



Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
BAGUIO CITY NATIONAL SCIENCE HIGH SCHOOL
Purok 12, Irian, Baguio City



NOTICE OF AWARD

April 29, 2021

THE MANAGER
RAZEL ENTERPRISES
General Trias City, Cavite

Dear Sir/Madame:

We are pleased to notify you that your price quotation and proposal for the procurement of **EPSON PRINTER INK and A4 BOND PAPER** for the use of the school in the amount of **Thirty-three thousand Philippine pesos (P 33,000.00)** 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,


MARIA JOAN D. ANDAYAN
School Head

CONFORME: 
Rosal Galvez
(Signature Over Printed Name)

April 29, 21
(Date)



Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
BAGUIO CITY NATIONAL SCIENCE HIGH SCHOOL
Purok 12, Irisan, Baguio City



NOTICE TO PROCEED

April 30, 2021

THE MANAGER
RAZEL ENTERPRISES
General Trias City, Cavite

Dear Sir/Madame:

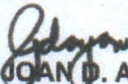
This refers to our award of contract to your company for the procurement of **EPSON PRINTER INK and A4 BOND PAPER** in the amount of **Thirty-three thousand Philippine pesos (P 33,000.00)** inclusive of appropriate taxes and fees.

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,


MARIA JOAN D. ANDAYAN
School Head

CONFORME:

Roel Catvez
(Signature/Over Printed Name)

April 29, 21
(Date)



Republic of the Philippines
 Department of Education
 Cordillera Administrative Region
DIVISION OF BAGUIO CITY
 #82 Military Cut-Off, Baguio City



PURCHASE ORDER

Supplier : RAZEL ENTERPRISES	P.O. No. : S2021-04-015
Address : B29L7 BELLAVISTA HOMES, GEN TRIAS, CAVITE	Date : 30-Apr-21
TIN : 725-267-398-000	Mode of Procurement : SVP

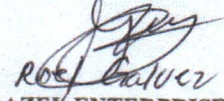
Gentlemen:
 Please furnish this Office the following articles subject to the terms and conditions contained herein:

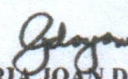
Place of Delivery : BCNSHS- Irisan	Delivery Term : _____
Date of Delivery : on or before May 7, 2021	Payment Term : _____

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	bottle	INK, Epson, black	60	220.00	13,200.00
	bottle	INK, Epson, magenta	30	220.00	6,600.00
	bottle	INK, Epson, cyan	30	220.00	6,600.00
	bottle	INK, Epson, yellow	30	220.00	6,600.00
		nothing follows			-
					33,000.00

(Total Amount in Words) **Tirty-three thousand 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:

RAZEL ENTERPRISES
 (Signature over Printed Name of Supplier)
 (Date) **April 29, 21**

Very truly yours,

MARIA JOAN D. ANDAYAN
 School Head

Fund Cluster : _____
 Funds Available : _____
MARIE O. CACHERO
 Administrative Assistant III

ORS/BURS No. : **62-101101-2021 (2-00270)**
 Date of the ORS/BURS: _____
 Amount : **₱ 157,081**



BIDS AND AWARDS COMMITTEE

RESOLUTION NO. 04-006, S. 2021

**RECOMMENDING THE AWARD OF CONTRACT THROUGH ALTERNATIVE METHOD OF PROCUREMENT
 – SMALL VALUE PROCUREMENT TO RAZEL ENTERPRISES**

WHEREAS Baguio City National Science High School prepared the Purchase Request (PR) for the procurement of **EPSON PRINTER INK and A4 BOND PAPER** with an Approved Budget for the Contract (ABC) of **Eighty-five thousand fifty Philippine (P 85,050.00)** only;

WHEREAS on March 29, 2021, the School Bids and Awards Committee 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:

SUPLIERS/DISTRIBUTORS	QUOTATION (P)
COKINS EVERWEAR	P 41,850.00
DATA ROUTE COMPUTER SOLUTIONS	P 50,700.00
LASER MARKETING	P 42,300.00
EVC CONSUMER GOODS TRADING	P 39,000.00
BAN BEE COMMERCIAL CO., INC	P 45,480.00
RAZEL ENTERPRISES	P 33,000.00
THE STABLE EDUCATIONAL SUPPLY	P 42,750.00

WHEREAS the proposal of **RAZEL ENTERPRISES** has the lowest bid on the products to be procured;

WHEREAS the proposal of **RAZEL ENTERPRISES** is found to be the most compliant with the PR, and its price quotation amounting to **Thirty-three thousand Philippine pesos (P 33,000.00)** only is the most economical and advantageous to the Government, thereby rendering the same as the lowest calculated responsive bid;

WHEREAS Section 12 of RA 9184 mandates that the BAC shall recommend the award of the contract to the Head of the Procuring Entity of his/her duly authorized representative.

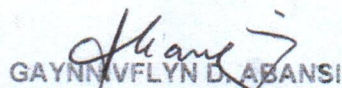
NOW THEREFORE, for and in consideration of the foregoing, **We**, the Members of Bids and Awards Committee, hereby **RECOMMEND** to the School Head the **AWARD of CONTRACT** via Alternative Method of Procurement – Small Value Procurement to **RAZEL ENTERPRISES** for the procurement of **EPSON PRINTER INK and A4 BOND PAPER** with an Approved Budget for the Contract (ABC) of **Eighty-five thousand fifty Philippine (P 85,050.00)** inclusive of appropriate taxes and fees.

RESOLVED, this 29th day of April 2021, Baguio City National Science High School, Baguio City.



JEREMY L. BASTIAN
 BAC Member


PIA P. DULIGAS
 BAC Chairperson


LESLI N. TONGYOFEN
 BAC Member


GAYNNIVFLYN D. ABANSI
 BAC Member

Approved:


MARIA JOANA ANDAYAN
 School Head