



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
SCHOOLS DIVISION OF BAGUIO CITY  
DON MARIANO MARCOS ELEMENTARY SCHOOL  
UPPER BROOKSIDE, BAGUIO CITY

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**NOTICE OF AWARD**

February 28, 2022

**DANIEL S. CO**

Proprietor, COKINS Everywear and General Merchandise  
#109 Kayang St., Baguio City


Dear Mr. Daniel Co:

We are pleased to notify you that your price quotation and proposal for the Procurement of Office and Other Office Supplies and Materials for Don Mariano Marcos Elementary School in the amount of PHILIPPINE PESOS **SIXTY THOUSAND, FIVE HUNDRED SIXTY-NINE PESOS (P60,569.00)** inclusive of appropriate taxes and fees, has been accepted.

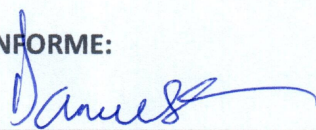
Should you agree with the award of the contract, please acknowledge receipt and acceptance of this notice by signing at the portion provided below. Keep a copy and return the original copy to this office at the soonest.

Thank you.

Very truly yours,

  
**ESTRELLA B. BULAY**  
School Principal

**CONFORME:**

  
(Signature Over Printed Name)

**COKINS EVERYWEAR**  
**& GENERAL MERCHANDISE**  
#109 Kayang St., Tel. 619-1079  
Baguio City



DON MARIANO MARCOS ELEMENTARY SCHOOL  
UPPER BROOKSIDE BAGUIO CITY  
619-55-66  
dmmes.baguio@gmail.com



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
SCHOOLS DIVISION OF BAGUIO CITY  
DON MARIANO MARCOS ELEMENTARY SCHOOL  
UPPER BROOKSIDE, BAGUIO CITY

---

NOTICE TO PROCEED

March 2, 2022

**DANIEL S. CO**

Proprietor, COKINS Everywear and General Merchandise  
#109 Kayang St., Baguio City

Dear Mr. Daniel Co:

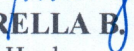
This refers to our award of contract to your company for the Procurement of Office and Other Office Supplies and Materials for Don Mariano Marcos Elementary School in the amount of PHILIPPINE PESOS **SIXTY THOUSAND, FIVE HUNDRED SIXTY-NINE PESOS** only. **(P60,569.00)** inclusive of appropriate taxes 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.

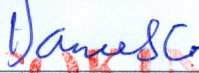
Please acknowledge receipt and acceptance of this notice by signing at the portion provided below of both copies. Keep one copy and return the other to this office at the soonest.

Thank you.

Very truly yours,

  
**ESTRELLA B. BULAY**  
School Head

CONFORME:

  
(Signature Over Printed Name)  
**COKINS EVERYWEAR & GEN. MERCHANDISE**  
**# 109 Kayang St., Baguio City**  
3-22-2022  
(Date)



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DON MARIANO MARCOS ELEMENTARY SCHOOL  
UPPER BROOKSIDE BAGUIO CITY  
619-55-66  
dmmes.baguio@gmail.com



Republic of the Philippines

**Department of Education**

Cordillera Administrative Region

SCHOOLS DIVISION OF BAGUIO CITY

DON MARIANO MARCOS ELEMENTARY SCHOOL

PUROK 6, UPPER BROOKSIDE, BAGUIO CITY

**PURCHASE ORDER**

|                                       |  |
|---------------------------------------|--|
| Supplier: COKINS                      | PO No. 2022-02-002                           |
| Address: #109 Kayang St., Baguio City | Date: 3/1/2022                               |
| TIN: 165-287-294                      | Mode of Procurement: Small Value Procurement |

Gentlemen:

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

Place of Delivery: DMMES

Delivery Term: To be delivered by service provider

Date of Delivery:

Payment Term: Check

| Stock No.        | Unit   | Description                                   | Quantity | Unit Cost | Amount           |
|------------------|--------|---|----------|-----------|------------------|
| 1                | piece  | PAPER, Multi-Purpose (COPY) Legal, 70 gsm     | 50       | 180.00    | 9,000.00         |
| 2                | bottle | STAPLE WIRE, for heavy duty staplers, (23/13) | 15       | 45.00     | 675.00           |
| 3                | pack   | MOUSE, optical, USB connection type           | 5        | 240.00    | 1,200.00         |
| 4                | piece  | ENVELOPE, DOCUMENTARY, legal                  | 1        | 850.00    | 850.00           |
| 5                | piece  | ENVELOPE, MAILING, white, 80gsm (-5%)         | 1        | 250.00    | 250.00           |
| 6                | bottle | ENVELOPE, mailing, white, with window         | 1        | 425.00    | 425.00           |
| 7                | can    | DATING AND STAMPING MACHINE, heavy duty       | 1        | 70.00     | 70.00            |
| 8                | pouch  | INK CART, EPSON C13T664100 (T6641), Black     | 10       | 230.00    | 2,300.00         |
| 9                | bottle | INK CART, EPSON C13T664200 (T6642), Cyan      | 5        | 230.00    | 1,150.00         |
| 10               | unit   | INK CART, EPSON C13T664300 (T6643), Magenta   | 5        | 230.00    | 1,150.00         |
| 11               | kilo   | INK CART, EPSON C13T664400 (T6644), Yellow    | 5        | 230.00    | 1,150.00         |
| 12               | pack   | EPSON Ink 003, black                          | 20       | 230.00    | 4,600.00         |
| 13               | pack   | EPSON Ink 003, blue                           | 20       | 230.00    | 4,600.00         |
| 14               | piece  | EPSON ink 003, red                            | 20       | 230.00    | 4,600.00         |
| 15               | box    | EPSON Ink 003, yellow                         | 20       | 230.00    | 4,600.00         |
| 16               | set    | Bundy Time Cards                              | 5        | 125.00    | 625.00           |
| 17               | piece  | Laid Paper, long                              | 20       | 35.00     | 700.00           |
| 18               | box    | Laid Paper, short                             | 20       | 30.00     | 600.00           |
| 19               | piece  | Ballpen, black                                | 17       | 24.00     | 408.00           |
| 20               | piece  | Ballpen, blue                                 | 17       | 24.00     | 408.00           |
| 21               | piece  | Ballpen, green                                | 17       | 24.00     | 408.00           |
| 22               | pack   | Certificate Paper                             | 1        | 250.00    | 250.00           |
| 23               | pack   | Laminating Film, long                         | 1        | 625.00    | 625.00           |
| 24               | pack   | Laminating Film, short                        | 1        | 500.00    | 500.00           |
| 25               | pack   | Plastic Binding Ring, 1"                      | 55       | 33.00     | 1,815.00         |
| <b>Sub-total</b> |        |   |          |           | <b>42,959.00</b> |



School: DON MARIANO MARCOS ELEMENTARY SCHOOL

Address: Upper Brookside, Baguio City

Tel. No.: 619-5566

Email Ad: [dmmes.baguio@gmail.com](mailto:dmmes.baguio@gmail.com)



Republic of the Philippines

Department of Education

Cordillera Administrative Region

SCHOOLS DIVISION OF BAGUIO CITY

DON MARIANO MARCOS ELEMENTARY SCHOOL

PUROK 6, UPPER BROOKSIDE, BAGUIO CITY

PURCHASE ORDER

|   |  |
|---|--|
| Supplier: COKINS Everywear & Gen. Merchandise | PO No. 2022-02-002                           |
| Address: #109 Kayang St., Baguio City         | Date: 3/1/2022                               |
| TIN: 165-287-294                              | Mode of Procurement: Small Value Procurement |

Gentlemen:

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

Place of Delivery: DMMES

Delivery Term: To be delivered by service provider

Date of Delivery:

Payment Term: Check

| Stock No.             | Unit  | Description                                   | Quantity | Unit Cost | Amount           |
|-----------------------|-------|---|----------|-----------|------------------|
| 26                    | piece | PVC Binding Cover, long                       | 1        | 650.00    | 650.00           |
| 27                    | piece | PVC Binding Cover, A4                         | 1        | 460.00    | 460.00           |
| 28                    | tank  | FIRE EXTINGUISHER, DRY CHEMICAL, 10 lbs       | 8        | 1,750.00  | 14,000.00        |
| 29                    | can   | INSECTICIDE, aerosol type, net content: 600ml | 20       | 125.00    | 2,500.00         |
| ...Nothing Follows... |       |   |          |           |                  |
| <b>Sub-total</b>      |       |   |          |           | <b>17,610.00</b> |

Total Amount in Words: Sixty thousand, five hundred sixty-nine pesos **PHP 60,569.00**

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,

Conforme:

*[Signature]*  
**COKINS EVERYWEAR & GEN. MERCHANDISE**  
 Signature over Printed Name of Supplier  
**3-01-2022**  
 Date  
 # 109 Kayang St.

*[Signature]*  
**ESTRELLA B. BULAY**  
School Head

Funds Available: *[Signature]*  
**BEBSIE H. DIZON** 3/1/22  
 Bookkeeper

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



School: DON MARIANO MARCOS ELEMENTARY SCHOOL

Address: Upper Brookside, Baguio City

Tel. No.: 619-5566

Email Ad: [dmmes.baguio@gmail.com](mailto:dmmes.baguio@gmail.com)



Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
Division of Baguio City  
Don Mariano Marcos Elementary School  
Purok 6 Upper Brookside, Baguio City  
**BIDS AND AWARDS COMMITTEE**  
RESOLUTION NO. 002, S. 2022

**RECOMMENDING THE AWARD OF CONTRACT THROUGH SMALL VALUE PROCUREMENT  
TO COKINS EVERYWEAR & GENERAL MERCHANDISE  
FOR THE PROCUREMENT OF OFFICE AND OTHER OFFICE SUPPLIES AND MATERIALS**

**WHEREAS** the Don Mariano Marcos Elementary School prepared the Purchase Request (PR) for the Procurement of Office and Other Office Supplies and Materials with an Approved Budget for the Contract (ABC) of **SIXTY-TWO THOUSAND, ONE HUNDRED FORTY-FOUR PESOS (Php62,144.00)** (Annex A);

**WHEREAS** on February 28, 2022, the school's – 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) |
|--|-----------------|
| COKINS EVERYWEAR & GENERAL MERCHANDISE | Php 60,569.00   |
| QADAR SOUVENIRS & GENERAL MERCHANDISE  | Php 60,672.00   |
| TARILIA ENTERPRISES                    | Php 66,515.00   |
| BAGUIO ROMMEL CORPORATION              | Php 68,010.00   |
| THE STABLE EDUCATIONAL SUPPLY          | Php 74,771.25   |
| BAN BEE COMMERCIAL CO., INC.           | Php 81,865.00   |


**WHEREAS** the proposal of **COKINS EVERYWEAR & GENERAL MERCHANDISE** is found to be the most compliant with the PR, and its price quotation amounting to **Sixty thousand, five hundred sixty-nine pesos only (Php 60,569.00)** 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 Office and Other Office Supplies and Materials for Don Mariano Marcos Elementary School in the amount of **Sixty thousand, five hundred sixty-nine pesos only (Php 60,569.00)** inclusive of appropriate taxes and fees.


RESOLVED, this 28<sup>th</sup> day of February, 2022 at Don Mariano Marcos Elementary School, Purok 6, Upper Brookside, Baguio City.

  
**MARY ROSE S. ESTRERA**  
BAC Chairperson

  
**JENNIFER C. BAYAWA**  
BAC Vice-Chairperson

  
**MERVIN G. OLIVA**  
BAC Member

Approved:

  
**ESTRELLA B. BULAY**  
Principal

Approved on Feb. 28, 2022



**DON MARIANO MARCOS ELEMENTARY SCHOOL**  
Purok 6 Upper Brookside, Baguio City  
Tel. No. (074) 619-5566  
Email Address: [dmmes.baguio@gmail.com](mailto:dmmes.baguio@gmail.com)



Republic of the Philippines  
**Department of Education**  
 Division of Baguio City  
**DON MARIANO MARCOS ELEMENTARY SCHOOL**  
 Purok 6, Upper Brookside, Baguio City

| Abstract of Bids or Quotations under CIRCULAR PROPOSAL NO. |       |      | opened on February 28, 2022 at                   |                                     |                                 | Don Mariano Marcos E/S. |                             |                                  |                                    |
|--|-------|------|--|-------------------------------------|---------------------------------|-------------------------|-----------------------------|----------------------------------|------------------------------------|
| ITEM   | UNITS | QTY. | DESCRIPTION AND/<br>OR SPECIFICATION             | COKINS<br>Everywear & Gen.<br>Mdse. | QADAR Souvenirs<br>& Gen. Mdse. | TARILIA Enterprises     | Baguio Romel<br>Corporation | The Stable<br>Educational Supply | Ban Bee<br>Commercial Co.,<br>Inc. |
| 21   | piece | 17   | Ballpen, green                                   | 408.00                              | 119.00                          | 510.00                  | 510.00                      | 85.00                            | 85.00                              |
| 22   | pack  | 1    | Certificate Paper                                | 250.00                              | 45.00                           | 250.00                  | 250.00                      | 30.00                            | 45.00                              |
| 23   | pack  | 1    | Laminating Film, long                            | 625.00                              | 550.00                          | 650.00                  | 630.00                      | 575.00                           | 650.00                             |
| 24   | pack  | 1    | Laminating Film, short                           | 500.00                              | 480.00                          | 500.00                  | 500.00                      | 500.00                           | 500.00                             |
| 25   | piece | 55   | Plastic Binding Ring, 1"                         | 1,815.00                            | 1,100.00                        | 1,650.00                | 1,650.00                    | 1,375.00                         | 1,650.00                           |
| 26   | pack  | 1    | PVC Binding Cover, long                          | 650.00                              | 450.00                          | 650.00                  | 650.00                      | 500.00                           | 5.50                               |
| 27   | pack  | 1    | PVC Binding Cover, A4                            | 460.00                              | 410.00                          | 475.00                  | 480.00                      | 475.00                           | 5.00                               |
| 28   | tank  | 8    | FIRE EXTINGUISHER, DRY<br>CHEMICAL, 10 lbs       | 14,000.00                           | 15,200.00                       | 16,000.00               | 16,000.00                   | 15,600.00                        | 24,800.00                          |
| 29   | can   | 20   | INSECTICIDE, aerosol type, net<br>content: 600ml | 2,500.00                            | 7,600.00                        | 3,600.00                | 3,000.00                    | 12,500.00                        | 6,400.00                           |
|  |       |      | ...Nothing Follows...                            | 60,569.00                           | 60,672.00                       | 66,515.00               | 68,010.00                   | 74,771.25                        | 81,865.30                          |

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:

**LAIMYAH LYN C. FACKAYAN**  
 Name of Canvasser

**MARY ROSE S. ESTRERA**  
 BAC Chairperson

**JENNIFER C. BAYAWA**  
 BAC-VICE Chairperson

**MERVIN G. OLIVA**  
 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.

**ESTRELLA B. BULAY**  
 SCHOOL HEAD



School: **DON MARIANO MARCOS ELEMENTARY SCHOOL**  
 Address: **Purok 6 Upper Brookside, Baguio City**  
 Tel. No **(074) 619-5566**  
 Email Address: **dmme.baguio@gmail.com**



Republic of the Philippines

Department of Education

Division of Baguio City

DON MARIANO MARCOS ELEMENTARY SCHOOL

Purok 6, Upper Brookside, Baguio City

| Abstract of Bids or Quotations under CIRCULAR PROPOSAL NO. _____ opened on February 28, 2022 at Don Mariano Marcos E/S. |        |      |  |                            |                                 |                     |                             |                                  |                            |
|---|--------|------|--|----------------------------|---------------------------------|---------------------|-----------------------------|----------------------------------|----------------------------|
| ITEM  | UNITS  | QTY. | DESCRIPTION AND/<br>OR SPECIFICATION             | COKINS<br>Everywear & Gen. | QADAR Souvenirs<br>& Gen. Mdse. | TARILIA Enterprises | Baguio Romel<br>Corporation | The Stable<br>Educational Supply | Ban Bee<br>Commercial Co., |
| 1   | ream   | 50   | PAPER, Multi-Purpose (COPY)<br>Legal, 70 gsm     | 9,000.00                   | 8,450.00                        | 9,000.00            | 10,000.00                   | 8,500.00                         | 8,700.00                   |
| 2   | box    | 15   | STAPLE WIRE, for heavy duty<br>staplers, (23/13) | 675.00                     | 1,350.00                        | 900.00              | 750.00                      | 716.25                           | 675.00                     |
| 3   | piece  | 5    | MOUSE, optical, USB connection<br>type           | 1,200.00                   | 1,750.00                        | 1,250.00            | 1,200.00                    | 725.00                           | 1,450.00                   |
| 4   | pack   | 1    | ENVELOPE, DOCUMENTARY,<br>legal                  | 850.00                     | 280.00                          | 850.00              | 850.00                      | 200.00                           | 300.00                     |
| 5   | box    | 1    | ENVELOPE, MAILING, white,<br>80gsm (-5%)         | 250.00                     | 350.00                          | 280.00              | 260.00                      | 597.00                           | 540.00                     |
| 6   | box    | 1    | ENVELOPE, mailing, white, with<br>window         | 425.00                     | 380.00                          | 450.00              | 430.00                      | 693.00                           | 500.00                     |
| 7   | piece  | 1    | DATING AND STAMPING<br>MACHINE, heavy duty       | 70.00                      | 2,200.00                        | 80.00               | 80.00                       | 295.00                           | 650.00                     |
| 8   | bottle | 10   | INK CART, EPSON C13T664100<br>(T6641), Black     | 2,300.00                   | 1,700.00                        | 2,500.00            | 2,650.00                    | 2,650.00                         | 2,900.00                   |
| 9   | bottle | 5    | INK CART, EPSON C13T664200<br>(T6642), Cyan      | 1,150.00                   | 850.00                          | 1,250.00            | 1,325.00                    | 1,425.00                         | 1,550.00                   |
| 10  | bottle | 5    | INK CART, EPSON C13T664300<br>(T6643), Magenta   | 1,150.00                   | 850.00                          | 1,250.00            | 1,325.00                    | 1,425.00                         | 1,550.00                   |
| 11  | bottle |      | INK CART, EPSON C13T664400<br>(T6644), Yellow    | 1,150.00                   | 850.00                          | 1,250.00            | 1,325.00                    | 1,425.00                         | 1,550.00                   |
| 12  | bottle | 5    | EPSON Ink 003, black                             | 4,600.00                   | 3,400.00                        | 5,000.00            | 5,300.00                    | 5,300.00                         | 5,800.00                   |
| 13  | bottle | 20   | EPSON Ink 003, blue                              | 4,600.00                   | 3,400.00                        | 5,000.00            | 5,300.00                    | 5,700.00                         | 6,200.00                   |
| 14  | bottle | 20   | EPSON Ink 003, red                               | 4,600.00                   | 3,400.00                        | 5,000.00            | 5,300.00                    | 5,700.00                         | 6,200.00                   |
| 15  | bottle | 20   | EPSON Ink 003, yellow                            | 4,600.00                   | 3,400.00                        | 5,000.00            | 5,300.00                    | 5,700.00                         | 6,200.00                   |
| 16  | pack   | 20   | Bundy Time Cards                                 | 625.00                     | 450.00                          | 650.00              | 625.00                      | 550.00                           | 1,000.00                   |
| 17  | pack   | 5    | Laid Paper, long                                 | 700.00                     | 760.00                          | 800.00              | 700.00                      | 760.00                           | 1,000.00                   |
| 18  | pack   | 20   | Laid Paper, short                                | 600.00                     | 660.00                          | 700.00              | 600.00                      | 600.00                           | 800.00                     |
| 19  | piece  | 20   | Ballpen, black                                   | 408.00                     | 119.00                          | 510.00              | 510.00                      | 85.00                            | 79.90                      |
| 20  | piece  | 17   | Ballpen, blue                                    | 408.00                     | 119.00                          | 510.00              | 510.00                      | 85.00                            | 79.90                      |



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DON MARIANO MARCOS ELEMENTARY SCHOOL  
Purok 6, Upper Brookside, Baguio City


**POST-QUALIFICATION EVALUATION REPORT**

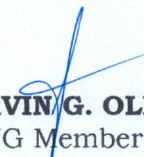
Date: February 28, 2022

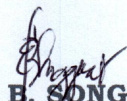
|                          |  |   |
|--------------------------|--|---|
| <b>I. ITEM</b>           | Office and Other Office Supplies and Materials |   |
| <b>II. PROCUREMENT</b>   | Small Value Procurement                        |   |
| <b>III. PROPONENT</b>    | DMMES  |   |
| <b>IV. ABC/BID</b>       | Php 62,144.00                                  |   |
| <b>V. Name of Bidder</b> | COKINS EVERYWEAR & GENERAL MERCHANDISE         |   |
| <b>SPECIFICATION</b>     |  |   |
| Passed                   | Failed   | <b>Specifications</b>   |
| /                        |  | LOWEST RESPONSIBLE BIDDER   |
| /                        |  | COMPLIED WITH REQUESTED QUANTITY, SIZE AND SPECIFICATIONS/DESCRIPTIONS OF THE REQUESTED ITEMS |
|                          |  |   |

Based on the specification suggested by the end user, COKINS EVERYWEAR & GEN. MERCHANDISE is  
[ / ] **COMPLIANT** [ ] **NON-COMPLIANT**


Prepared by:

  
**JENNIFER C. BAYAWA**  
End User

  
**MERVIN G. OLIVA**  
TWG Member

  
**EFIGEMIA B. SONGGA-AB**  
TWG Member

Approved by:

  
**MARY ROSE S. ESTRERA**  
BAC-Chairperson



DON MARIANO MARCOS ELEMENTARY SCHOOL  
ADDRESS: Purok 6, Upper Brookside, Baguio City  
TELEPHONE NUMBER: 619-5566  
EMAIL ADDRESS: dmmes.baguio@gmail.com