



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY
DISTRICT SIX
JOSEFA CARIÑO ELEMENTARY SCHOOL
F. YANDOC STREET, BAGUIO CITY

NOTICE OF AWARD

MR. LAURENTE T. MUÑOZ

COPYLANDIA Office Systems Corporation
Megatower Residence I, Salud Mitra, Baguio City

Sir:

We are pleased to notify you that your price quotation and proposal for the procurement of our supplementary materials for Office and School Office 2020- 2021 in the amount of **One Hundred Sixty-Seven Thousand Four Hundred Fifty Pesos only (₱167,450.00)** 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.


CASTRO P. CANUTO
Principal II

CONFORME:


COPYLANDIA
CORPORATION

(Signature Over Printed Name)

Date: 4/19/21



JOSEFA CARIÑO ELEMENTARY SCHOOL
Address: F. Yandoc St., Baguio City
Telephone No.: (074) 442 – 3149
Email: josefacarinoelemschool@gmail.com



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY
DISTRICT SIX
JOSEFA CARIÑO ELEMENTARY SCHOOL
F. YANDOC STREET, BAGUIO CITY

NOTICE TO PROCEED

MR. LAURENTE T. MUÑOZ

COPYLANDIA Office Systems Corporation
Megatower Residences I, Salud Mitra, Baguio City

Sir:

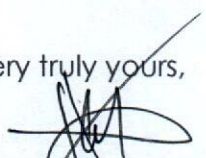
This refers to our award of contract to your company for the procurement of our supplementary materials for Office Supplies and School Supplies 2020 - 2021 in the amount of **One Hundred Sixty-Seven Thousand Four Hundred Fifty Pesos only (P167,450.00)** inclusive of appropriate taxes and fees.

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:


COPYLANDIA
(Signature over Printed Name)



Date: 4/19/20



JOSEFA CARIÑO ELEMENTARY SCHOOL
Address: F. Yandoc St., Baguio City
Telephone No.: (074) 442 - 3149
Email: josefacarinoelemschool@gmail.com



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

Supplier : <u>COPYLANDIA Office Systems Corporation</u>			P.O. No. : <u>2021-04-011</u>		
Address : <u>Megatower Residences I, Salud Mitra, Baguio City</u>			Date : <u>April 15, 2021</u>		
TIN : <u>002-332-000-012</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 : _____ Pick-Up		
Date of Delivery : _____			Payment Term : _____ Check		
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Tube	Ink KZ; Black for Riso	71	₱1,150.00	₱81,650.00
2	Roll	Master KZ B4 for Riso	65	₱1,320.00	₱85,800.00
One Hundred Sixty-Five Thousand Four Hundred Fifty Pesos					₱167,450.00
<p>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.</p> <p>Conforme:</p> <div style="text-align: center;">  Signature over Printed Name of Supplier COPYLANDIA OFFICE SYSTEMS CORPORATION Palasud, Intero, No. 30, 1st Extension, Azok, 1st, Baguio City 2600 Tel. (092) 446-3450 / 006-5358 VAI REG TIN 002-332-000-012 Date <u>4/19/21</u> </div>					
Fund Cluster : _____			ORS/BURS No. : <u>02-101101-2021-02-00117/</u> <u>02-101101-2021-02-00236/</u> <u>02-101101-2021-03-00372</u>		
Funds Available : _____			Date of the ORS/BURS: <u>3/12/21</u>		
 Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit			Amount : <u>486,322.00</u>		



Republic of the Philippines
 Department of Education
 Cordillera Administrative Region
 District Six
JOSEFA CARIÑO ELEMENTARY SCHOOL
 Yandoc St., Baguio City



BIDS AND AWARDS COMMITTEE

RESOLUTION NO. 11, S. 2021

RECOMMENDING THE AWARD OF CONTRACT THROUGH SMALL VALUE PROCUREMENT TO COPYLANDIA OFFICE SYSTEMS CORPORATION FOR THE INSTALLATION OF INK AND MASTER FOR RISOMACHINE FOR OFFICE AND SCHOOL SUPPLIES 2020 - 2021 AT JOSEFA CARIÑO ELEMENTARY SCHOOL.

WHEREAS the school prepared the Purchase Request (P.R.) for the installation of Ink and Master for Riso Machine for Office and School Supplies with an Approved Budget for the Contract (ABC) of **One Hundred Sixty-Seven Thousand Four Hundred Fifty Pesos only (P167,450.00)** (Annex A);

WHEREAS on March 31, 2021 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)
Magaray Gen. Merchandise	₱ 144, 030.00
Qadar Souvenir's & General Merchandise	₱ 140, 100.00
COPYLANDIA OFFICE SYSTEMS CORPORATION	₱ 167,450.00

WHEREAS the proposal of **COPYLANDIA OFFICE SYSTEMS CORPORATION** is found to be the most compliant with the PR, and its price quotation amounting **One Hundred Sixty-Seven Thousand Four Hundred Fifty Pesos only (P167,450.00)** 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 **COPYLANDIA OFFICE SYSTEMS CORPORATION** for the installation of Ink and Master for RISO Machine for Office and School Supplies 2020 - 2021 in the amount of **One Hundred Sixty-Seven Thousand Four Hundred Fifty Pesos only (P167,450.00)**.

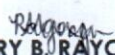
RESOLVED, this 14th day of April 2021, Josefa Cariño Elementary School, Baguio City.


CHARITO T. FERNANDEZ
 BAC Chairperson

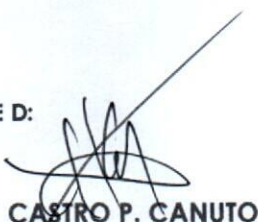

RHODORA B. ESTOLERO
 BAC Vice-Chairperson


MARY ANN R. BUNNOL
 BAC Member


MARISSA J. JORVINA
 BAC Member


MARY B. RAYOSEN
 BAC Member

APPROVED:



CASTRO P. CANUTO
 Principal II

Approved on 4-14-21