas Elementary School  
**Address:** Sto. Tomas Central, Baguio City  
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**Santo Tomas Central, Baguio City**

**PURCHASE ORDER**

<b>Supplier</b>	<b>CHANIEL'S PHOTOCOPYING AND BOOK BINDING SERVICES</b>	<b>P.O. No. : 2021-04-004-A</b>
	No.12 Phil. Chamber of Commerce & Industry, BBC INC, PTA Complex Upper Session Road, Session-Gov.Pack Road	
<b>Address</b>	Gov.Pack Road	<b>Date : April 23, 2021</b>
<b>TIN:</b>	494-248-792-000	<b>Mode of Procurement : small value procurement</b>

Gentlemen:

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

Place of Delivery : Sto.Tomas Elementary school

Delivery Term :

Date of Delivery :

Payment Term : after delivery

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
1	copies	Reproduction of modules of kinder (A4, 70gsm, stapled)	3,835	0.50	1,917.50
2	copies	Reproduction of modules of Grade 1 to Grade 3 in English (A4, 70gsm, stapled)	9439	0.50	4,719.50
3	copies	Reproduction of modules of Grade 1 to Grade 3 in Filipino (A4, 70gsm, stapled)	9685	0.50	4,842.50
4	copies	Reproduction of modules of Grade 1 to Grade 3 in MTB-MLE (A4, 70gsm, stapled)	9672	0.50	4,836.00
5	copies	Reproduction of modules of Grade 1 to Grade 3 in Math (A4, 70gsm, stapled)	9838	0.50	4,919.00
6	copies	Reproduction of modules of Grade 1 to Grade 3 in AP (A4, 70gsm, stapled)	9232	0.50	4,616.00
7	copies	Reproduction of modules of Grade 1 to Grade 3 in MAPEH (A4, 70gsm, stapled)	9419	0.50	4,709.50
8	copies	Reproduction of modules of Grade 1 to Grade 3 in ESP (A4, 70gsm, stapled)	9444	0.50	4,722.00
9	copies	Reproduction of modules of Grade 1 to Grade 3 in SCIENCE (A4, 70gsm, stapled)	2960	0.50	1,480.00
10	copies	Reproduction of modules of Grade 4 in EPP (A4, 70gsm, stapled)	7668	0.50	3,834.00
11	copies	Reproduction of modules of Grade 5 in EPP (A4, 70gsm, stapled)	11150	0.50	5,575.00
12	copies	Reproduction of modules of Grade 6 in EPP (A4, 70gsm, stapled)	12428	0.50	6,214.00
13	copies	Reproduction of modules of Grade 4 in ARTS (A4, 70gsm, stapled)	3636	0.50	1,818.00

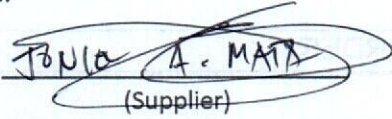
14	copies	Reproduction of modules of Grade 5 in PE (A4, 70gsm, stapled)	5050	0.50	2,525.00
15	copies	Reproduction of modules of Grade 6 in PE (A4, 70gsm, stapled)	5200	0.50	2,600.00
					-
				TOTAL	59,328.00

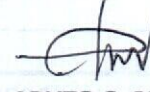
Total Amount in Words: **Fifty-nine thousand, three hundred twenty-eight pesos**

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,

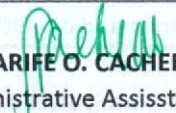
  
(Supplier)

  
**ARLITO G. PECAY**  
OIC School Head

Date

Fund Cluster : \_\_\_\_\_

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

  
**MARIFE O. CACHERO**  
Administrative Assisstant III

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

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

Amount : ₱ 110,928.00

Item No.	Description	Quantity	Unit Price	Amount
1	Reproduction of modules of Grade 5 in PE (A4, 70gsm, stapled)	5050	0.50	2,525.00
2	Reproduction of modules of Grade 6 in PE (A4, 70gsm, stapled)	5200	0.50	2,600.00
3	Reproduction of modules of Grade 5 in PE (A4, 70gsm, stapled)	5050	0.50	2,525.00
4	Reproduction of modules of Grade 6 in PE (A4, 70gsm, stapled)	5200	0.50	2,600.00
5	Reproduction of modules of Grade 5 in PE (A4, 70gsm, stapled)	5050	0.50	2,525.00
6	Reproduction of modules of Grade 6 in PE (A4, 70gsm, stapled)	5200	0.50	2,600.00
7	Reproduction of modules of Grade 5 in PE (A4, 70gsm, stapled)	5050	0.50	2,525.00
8	Reproduction of modules of Grade 6 in PE (A4, 70gsm, stapled)	5200	0.50	2,600.00
9	Reproduction of modules of Grade 5 in PE (A4, 70gsm, stapled)	5050	0.50	2,525.00
10	Reproduction of modules of Grade 6 in PE (A4, 70gsm, stapled)	5200	0.50	2,600.00
11	Reproduction of modules of Grade 5 in PE (A4, 70gsm, stapled)	5050	0.50	2,525.00
12	Reproduction of modules of Grade 6 in PE (A4, 70gsm, stapled)	5200	0.50	2,600.00
13	Reproduction of modules of Grade 5 in PE (A4, 70gsm, stapled)	5050	0.50	2,525.00



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**BIDS AND AWARDS COMMITTEE**

RESOLUTION NO. 004, S. 2021

**RECOMMENDING THE AWARD OF CONTRACT THROUGH SMALL VALUE PROCUREMENT TO CHANIEL'S PHOTOCOPYING AND BOOK BINDING SERVICES (JONIEL A. MATA) FOR THE PROCUREMENT OF REPRODUCTION OF MODULES.**

**WHEREAS** the Department of Education-Sto. Tomas Elementary School prepared the Purchase Request (PR) for the procurement of "**Reproduction of modules**" with an Approved Budget for the Contract (ABC) of **FIFTY-NINE THOUSAND, THREE HUNDRED TWENTY-EIGHT PESOS ONLY (Php 59,328.00)** (Annex A);

**WHEREAS** on April 12, 2021, Sto.Tomas Elementary 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)
CHANIEL'S PHOTOCOPYING AND BOOK BINDING SERVICES	PhP 59,328.00
HALLWAY COPY CENTER	PHp 65,260.80
INK SURELY	PhP 71,193.60

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

Supplier/Distributors	Non-Compliance
HALLWAY COPY CENTER	Quote above ABC
INK SURELY	Quote above ABC

**WHEREAS** the proposal of ABC, **CHANIEL'S PHOTOCOPYING AND BOOK BINDING SERVICES** is found to be the most compliant with the PR, and its price quotation amounting to **FIFTY-NINE THOUSAND, THREE HUNDRED TWENTY-EIGHT PESOS ONLY (Php 59,328.00)** 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 of the foregoing, **We**, the Members of the Bids and Awards Committee, hereby **RECOMMEND** to the School Head the **AWARD OF CONTRACT** via Negotiated Procurement – Small Value Procurement to **CHANIEL'S PHOTOCOPYING AND BOOK BINDING SERVICES** for the procurement of "**Reproduction of modules**" in the amount of **FIFTY-NINE THOUSAND, THREE HUNDRED TWENTY-EIGHT PESOS ONLY (Php 59,328.00)** inclusive of appropriate taxes and fees.

RESOLVED, this 20<sup>th</sup> day of April 2021, Sto.Tomas Elementary School, Baguio City.

**JESSICA G. OLI**  
 BAC-Vice Chairman

**CRISPINA K. PA-AY**  
 BAC Chairperson

**MARIZA JULIAN**  
 BAC Member

**APPROVED:**

**ARLITO G. PECAY**

Master Teacher II / OIC School Head  
 Approved on \_\_\_\_\_