



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



## NOTICE OF AWARD

June 21, 2021

**THE MANAGER**  
RAZEL ENTERPRISES  
General Trias City

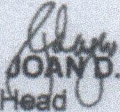
Dear Sir/Madame:

We are pleased to notify you that your price quotation and proposal for the procurement of **DRUM, TONER CARTRIDGE, TONER, and PRINTER INK** for the use of the school in the amount of **Seventy-seven thousand six hundred forty Philippine pesos (₱ 77,640.00)** inclusive of appropriate taxes and fees, has been accepted.

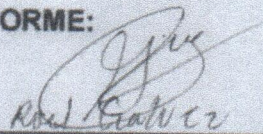
Should you agree with the award of the contract, please acknowledge receipt and acceptance of this notice by signing at the portion provided below. Keep a copy and return the original copy to this office at the soonest.

Thank you.

Very truly yours,

  
**MARIA JOAND. ANDAYAN**  
School Head

CONFORME:

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**(Signature Over Printed Name)**

July 22, 21  
**(Date)**

*Approved*





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



## NOTICE TO PROCEED

June 22, 2021

**THE MANAGER**  
RAZEL ENTERPRISES  
General Trias City

Dear Sir/Madame:

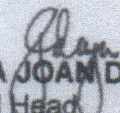
This refers to our award of contract to your company for the procurement of **DRUM, TONER CARTRIDGE, TONER, and PRINTER INK** in the amount of **Seventy-seven thousand six hundred forty Philippine pesos (P 77,640.00)** inclusive of appropriate taxes and fees.

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:**

  
\_\_\_\_\_  
(Signature Over Printed Name)

\_\_\_\_\_  
(Date)

July 22, 2021





**BIDS AND AWARDS COMMITTEE**

**RESOLUTION NO. 06-003, 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 **DRUM, TONER CARTRIDGE, TONER, and PRINTER INK** with an Approved Budget for the Contract (ABC) of **Eighty-two thousand four hundred two Philippine pesos and eighty centavos (P 82,402.80)**;

**WHEREAS** on June 7, 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)
ADVANTAGE ONE TECHNOLOGY	P 97,575.00
LASER MARKETING	P 116,728.00
THE STABLE EDUCATIONAL SUPPLY	P 127,615.00
RAZEL ENTERPRISES	P 77,640.00


**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 **Seventy-seven thousand six hundred forty Philippine pesos (P 77,640.00)** 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.

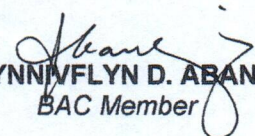
**NOW THEREFORE**, for and in consideration of the foregoing, **We**, the Members of Bids and Awards Committee, hereby **RECOMMEND** to the School Head the **AWARD of CONTRACT** via Alternative Method of Procurement – Small Value Procurement to **RAZEL ENTERPRISES** for the procurement of **DRUM, TONER CARTRIDGE, TONER, and PRINTER INK** with an Approved Budget for the Contract (ABC) of **Eighty-two thousand four hundred two Philippine pesos and eighty centavos (P 82,402.80)** inclusive of appropriate taxes and fees.

**RESOLVED**, this 18th day of June 2021, Baguio City National Science High School, Baguio City.

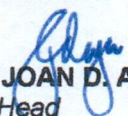
  
**JEREMY L. BASTIAN**  
BAC Member

  
**PIA P. DULIGAS**  
BAC Chairperson

  
**LESLI N. TONGYOFEN**  
BAC Member

  
**GAYNNIVLYN D. ABANSI**  
BAC Member

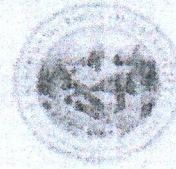
Approved:

  
**MARIA JOAN D. ANDAYAN**  
School Head





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



# PURCHASE ORDER

Supplier: <b>RAZEL ENTERPRISES</b>	P.O. No.: <b>S2021-07-031</b>
Address: <b>B29L7 BELLAVISTA HOMES, GEN TRIAS, CAVITE</b>	Date: <b>16-Jul-21</b>
Phone: <b>725-267-398-000</b>	Mode of Procurement: <b>SVP</b>

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

Delivery: <b>BCNSHS- Irisan</b>	Delivery Term: _____
Delivery: <b>on or before July 30, 2021</b>	Payment Term: _____

Qty	Unit	Description	Quantity	Unit Cost	Amount
	drum	DRUM for Brother DCP-L2540DW, DR2355	10	2,790.00	27,900.00
	pack	TONER REFILL for Brother TN2380, 1000g	20	1,060.00	21,200.00
	cartridge	TONER CARTRIDGE for Brother DCP-L2540DW, TN2380	8	1,890.00	15,120.00
	bottle	INK, EPSON, black T664	31	220.00	6,820.00
	bottle	INK, EPSON, magenta T664	10	220.00	2,200.00
	bottle	INK, EPSON, cyan T664	10	220.00	2,200.00
	bottle	INK, EPSON, yellow T664	10	220.00	2,200.00
		<b>**Nothing Follows**</b>			
					<b>77,640.00</b>

Amount in Words) **Seventy-seven thousand Six hundred forty 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 for every day of delay shall be imposed on the undelivered item/s.

Signature of Supplier:  
  
**Roel L. Galvez**  
**RAZEL ENTERPRISES**  
 (Signature over Printed Name of Supplier)  
 (Date) **July 22, 2021**

Very truly yours,  
  
**MARIA JOAN D. ANDAYAN**  
 School Head

Cluster: _____	ORS/BURS No.: _____
Available: _____	Date of the ORS/BURS: _____