



Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY
DOÑA AURORA ELEMENTARY SCHOOL



Gen. De Jesus Street, Aurora Hill, Baguio City

NOTICE OF AWARD

MAGARAY GENERAL MERCHANDISE

Dear *Sir/Ma'am*:

We are pleased to notify you that your price quotation and proposal for the procurement of office supplies in the amount of PHILIPPINE PESOS **Two hundred thirteen thousand, four hundred pesos only (₱213,400.00)** inclusive of appropriate taxes and fees.

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,


CYNTHIA P. VITAGAN
Doña Aurora Elementary School, School Head

CONFORME:


Rosita M. Guinsay
(Signature Over Printed Name)

4-14-21
(Date)

04/14/21
/pjn/



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DEPARTMENT OF EDUCATION
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY
DOÑA AURORA ELEMENTARY SCHOOL
Gen. De Jesus Street, Aurora Hill, Baguio City



NOTICE TO PROCEED

MAGARAY GENERAL MERCHANDISE

Dear Ma'am/Sir:

This refers to our award of contract to your company for the procurement of office supplies in the amount of PHILIPPINE PESOS **Two hundred thirteen thousand, four hundred pesos only (₱213,400.00)** 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,


CYNTHIA P. VITAGAN
Doña Aurora Elementary School, School Head

CONFORME:


Rosita M. Guinsay
(Signature Over Printed Name)

4-15-21
(Date)

04/15/21
/pjn/

PURCHASE ORDER
DOÑA AURORA ELEMENTARY SCHOOL
 Entity Name

Supplier : Magaray General Merchandise Address : Ferguson, Baguio City TIN : 746-123-947-000	P.O. No. : 2021-04-007 Date : April 15,2021 Mode of Procurement : Shopping
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Gentlemen:
 Please furnish this Office the following articles subject to the terms and conditions contained herein:

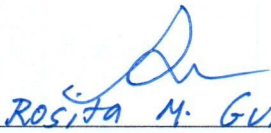
Place of Delivery : _____ Date of Delivery : _____	Delivery Term : _____ Payment Term : _____
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Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pcs.	Riso Ink, Riso RZ 500,1000ml	125	₱ 600.00	₱ 75,000.00
2	pcs.	Riso Master, Riso RZ 500	79	₱ 1,600.00	₱ 126,400.00
3	pcs.	Toner, Photocopier, 5,000 copies,1000ml, TOSHIBA	16	₱ 750.00	₱ 12,000.00
TOTAL					₱ 213,400.00

Two hundred thirteen thousand, four hundred pesos.

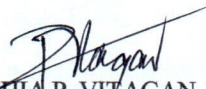
In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.


Conforme:


Rosita M. Guinsay
 Signature over Printed Name of Supplier

Date

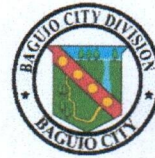
Very truly yours,


 CYNTHIA P. VITAGAN, Ed. D.
 School Head

Fund Cluster : _____ Funds Available : _____ <p align="center">  OMAR D. OLBA Bookkeeper </p>	ORS/BURS No. : _____ Date of the ORS/BURS: _____ Amount : <u>218,120.10</u>
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DOÑA AURORA ELEMENTARY SCHOOL
Gen. De Jesus St., Baguio City



BIDS AND AWARDS COMMITTEE
RESOLUTION NO. 010, S. 2021

**RECOMMENDING THE AWARD OF CONTRACT THROUGH SMALL VALUE PROCUREMENT TO
MAGARAY GENERAL MERCHANDISE FOR THE PAYMENT OF OFFICE SUPPLIES**

WHEREAS the Department of Education (Doña Aurora Elementary School) prepared request for the procurement of office supplies with an Approved Budget for the Contract (ABC) of Two Hundred Eighteen Thousand, One Hundred Pesos and Ten Centavos only (₱218,100.10) (Annex A);

WHEREAS on March 26, 2021, the Dep Ed – 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 GENERAL MERCHANDISE	₱213,400.00
COPYLANDIA OFFICE SYSTEM CORPORATION	₱303,030.00
COPIER ONLINE PHILIPPINES INCORPORATION	₱213,400.00

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

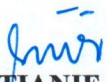
Supplier/Distributors	Non- Compliance
COPYLANDIA OFFICE SYSTEM CORPORATION	Quote is above ABC
COPIER ONLINE PHILIPPINES INCORPORATION	Delivery is outside Baguio

WHEREAS the proposal of **MAGARAY GEN. MERCHANDISE** is found to be the most compliant with the PR, and its price quotation amounting to Two hundred thirteen thousand, four hundred pesos only (₱213,400.00) is the most economical and advantageous to the Government, thereby rendering the same as the lowest calculated responsive bid;

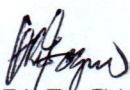
WHEREAS Section 12 of R.A. No. 9184 mandates that the BAC shall recommend the award of the contract to the Head of the Procuring Entity or his/her duly authorized representative.

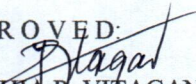
NOW THEREFORE, for and in consideration of the foregoing, We, the Members of the Bids and Awards Committee, hereby RECOMMEND to the School Head the AWARD OF CONTRACT via Negotiated Procurement to **MAGARAY GENERAL MERCHANDISE** for procurement of office supplies, in the amount of Two hundred thirteen thousand, four hundred pesos only (₱213,400.00) inclusive of appropriate taxes and fees.

RESOLVED, this 14th day of April 2021, in Doña Aurora Elementary School, Baguio City.


SHARON CHRISTIANIE R. CASTILLO
BAC Chairperson

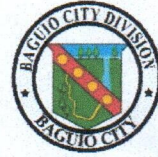

ANNA LIZA C. SEGUIN
BAC Member


OFELIA R. GAZMEN
BAC Member

APPROVED:

CYNTHIA P. VITAGAN
School Head
Approved on _____



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DOÑA AURORA ELEMENTARY SCHOOL
Gen. De Jesus St., Baguio City



BIDS AND AWARDS COMMITTEE
RESOLUTION NO. 009, S. 2021

RESOLUTION RESORTING TO ALTERNATIVE METHOD OF PROCUREMENT

WHEREAS the BAC received a request for the procurement of office supplies with Approved Budget for the Contract (ABC) of Two Hundred Eighteen Thousand, One Hundred Pesos and Ten Centavos only (₱218,100.10) (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 Negotiated 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 Negotiated Procurement – Small Value Procurement for the payment of reproduction of SLMs”;

RESOLVED FINALLY, to post this Resolution at the DO Website, PhilGEPS, and other conspicuous place at the premises of the DO.

RESOLVED, this 18th day of March 2021, Doña Aurora Elementary School, Baguio City.


SHARON CHRISTIANIE R. CASTILLO

BAC Chairperson


ANNA LIZA C. SEGUIN

BAC Member


OFELIA R. GAZMEN

BAC Member

APPROVED:


CYNTHIA P. VITAGAN

School Head

Approved on _____