



Republic of the Philippines
 Department of Education
 Cordillera Administrative Region
 Schools Division of Baguio City

NOTICE OF AWARD

Ms. Marissa Chaur
 Owner, Qadar Souvenirs and General Merchandise

Dear Ms. Marissa:

We are pleased to notify you that your price quotation and proposal for the **Office Supplies of Loakan Elementary School for the additional BELCP for the 4th quarter of SY 2020-2021** in the amount of **Seventy Thousand Two Hundred Seventy-Five Pesos Only (Php 70,275.00) inclusive** of appropriate taxes and fees, has been accepted.

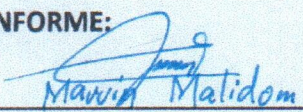
Should you agree with the award of the contract, please acknowledge receipt and acceptance of this notice by signing at the portion provided below. Keep a copy and return the original copy to this office at the soonest.

Thank you.

Very truly yours,


HELEN CULALING ACOP
 School Head
 09682759639

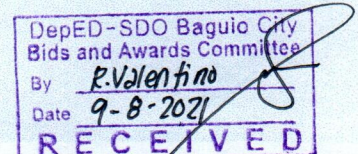
CONFORME:


 (Signature Over Printed Name)

9-02-2021
 (Date)



Loakan Elementary School
 Loakan Proper, Baguio City
loakanes@gmail.com /09682759639





Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Baguio City

NOTICE TO PROCEED

Ms. Marissa Chaur
Owner, Qadar Souvenirs and General Merchandise

Dear Ms. Marissa:

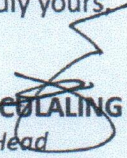
This refers to our award of contract to your company for the **Office Supplies of Loakan Elementary School for the additional BELCP for the 4th quarter of SY 2020-2021** in the amount of **Seventy Thousand Two Hundred Seventy-Five Pesos Only (Php 70,275.00)** inclusive of appropriate taxes and fees.

In relation thereto, notice is hereby given to your company that the implementation of said project shall commence immediately. You are expected to provide us the **Office supplies of Loakan Elementary School**, as specified/quoted in the RFQ and deliver the supplies to Loakan Elementary School.

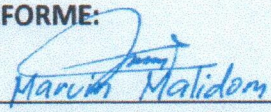
Please acknowledge receipt and acceptance of this notice by signing at the portion provided below. Keep a copy and return the original copy to this office at the soonest.

Thank you.

Very truly yours,


HELEN DALALING ACOP
School Head
09682759639

CONFORME:



(Signature Over Printed Name)

9-4-2021

(Date)



Loakan Elementary School
Loakan Proper, Baguio City
loakanes@gmail.com / 09682759639

PURCHASE ORDER
Schools Division of Baguio City
LOAKAN ELEMENTARY SCHOOL

Supplier : <u>QADAR SOUVENIRS AND GENERAL MERCHANDISE</u>	P.O. No. : <u>2021-08-030</u>
Address : <u>1150 GF, MAHARLIKA BLDG., Baguio City</u>	Date : <u>August 31, 2021</u>
TIN : <u>306-275-868-000</u>	Mode of Procurement : <u>SVP</u>

Gentlemen:

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

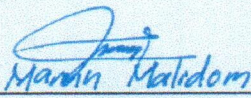
Place of Delivery : <u>LOAKAN ELEMENTARY SCHOOL</u>	Delivery Term : <u>within 3-5 calendar days</u>
Date of Delivery : _____	Payment Term : _____

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	ream	PAPER, Multi-Purpose, 80 gsm, A4	90	PHP 183.00	PHP 16,470.00
2	ream	PAPER, Multicopy, 80 gsm, Legal size	20	PHP 205.00	PHP 4,100.00
3	pack	Board Paper - white, letter size (8.5"x11"), 200 gsm	125	PHP 40.00	PHP 5,000.00
4	pack	Notepad, stick on, 12.7mm x 44.4 mm	15	PHP 25.00	PHP 375.00
5	box	Notepad, stick on, 50mm x 76 mm (2"x3") min	14	PHP 30.00	PHP 420.00
6	pc	Correction tape, 10m	15	PHP 28.00	PHP 420.00
7	bottle	Ink for printer, Epson (black) - 664	16	PHP 240.00	PHP 3,840.00
8	bottle	Ink for printer, Epson (cyan) - 664	16	PHP 240.00	PHP 3,840.00
9	bottle	Ink for printer, Epson (magenta) - 664	16	PHP 240.00	PHP 3,840.00
10	bottle	Ink for printer, Epson (yellow) - 664	16	PHP 240.00	PHP 3,840.00
11	bottle	Ink for printer, HP (black) - GT53	8	PHP 300.00	PHP 2,400.00
12	bottle	Ink for printer, HP (cyan) - GT52	8	PHP 300.00	PHP 2,400.00
13	bottle	Ink for printer, HP (magenta) - GT52	8	PHP 300.00	PHP 2,400.00
14	bottle	Ink for printer, HP (yellow) - GT52	8	PHP 300.00	PHP 2,400.00
15	bottle	Ink for printer, Canon pixma (black) - 790	5	PHP 300.00	PHP 1,500.00
16	bottle	Ink for printer, Canon pixma (cyan) - 790	5	PHP 300.00	PHP 1,500.00
17	bottle	Ink for printer, Canon pixma (magenta) - 790	5	PHP 300.00	PHP 1,500.00
18	bottle	Ink for printer, Canon pixma (yellow) - 790	5	PHP 300.00	PHP 1,500.00
19	bottle	Ink for printer, Brother T310 (black) - BTD60BK	2	PHP 310.00	PHP 620.00
20	cart	Ink for printer, Brother T310 (cyan) - BT5000C	2	PHP 310.00	PHP 620.00
21	cart	Ink for printer, Brother T310 (magenta) - BT5000M	2	PHP 310.00	PHP 620.00
22	cart	Ink for printer, Brother T310 (yellow) - BT5000Y	2	PHP 310.00	PHP 620.00
23	tube	Compatible toner cartridge for photocopier (Ineo 164)	2	PHP 1,900.00	PHP 3,800.00
24	pack	Toner for photocopier (powder), 1000g (Ineo 164)	5	PHP 600.00	PHP 3,000.00
25	pack	Toner for photocopier (powder), 1000g (Toshiba - estudio 282)	5	PHP 650.00	PHP 3,250.00
		... nothing follows...		Total	PHP 70,275.00

(Total Amount in Words) **Seventy Thousand Two Hundred Seventy Five 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.

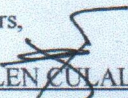
Conforme:



 Signature over Printed Name of Supplier
9-3-2021

 Date

Very truly yours,



 HELEN CULALING ACOP
 School Head

Fund Cluster : <u>01 - MOOE</u>	ORS/BURS No. : _____
Funds Available : _____	Date of the ORS/BURS: _____
MICAELA C. SEPAL Administrative Assistant II (Bookkeeper)	Amount : _____



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
 Schools Division of Baguio City

BIDS AND AWARDS COMMITTEE

RESOLUTION NO.010 S. 2021

RECOMMENDING THE AWARD OF CONTRACT THROUGH SMALL VALUE PROCUREMENT TO QADAR SOUVENIRS AND GENERAL MERCHANDISE FOR THE PROCUREMENT of "OFFICE SUPPLIES TO BE USED AT LOAKAN ELEMENTARY SCHOOL FOR THE ADDITIONAL BELCP FOR THE 4TH QTR OF SY 2020-2021" AT #1 PUROK BUBON, LOAKAN PROPER, BAGUIO CITY.

WHEREAS Loakan Elementary School prepared the Purchase Request (PR) for the procurement of "Office Supplies of Loakan Elementary School for the additional BELCP for the 4th quarter of SY 2020-2021", with an Approved Budget for the Contract (ABC) of **Seventy Thousand Eight Hundred Eight Pesos and Sixty-Five Centavos Only (Php 70,808.65)** (Annex A);

WHEREAS on August 25, 2021 Loakan Elementary 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)
BAGUIO PRINCE ENTERPRISES	Php 54,914.00
PANDAYAN BOOKSHOP, INC.	Php 59,707.35
COKINS GEN MDSE	Php 60,506.00
PANGHOI ENTERPRISES	Php 67,779.00
JVM OFFICE AND SCHOOL SUPPLIES TRADING	Php 68,755.00
QADAR SOUVENIRS AND GENERAL MERCHANDISE	Php 70,275.00
BAN BEE COMMERCIAL CO., INC.	Php 70,830.00

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

Supplier/Distributors	Non-Compliance
BAGUIO PRINCE ENTERPRISES	Some items are not available/No quotation on the item
PANDAYAN BOOKSHOP, INC.	Some items are not available/No quotation on the item
COKINS GEN MDSE	Some items are not available/No quotation on the item
PANGHOI ENTERPRISES	Some items are not available/No quotation on the item
JVM OFFICE AND SCHOOL SUPPLIES TRADING	Some items are not available/No quotation on the item
BAN BEE COMMERCIAL CO., INC.	Above ABC and Some items are not available/No quotation on the item



Loakan Elementary School
 Loakan Proper, Baguio City
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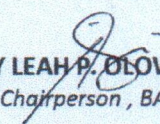
Republic of the Philippines
Department of Education
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
WHEREAS the proposal of **QADAR SOUVENIRS AND GENERAL MERCHANDISE** is found to be the most compliant with the PR, having its price quotation amounting to **Seventy Thousand Two Hundred Seventy-Five Pesos Only (Php 70,275.00) 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.

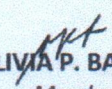
NOW THEREFORE, for and in consideration of the foregoing, **We**, the Members of the Bids and Awards Committee, hereby **RECOMMEND** to Mrs. Helen C. Acop, our school head the **AWARD OF CONTRACT** via Negotiated Procurement– Small Value Procurement to **QADAR SOUVENIRS AND GENERAL MERCHANDISE** for the procurement of "Office Supplies of Loakan Elementary School for the additional BELCP for the 4th quarter of SY 2020-2021", with an Approved Budget for the Contract (**ABC**) of **Seventy Thousand Eight Hundred Eight Pesos and Sixty-Five Centavos Only (Php 70,808.65)** inclusive of appropriate taxes and fees.

RESOLVED, this 31st day of August 2021, at Loakan Elementary School, Loakan Proper, Baguio City.


IVY LEAH P. DLOWAN
 Chairperson, BAC


JOSEPHINE D. LATA
 Vice-Chairperson, BAC

ANABELLE K. SUFO
 Member


OLIVIA P. BALSINO
 Member

APPROVED:

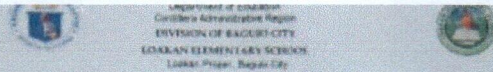

HELEN CULALING ACOP
 School Head

Approved on August 31, 2021



Loakan Elementary School
 Loakan Proper, Baguio City
loakanes@gmail.com /09682759639

Page 2 of 2



Department of Education
Division Office - Baguio City
DIVISION OF BAGUIO CITY
LOAKAN ELEMENTARY SCHOOL
Loakan Proper, Baguio City

Abstract of Bids or Quotations under CIRCULAR PROPOSAL NO. 2021-08-030 opened on August 31, 2021, at Loakan Elementary School

Item	Unit	QTY	DESCRIPTION / SPECIFICATION	BAGUIO PRICE ENTERPRISES		FANDAYAN BOOKSHOP, INC.		CORONS GEN MDSE		PANGHOLE ENTERPRISES		JVM OFFICE & SCHOOL SUPPLIES TRADING		QADAR GOVERNOR AND GENERAL MERCHANDISE		BAN SEE COMMERCIAL CO., INC.	
				Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
1	ream	90	PAPER, Multi Purpose, 50 gm, A4	225.00	18,450.00	193.80	17,442.00	190.00	16,200.00	195.00	17,550.00	245.00	22,050.00	183.00	16,470.00	195.00	17,550.00
2	ream	20	PAPER, Multicopy, 80 gm, Legal size	225.00	4,500.00	236.00	4,720.00	200.00	4,000.00	210.00	4,200.00	295.00	5,900.00	228.00	4,560.00	215.00	4,300.00
3	pack	125	Board Paper - extra, letter size (8.5"x11"), 200 gm	30.00	3,750.00	24.94	3,117.50	27.00	3,375.00	26.00	3,250.00	50.00	6,250.00	40.00	5,000.00	48.00	5,000.00
4	pack	15	Binders, elastic, 12.7mm x 44.4 mm	N/A	0.00	N/A	0.00	30.00	450.00	34.00	510.00	45.00	675.00	28.00	375.00	58.00	870.00
5	box	14	Binders, elastic, 50mm x 76 mm (2x3") min	13.50	189.00	16.15	226.10	14.00	196.00	16.00	224.00	55.00	770.00	30.00	420.00	20.00	280.00
6	pc	15	Correction tape, 10m	22.00	330.00	25.65	384.75	15.00	225.00	39.00	585.00	45.00	675.00	26.00	390.00	30.00	450.00
7	bottle	16	ink for printer, Epson (black) - 604	270.00	4,320.00	248.00	3,968.00	245.00	3,920.00	290.00	4,640.00	230.00	3,680.00	240.00	3,840.00	290.00	4,640.00
8	bottle	16	ink for printer, Epson (cyan) - 604	270.00	4,320.00	278.00	4,448.00	250.00	4,000.00	290.00	4,640.00	230.00	3,680.00	240.00	3,840.00	310.00	4,960.00
9	bottle	16	ink for printer, Epson (magenta) - 604	270.00	4,320.00	278.00	4,448.00	250.00	4,000.00	290.00	4,640.00	230.00	3,680.00	240.00	3,840.00	310.00	4,960.00
10	bottle	16	ink for printer, Epson (yellow) - 604	270.00	4,320.00	278.00	4,448.00	250.00	4,000.00	290.00	4,640.00	230.00	3,680.00	240.00	3,840.00	310.00	4,960.00
11	bottle	8	ink for printer, HP (black) - G752	N/A	0.00	N/A	0.00	295.00	2,360.00	365.00	2,920.00	330.00	2,640.00	305.00	2,440.00	355.00	2,840.00
12	bottle	8	ink for printer, HP (cyan) - G752	N/A	0.00	280.00	2,240.00	295.00	2,360.00	365.00	2,920.00	270.00	2,160.00	300.00	2,400.00	355.00	2,840.00
13	bottle	8	ink for printer, HP (magenta) - G752	N/A	0.00	280.00	2,240.00	295.00	2,360.00	365.00	2,920.00	270.00	2,160.00	300.00	2,400.00	355.00	2,840.00
14	bottle	8	ink for printer, HP (yellow) - G752	N/A	0.00	280.00	2,240.00	295.00	2,360.00	365.00	2,920.00	270.00	2,160.00	300.00	2,400.00	355.00	2,840.00
15	bottle	5	ink for printer, Canon (cyan) (black) - 790	370.00	1,850.00	349.00	1,745.00	375.00	1,875.00	403.00	2,015.00	370.00	1,850.00	305.00	1,525.00	395.00	1,975.00
16	bottle	5	ink for printer, Canon (cyan) (cyan) - 790	315.00	1,575.00	328.00	1,640.00	375.00	1,875.00	403.00	2,015.00	315.00	1,575.00	305.00	1,525.00	395.00	1,975.00
17	bottle	5	ink for printer, Canon (cyan) (magenta) - 790	315.00	1,575.00	328.00	1,640.00	375.00	1,875.00	403.00	2,015.00	315.00	1,575.00	305.00	1,525.00	395.00	1,975.00
18	bottle	5	ink for printer, Canon (cyan) (yellow) - 790	315.00	1,575.00	328.00	1,640.00	375.00	1,875.00	403.00	2,015.00	315.00	1,575.00	305.00	1,525.00	395.00	1,975.00
19	bottle	2	ink for printer, Brother T310 (black) - BT3000K	480.00	960.00	390.00	780.00	400.00	800.00	385.00	770.00	315.00	630.00	310.00	620.00	450.00	900.00
20	cart	2	ink for printer, Brother T310 (cyan) - BT3000C	480.00	960.00	390.00	780.00	400.00	800.00	385.00	770.00	315.00	630.00	310.00	620.00	450.00	900.00
21	cart	2	ink for printer, Brother T310 (magenta) - BT3000M	480.00	960.00	390.00	780.00	400.00	800.00	385.00	770.00	315.00	630.00	310.00	620.00	450.00	900.00
22	cart	2	ink for printer, Brother T310 (yellow) - BT3000Y	480.00	960.00	390.00	780.00	400.00	800.00	385.00	770.00	315.00	630.00	310.00	620.00	450.00	900.00
23	tube	2	Compatible laser cartridge for photocopier (cyan 164)	N/A	0.00	N/A	0.00	N/A	0.00	N/A	0.00	N/A	0.00	190.00	3,800.00	N/A	0.00
24	pack	5	Toner for photocopier (magenta), 1000g (New 164)	N/A	0.00	N/A	0.00	N/A	0.00	N/A	0.00	N/A	0.00	330.00	3,300.00	N/A	0.00
25	pack	5	Toner for photocopier (yellow), 1000g (New 164)	N/A	0.00	N/A	0.00	N/A	0.00	N/A	0.00	N/A	0.00	330.00	3,300.00	N/A	0.00
GRAND TOTAL					54,814.00		58,707.28		60,508.00		67,773.00		68,735.00		70,375.00		76,830.00

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

Canvassed by:

ERLITA P. MONTEZ
EDITH P. CALOY
IVY LEAN P. OSOWAN
BAC - Chairman

JOSEPHINE D. LATA
BAC - Vice Chairman

OLIVER T. MALIND
Member

Canvassers 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.

HELEN C. ACCO
School Head