



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY

NOTICE OF AWARD

September 9, 2021

COPYLANDIA OFFICE SYSTEMS CORPORATION

Units GF 22 and LGS-08 Megatower Residences 1, Sandico Cor.
Tecson St., Salud Mitra, Baguio City

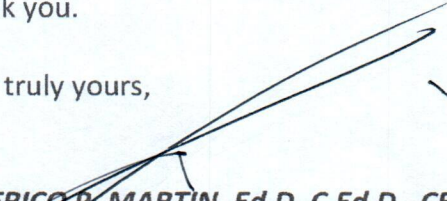
Dear *Sir/Ma'am*::

We are pleased to notify you that your price quotation and proposal for the procurement of materials for reproduction of student's modules in the amount of PHILIPPINE PESOS **Three Hundred Twenty Two Thousand Two Hundred Ninety Pesos Only (Php 322,290.00)** 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,


FEDERICO P. MARTIN, Ed.D, C.Ed.D., CESO V
Schools Division Superintendent

CONFORME:


(Signature Over Printed Name)

COPYLANDIA
OFFICE SYSTEMS CORPORATION

(Date)

09/09/2021
VIA REGULAR MAIL 092-332-0010-012

09/09/2021
/pjn/



"DepEd SDO Baguio City: We Serve, We Care."

Address: 82 Military Cut-off Road, Baguio City
Telephone/Fax: 074-442-4326 / 074-442-7819 | Email: depedbaguioicity@gmail.com
Website: www.depedpines.com | Facebook Page: [facebook.com/DepedTayoBaguioCity](https://www.facebook.com/DepedTayoBaguioCity)



ISO 9001:2015 Certi
Quality Management S
CRN RU-19.2560.0
Issued on 12/27/20



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY

NOTICE TO PROCEED

September 11, 2021

COPYLANDIA OFFICE SYSTEMS CORPORATION

Units GF 22 and LGS-08 Megatower Residences 1, Sandico Cor.
Tecson St., Salud Mitra, Baguio City

Dear Sir/Ma'am:

This refers to our award of contract to your company for the procurement of materials for reproduction of student's modules in the amount of PHILIPPINE PESOS **Three Hundred Twenty Two Thousand Two Hundred Ninety Pesos Only (Php 322,290.00)** 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,

FEDERICO P. MARTIN, Ed.D, C.Ed.D., CESO V
Schools Division Superintendent

CONFORME:

COPYLANDIA
OFFICE SYSTEMS CORPORATION
(Signature Over Printed Name)

(Date) Tel. No. 0741-442-4326 / 446-5357 / 446-5358
Fax No. 0741-442-4326 / 446-5357 / 446-5358

09/10/2021
/pjn/



"DepEd SDO Baguio City: We Serve, We Care."

Address: 82 Military Cut-off Road, Baguio City
Telephone/Fax: 074-442-4326 / 074-442-7819 | Email: depedbaguiocity@gmail.com
Website: www.depedpines.com | Facebook Page: facebook.com/DepedTayoBaguioCity



ISO 9001:2015 Certi
Quality Management S
CRN RU-19.2560.0
Issued on 12/27/20

PURCHASE ORDER

DepEd, Division Of Baguio

IT

Supplier : **COPYLANDIA OFFICE SYSTEMS CORPORATION**
Address : Megatowers Residences 1, Sandico Cor., Salud Mitra, Baguio
TIN: 002-332-000-012

P.O. No. : 21-09-123
Date : September 21, 2021
Mode of Procurement : SVP

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

Place of Delivery : DepEd, Division Office Baguio

Delivery Term :

Date of Delivery :

Payment Term : after delivery

| Stock No. | Unit | Description | Quantity | Unit Cost | Amount |
|-----------|------|---|----------|-----------|------------|
| 1 | tube | Duplicating ink, Riso,CV Ink, Black,800ml | 54 | 1,335.00 | 72,090.00 |
| 2 | roll | Master Roll, CV Master B4, 200 cuts | 90 | 2,780.00 | 250,200.00 |
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Materials for the reproduction of Student's Modules

TOTAL **322,290.00**

Total Amount in Words: **Three Hundred Twenty Two Thousand Two Hundred Ninety 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:

COPYLANDIA OFFICE SYSTEMS CORPORATION
COPYLANDIA OFFICE SYSTEMS CORP.
Date 9/19-21

Very truly yours,

FEDERICO P. MARTIN, Ed.D, C.Ed.D, CESO V
Schools Division Superintendent

Fund Cluster : G1
Funds Available : ₱ 322,290.00
LILIBETH G. DECSI
Accountant III

ORS/BURS No. : _____
Date of the ORS/BURS: _____
Amount : _____



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BAGUIO CITY

RESOLUTION NO. 240, S. 2021

RECOMMENDING THE AWARD OF CONTRACT THROUGH ALTERNATIVE METHOD OF PROCUREMENT – SMALL VALUE PROCUREMENT TO COPYLANDIA OFFICE SYSTEMS CORPORATION

WHEREAS the Department of Education prepared the Purchase Request (PR) for the procurement of supplies and materials for reproduction of Student’s Manual with an Approved Budget for the Contract (ABC) of **Three Hundred Twenty Two Thousand Two Hundred Ninety Pesos only (₱322,290.00)** (Annex A);

WHEREAS on September 3, 2021, the DepEd – Bids and Awards Committee (BAC) posted/published the Request For Quotation (RFQ) for the said procurement project. The following suppliers/contractors signified their intent to participate by submitting their respective quotations/proposals, *to wit*:


| Supplier/Distributors | Quotation (Php) |
|---------------------------------------|-----------------|
| COPYLANDIA OFFICE SYSTEMS CORPORATION | ₱ 322,290.00 |
| HEXACOM ENTERPRISES | ₱ N/A |
| PANGHOI ENTERPRISES | ₱ N/A |

WHEREAS the proposal of **COPYLANDIA OFFICE SYSTEMS CORPORATION** is found to be the most compliant with the PR, and its price quotation amounting to **Three Hundred Twenty Two Thousand Two Hundred Ninety Pesos only (₱322,290.00)** 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.

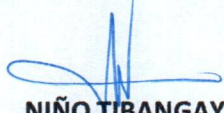
NOW THEREFORE, for and in consideration of the foregoing, **We**, the Members of the Bids and Awards Committee, hereby **RECOMMEND** to the Schools Division Superintendent the **AWARD OF CONTRACT** via Alternative Method of Procurement – Small Value Procurement to **COPYLANDIA OFFICE SYSTEMS CORPORATION** for the procurement of supplies and materials for reproduction of Student’s Manual in the amount of **Three Hundred Twenty Two Thousand Two Hundred Ninety Pesos only (₱322,290.00)** inclusive of appropriate taxes and fees.


RESOLVED, this 8th day of September 2021, Baguio Division Office Conference Hall, Baguio City.


JULIET C. SANNAD
BAC Chairperson

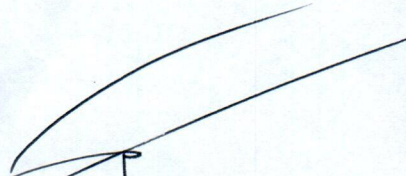

ATTY. ANNETTE L. DOYAOEN
BAC Vice-Chairperson

FRANCISCO C. COPSIYAN
BAC Member


NIÑO TIBANGAY
BAC Member


NIEVES D. EBANIO
BAC Member

APPROVED:


FEDERICO P. MARTIN, Ed.D., EdD,CEdD, CESO V
Schools Division Superintendent
Approved on 9-8-21
(date of approval)



Republic of the Philippines
 Department of Education
 Cordillera Administrative Region
 SCHOOLS DIVISION OFFICE OF BAGUIO CITY

RESOLUTION NO. 230 S. 2021

RESOLUTION RESORTING TO ALTERNATIVE MODE OF PROCUREMENT

WHEREAS the BAC received a request for the procurement of supplies and materials for reproduction of Student's Manual with an Approved Budget for the Contract (ABC) of **Three Hundred Twenty Two Thousand Two Hundred Ninety Pesos only (₱322,290.00)** (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;

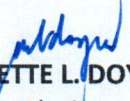
WHEREAS pursuant to Section 48 of the afore-cited Rule, the Department of Education – Division of Baguio City (DO) may resort to the alternative method of procurement – **Small Value Procurement** to promote economy and efficiency if the amount involved does not exceed the threshold prescribed in Annex "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 procurement – **Small Value Procurement** for the procurement of supplies and materials for reproduction of Student's Manual;


RESOLVED FINALLY, to post this Resolution at the DO Website, PhilGEPS (if Php50,000.00 and above), and other conspicuous place at the premises of the DO.


September 2, 2021, *Baguio Division Office Conference Hall, Baguio City.*


JULIET C. SANNAD
 BAC Chairperson

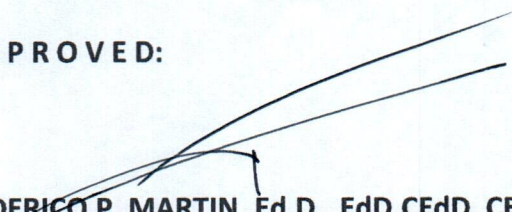

ATTY. ANNETTE L. DOYAOEN
 BAC Vice-Chairperson

FRANCISCO C. COPSIYAN
 BAC Member


NIÑO TIBANGAY
 BAC Member


NIEVES D. EBANIO
 BAC Member

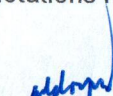
APPROVED:


FEDERICO P. MARTIN, Ed.D., EdD, CEED, CESO V
 Schools Division Superintendent


Approved on 9-2-21
 (date of approval)


| ITEM | UNITS | QTY | DESCRIPTION AND/OR SPECIFICATION | COPYLANDIA OFFICE SYSTEM CORP. | HEXACOM ENTERPRISES | PANGHOI ENTERPRISES |
|------|-------|-----|---|--------------------------------|---------------------|---------------------|
| 1 | tube | 54 | Duplicating ink, Riso, CV Ink, Black, 800ml | 72,090.00 | N/A | N/A |
| 2 | roll | 90 | Master Roll, CV Master B4, 200 cuts | 250,200.00 | N/A | N/A |
| | | | ***NOTHING FOLLOWS*** | | | |
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We hereby certify that the bids or quotations received were opened at the date and hour indicated and the prices offered as stated above.
BAC Members:


ATTY. ANNETTE L. DOYAOEN
 BAC Vice Chairman

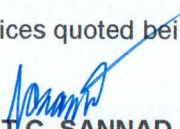
FRANCISCO C. COPSIYAN
 Member


NINO M. TIBANGAY
 Member


NIEVES D. EBANIO
 Member

Canvasser:

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.


JULIET C. SANNAD
 BAC CHAIRMAN