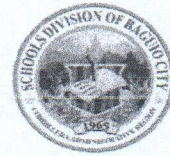




Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**  
# 82 Military Cut-Off, Baguio City



## NOTICE OF AWARD

August 10, 2021

**DANIEL S. CO**  
COKINS Everywear & Gen. Merchandise  
#109 Kayang St., Baguio City

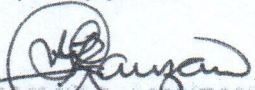
Dear Mr. Co:

We are pleased to notify you that your price quotation and proposal for the procurement of **SCHOOL AND OFFICE SUPPLIES FOR COVID RESPONSE** for regular operations of the school in the amount of PHILIPPINE PESOS **Fifty - Nine Thousand Four Hundred Fifty - Five Pesos Only (Php 59, 455.00)** inclusive of appropriate taxes and fees, has been accepted.

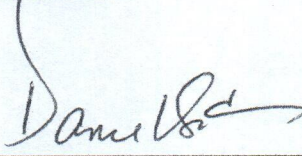
Should you agree with the award of the contract, please acknowledge receipt and acceptance of this notice by signing at the portion provided below. Keep a copy and return the original copy to this office at the soonest.

Thank you.

Very truly yours,

  
**ROMMEL L. MANZANO, EdD**  
Principal I

**CONFORME:**

 8/10/2021  
(Signature Over Printed Name)  
**COKINS EVERYWEAR**  
**& GEN. MERCHANDISE**  
# 109 (Date) Kayang St., Tel. 619-1078  
Baguio City



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**  
# 82 Military Cut-Off, Baguio City

**NOTICE TO PROCEED**

August 11, 2021

**DANIEL S. CO**

COKINS Everywear & Gen. Merchandise  
#109 Kayang St., Baguio City

Dear Mr. Co:

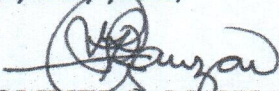
This refers to our award of contract to your company for the procurement of **SCHOOL AND OFFICE SUPPLIES FOR COVID RESPONSE** in the amount of **PHILIPPINE PESOS Fifty - Nine Thousand Four Hundred Fifty - Five Pesos Only (Php 59, 455.00)** inclusive of appropriate taxes and fees.

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.

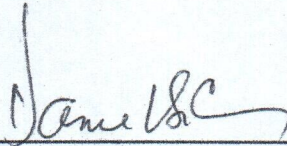
Please acknowledge receipt and acceptance of this notice by signing at the portion provided below of both copies. Keep one copy and return the other to this office at the soonest.

Thank you.

Very truly yours,

  
**ROMMEL L. MANZANO, EdD**  
Principal I

**CONFORME:**

  
8/11/2021  
(Signature Over Printed Name)  
**COKINS EVERYWEAR  
& GEN. MERCHANDISE**  
# 109 (Date) Kayang St., Tel. 819-1079  
Baguio City





Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Cordillera Administrative Region  
DIVISION OF BAGUIO CITY  
**FAIRVIEW ELEMENTARY SCHOOL**  
*Purok 5, Upper Fairview, Baguio City*



**BIDS AND AWARDS COMMITTEE**

**RESOLUTION NO. 003, S. 2021**

**RECOMMENDING THE AWARD OF CONTRACT THROUGH SMALL VALUE PROCUREMENT  
TO COKINS EVERYWEAR & GENERAL MERCHANDISE FOR THE PROCUREMENT OF  
SCHOOL AND OFFICE SUPPLIES FOR COVID RESPONSE.**

**WHEREAS** the Department of Education prepared the Purchase Request (PR) for the procurement of **SCHOOL AND OFFICE SUPPLIES FOR COVID RESPONSE** with an Approved Budget for the Contract (ABC) of **Fifty - Nine Thousand Four Hundred Fifty - Five Pesos Only (Php 59, 455.00)** (Annex A);

**WHEREAS** on August 3, 2021, 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*:

| <b>Supplier/Distributors</b>            | <b>Quotation (Php)</b> |
|-----------------------------------------|------------------------|
| COKINS EVERYWEAR & GENERAL MERCHANDISE  | PhP 59, 455.00         |
| QADAR SOUVENIRS and GENERAL MERCHANDISE | PhP 59, 650.00         |
| CC COMMERCIAL CENTER                    | PhP 65, 800.00         |

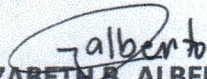
**WHEREAS** the proposal of **COKINS EVERYWEAR & GENERAL MERCHANDISE** found to be the most compliant with the PR, and its price quotation amounting to **Fifty-Nine Thousand Four Hundred Fifty-Five Pesos Only (Php 59, 455.00)** calculated responsive bid;


**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.

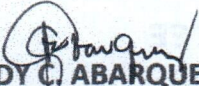
**NOW THEREFORE**, for and in consideration of the foregoing, **We**, the Members of the Bids and Awards Committee, hereby **RECOMMEND** to the Schools Division Superintendent the **AWARD OF CONTRACT** via Negotiated Procurement – Small Value Procurement to **COKINS EVERYWEAR & GENERAL MERCHANDISE** for the procurement of **SCHOOL AND OFFICE SUPPLIES FOR COVID RESPONSE** in the amount of **Fifty-Nine Thousand Four Hundred Fifty-Five Pesos Only (Php 59, 455.00)** inclusive of appropriate taxes and fees.



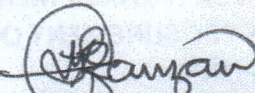
RESOLVED, this 9<sup>th</sup> day of August, 2021, Fairview Elementary School, Purok 5, Upper Fairview, Baguio City.

  
**ELIZABETH B. ALBERTO**  
BAC Chairperson

  
**MERCY K. PUSOT**  
BAC Vice-Chairperson

  
**GLADY C. ABARQUEZ**  
BAC Member

APPROVED:

  
**ROMMEL L. MANZANO, EdD**  
School Head  
Approved on August 9, 2021

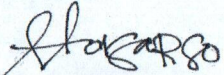


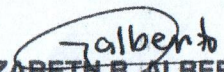
Abstract of Bids or Quotations under CIRCULAR PROPOSAL NO. \_\_\_\_\_ opened on **August 9, 2021** at **Fairview Elementary School**


| ITEM | UNITS  | QUANTITY | DESCRIPTION AND/OR SPECIFICATION                                 | COKINS EVERYWEAR & GEN. MERCHANDISE | QADAR Souvenirs and General Merchandise | CC Commercial Center |
|------|--------|----------|------------------------------------------------------------------|-------------------------------------|-----------------------------------------|----------------------|
| 1    | gallon | 30       | Alcohol, 70% solution, disinfectant, 3.78 liters                 | 13,200.00                           | 11,400.00                               | 15,000.00            |
| 2    | bottle | 50       | Alcohol, ethyl, 68%-70% solution, scented, 500ml (-5ml)          | 4,500.00                            | 5,000.00                                | 5,000.00             |
| 3    | gallon | 30       | Disinfectant, bleach                                             | 4,500.00                            | 4,350.00                                | 4,800.00             |
| 4    | box    | 35       | Disposable Face Mask, 50 pcs/box, Disposable 3 Ply Ear loop Type | 2,450.00                            | 2,275.00                                | 3,150.00             |
| 5    | piece  | 1        | Knapsack Sprayer, electronic, rechargeable                       | 3,200.00                            | 3,200.00                                | 3,400.00             |
| 6    | can    | 30       | Disinfectant Spray, 500 ml                                       | 17,850.00                           | 11,400.00                               | 18,000.00            |
| 7    | can    | 30       | Insecticide Spray, 500 ml                                        | 3,750.00                            | 10,500.00                               | 4,200.00             |
| 8    | pack   | 35       | Tissue Paper, 2 Ply, 12 Rolls per Pack                           | 3,780.00                            | 4,025.00                                | 4,900.00             |
| 9    | bottle | 50       | Liquid Hand Wash, 400 ml, scented                                | 3,750.00                            | 5,250.00                                | 4,500.00             |
| 10   | box    | 30       | Bath Soap, 130 g                                                 | 1,350.00                            | 1,350.00                                | 1,500.00             |
| 11   | piece  | 15       | Liquid Soap Dispenser, Pump                                      | 1,125.00                            | 900.00                                  | 1,350.00             |
|      |        |          |                                                                  |                                     |                                         |                      |
|      |        |          |                                                                  |                                     |                                         |                      |
|      |        |          |                                                                  |                                     |                                         |                      |
|      |        |          | <b>TOTAL</b>                                                     | <b>59,455.00</b>                    | <b>59,650.00</b>                        | <b>65,800.00</b>     |

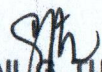
We hereby certify that the bids or quotations received were opened at the date and hour indicated and the prices offered as stated above.

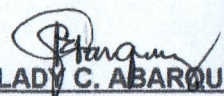
**CANVASSED BY:**

  
**ALEXANDER E. MAGARSO**  
 NAME OF CANVASSER

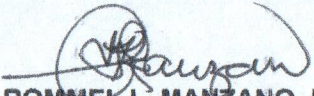
  
**ELIZABETH B. ALBERTO**  
 BAC CHAIRPERSON

  
**MERCY K. PUSOT**  
 BAC-VICE CHAIRPERSON

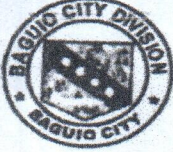
  
**ABEGAIL G. TULAY**  
 BAC SECRETARY

  
**GLADYS C. ABARQUEZ**  
 BAC MEMBER

Award is hereby given to the bidders for items checked in red ink, prices quoted being the lowest and the most advantageous to the government.

  
**ROMMEL L. MANZANO, EdD**  
 SCHOOL HEAD





**PURCHASE ORDER**  
 Department of Education  
 Cordillera Administrative Region  
**DIVISION OF BAGUIO CITY**  
**FAIRVIEW ELEMENTARY SCHOOL**  
**Purok 5, Upper Fairview, Baguio City**

Supplier: COKINS Everywear & Gen. Merchandise P.O. No.: 2021-08-0029  
 Address: #109 Kayang St., Baguio City Date: August 11, 2021  
 TIN: 165-287-294-000 Mode of Procurement: Small Value Procurement

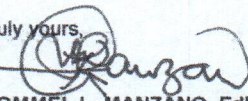
Gentlemen:  
 Please furnish this Office the following articles subject to the terms and conditions herein:

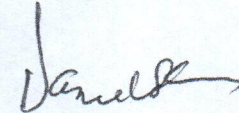
Place of Delivery: Fairview Elementary School Delivery Term: \_\_\_\_\_  
 Date of Delivery: \_\_\_\_\_ Payment Term: \_\_\_\_\_

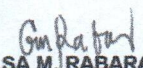
| Stock No. | Unit   | Description                                                      | Quantity | Unit Cost | Amount    |
|-----------|--------|------------------------------------------------------------------|----------|-----------|-----------|
| 1         | gallon | Alcohol, 70% solution, disinfectant, 3.78 liters                 | 30       | 440       | 13,200.00 |
| 2         | bottle | Alcohol, ethyl, 68%-70% solution, scented, 500ml (-5ml)          | 50       | 90        | 4,500.00  |
| 3         | gallon | Disinfectant, bleach                                             | 30       | 150       | 4,500.00  |
| 4         | box    | Disposable Face Mask, 50 pcs/box, Disposable 3 Ply Ear loop Type | 35       | 70        | 2,450.00  |
| 5         | piece  | Knapsack Sprayer, electronic, rechargeable                       | 1        | 3200      | 3,200.00  |
| 6         | can    | Disinfectant Spray, 500 ml                                       | 30       | 595       | 17,850.00 |
| 7         | can    | Insecticide Spray, 500 ml                                        | 30       | 125       | 3,750.00  |
| 8         | pack   | Tissue Paper, 2 Ply, 12 Rolls per Pack                           | 35       | 108       | 3,780.00  |
| 9         | bottle | Liquid Hand Wash, 400 ml, scented                                | 50       | 75        | 3,750.00  |
| 10        | box    | Bath Soap, 130 g                                                 | 30       | 45        | 1,350.00  |
| 11        | piece  | Liquid Soap Dispenser, Pump                                      | 15       | 75        | 1,125.00  |

**Fifty-Nine Thousand Four Hundred Fifty-Five Pesos Only** **PHP 59,455.00**

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

Very truly yours,  
  
**ROMMEL L. MANZANO, EdD**  
 School Head

Conforme:   
 Signature over: Printed Name of Supplier  
**COKINS Everywear & GEN. MERCHANDISE**  
 # 109 Kayang St., Tel. 819-1078  
 Baguio City  
 Date: 8/11/2021

Funds Available: \_\_\_\_\_  
  
**ELSA M. RABARA**  
 Bookkeeper

ALOBS No.: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Amount: \_\_\_\_\_