



Republic of the Philippines  
**Department of Education**

Cordillera Administrative Region

Schools Division of Baguio City

Doña Aurora Elementary School

Gen. de Jesus St., Aurora Hill, Baguio City

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## NOTICE OF AWARD

### COKINS EVERYWEAR AND GEN. MERCHANDISE

Dear Sir/Ma'am:

We are pleased to notify you that your price quotation and proposal for the procurement of office supplies in the amount of PHILIPPINE PESOS Fifty Thousand Five hundred eighty pesos only (₱50,580.00) inclusive of appropriate taxes and fees.

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,

  
**CYNTHIA P. VITAGAN**

Doña Aurora Elementary School, School Head

CONFORME:

  
(Signature Over Printed Name)

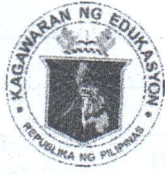
(Date)/

**COKINS EVERYWEAR & GEN. MERCHANDISE**  
100 Kayang St., Tel. 019-1079  
Baguio City

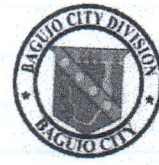
10/28/21  
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Doña Aurora Elementary School  
Gen. de Jesus St., Aurora Hill, Baguio City  
donaauroraelementaryschool@gmail.com



Republic of the Philippines  
 DEPARTMENT OF EDUCATION  
 Cordillera Administrative Region  
 Division of Baguio City  
 DOÑA AURORA ELEMENTARY SCHOOL  
 Gen. De Jesus St., Baguio City



**BIDS AND AWARDS COMMITTEE**  
 RESOLUTION NO. 022, S. 2021

**RECOMMENDING THE AWARD OF CONTRACT THROUGH SMALL VALUE PROCUREMENT TO  
 HEXACOM ENTERPRISES FOR THE PAYMENT ICT MATERIALS**

WHEREAS the Department of Education (Doña Aurora Elementary School) prepared request for the procurement of office supplies with an Approved Budget for the Contract (ABC) of Sixty-one thousand nine hundred pesos and twenty-two centavos only (P61,900.22) (Annex A);

WHEREAS on October 27, 2021, the Dep Ed – 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 Everwear and Gen. Merchandise	P50,580.00
Qadar Souvenirs and Gen. Merchandise	P52,125.00
Panghoi Enterprises	P58,760.00
Ban Bee Commercial Co. Inc.	P87,445.00

WHEREAS per evaluation, there are no non-compliant with the specifications set forth in the TOR:

WHEREAS the proposal of **Cokins Everywear and Gen. Merchandise** is found to be the most compliant with the PR, and its price quotation amounting to Fifty Thousand Five hundred eighty pesos only (P50,580.00) 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 School Head the AWARD OF CONTRACT via Negotiated Procurement to **Cokins Everywear and Gen. Merchandise** for procurement of office supplies, in the amount of Fifty Thousand Five hundred eighty pesos only (P50,580.00) inclusive of appropriate taxes and fees.

RESOLVED, this 27<sup>th</sup> day of October 2021, in Doña Aurora Elementary School, Baguio City.

*V. Sotelo Jr.*  
**VICTOR U. SOTELO JR.**  
 BAC Chairperson

*A. Seguin*  
**ANNA LIZA C. SEGUIN**  
 BAC Member

*I. Llaneta*  
**ISIDRO R. LLANETA**  
 BAC Member

APPROVED:  
*C. Vitagan*  
**CYNTHIA P. VITAGAN**  
 School Head  
 Approved on \_\_\_\_\_



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
Schools Division of Baguio City  
Doña Aurora Elementary School  
Gen. de Jesus St., Aurora Hill, Baguio City

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## NOTICE TO PROCEED

### COKINS EVERYWEAR AND GENERAL MERCHANDISE

Dear Ma'am/Sir:

This refers to our award of contract to your company for the procurement of office supplies in the amount of PHILIPPINE PESOS Fifty Thousand Five hundred eighty pesos only (P50,580.00) 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.

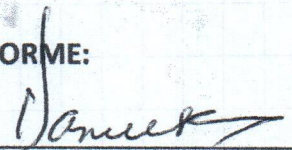
Thank you.

Very truly yours,

  
**CYNTHIA P. VITAGAN**

*Doña Aurora Elementary School, School Head*

CONFORME:

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

(Date)

10/29/21  
/pjn/

**COKINS EVERYWEAR  
& GEN. MERCHANDISE**  
# 129 Kayang St., Tel. 019-1077  
Baguio City

**PURCHASE ORDER**  
**DOÑA AURORA ELEMENTARY SCHOOL**  
 Entity Name

Supplier : COKINS EVERYWEAR GEN. MERCHANDISE	P.O. No. : 2021-10-029
Address : 109, KAYANG ST, BAGUIO CITY	Date : October 28, 2021
TIN : 165-287-294	Mode of Procurement : Shopping

Gentlemen:

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

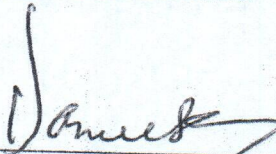
Place of Delivery : _____	Delivery Term : _____
Date of Delivery : _____	Payment Term : _____

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	boxes	STAPLE wire, STANDARD TYPE, (26/6)	50	P 30.00	P 1,500.00
2	rolls	Tape Transparent, width: 24mm by 100meters	10	P 36.00	P 360.00
3	pack	FOLDER, TAGBOARD, for legal size documents	8	P 375.00	P 3,000.00
4	rolls	Double Sided Tape (1" by 10 meters)	5	P 27.00	P 135.00
5	pack	Toilet paper, 2-ply, 100% recycled	11	P 65.00	P 715.00
6	boxes	Ball pen, black, .5 ballpoint, smooth,( 50 pcs per box)	6	P 225.00	P 1,350.00
7	pcs	Clear Book Legal	45	P 36.00	P 1,620.00
8	reams	Laminating Film	21	P 557.00	P 11,697.00
9	reams	SPECIAL PAPER (Worx), 200gsm,A4	45	P 280.00	P 12,600.00
10	pcs	Calculator Compact 12 digit	3	P 150.00	P 450.00
11	pcs	Ring Light, 10" diameter 9 usb plug and play	7	P 500.00	P 3,500.00
12	pcs	USB, 32 GB, 3.0 FLASH	45	P 295.00	P 13,275.00
TOTAL					P 50,580.00

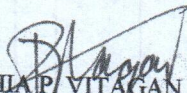
**Fifty Thousand Five hundred eighty pesos only (P50,580.00)**

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 on the undelivered item/s.

Conforme:

  
 Signature over Printed Name of Supplier  
 COKINS EVERYWEAR  
 GEN. MERCHANDISE  
 109 Kayang St., Tel. 019-1077  
 Baguio City

Very truly yours,

  
 CYNTHIA P. VITAGAN  
 School Head

Fund Cluster : \_\_\_\_\_  
 Funds Available : \_\_\_\_\_  
 OMAR D. OLBA  
 Bookkeeper

ORS/BURS No. : \_\_\_\_\_  
 Date of the ORS/BURS: \_\_\_\_\_  
 Amount : \_\_\_\_\_



Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OF BAGUIO CITY**  
**DOÑA AURORA ELEMENTARY SCHOOL**  
 Gen. De Jesus St., Aurora Hill, Baguio City

Abstract of Bid or quotation under Circular Proposal No. 04-01-2018. Opened on October 26, 2021 at Doña Aurora Elementary School at 9:00 AM.

Item No.	Unit	Qty.	Item Description or Specification	Cokins Everywear and Gen. Mdse.	Qadar Souvenirs and General Merchandise	Panghoi Enterprises	Ban Bee Commercial Co. Inc.
1	boxes	50	STAPLE wire, STANDARD TYPE, (26/16)	₱ 1,500.00	₱ 1,600.00	₱ 1,500.00	₱ 1,750.00
2	rolls	10	Tape transparent, width:24mm by 100meters	₱ 360.00	₱ 450.00	₱ 160.00	₱ 180.00
3	8 pack		FOLDER, TAGBOARD, for legal size documents	₱ 3,000.00	₱ 3,360.00	₱ 2,800.00	₱ 3,360.00
4	5 roll		double sided tape (1" by 10 meters)	₱ 135.00	₱ 150.00	₱ 170.00	₱ 175.00
5	11 pack		Toilet paper, 2-ply, 100% recycled	₱ 715.00	₱ 1,265.00	₱ 1,166.00	₱ 1,430.00
6	6 box		ball pen, black, 5 ballpoint, smooth, (50pcs per box)	₱ 1,350.00	₱ 1,500.00	₱ 1,332.00	₱ 3,000.00
7	45 pcs		clear book, legal	₱ 1,620.00	₱ 2,700.00	₱ 1,710.00	₱ 2,250.00
8	21 reams		Laminating Film	₱ 12,075.00	₱ 14,700.00	₱ 10,668.00	₱ 12,600.00
9	45 reams		SPECIAL PAPER (worx), 200 gsm, A4	₱ 12,600.00	₱ 1,800.00	₱ 13,050.00	₱ 36,000.00
10	3 pcs		Calculator Compact 12 digit	₱ 450.00	₱ 2,700.00	₱ 1,209.00	₱ 1,050.00
11	7 pcs		Ring Light, 10" diameter, usb plug and play	₱ 3,500.00	₱ 8,400.00	₱ 6,860.00	No bid
12	45 pcs		USB, 32 GB, 3.0 FLASH	₱ 13,275.00	₱ 13,500.00	₱ 18,135.00	₱ 25,650.00
<b>TOTAL</b>				₱ 50,580.00	₱ 52,125.00	₱ 58,760.00	₱ 87,445.00

Canvassed by:  
  
**ERNESTO G. SALIBAD, JR.**  
 Canvass Officer

MC Members:  
  
**VICTOR U. SOTELO JR.**  
 Chairperson

**ANNALIZA C. SEGUIN**  
 Member

**ISIDRO LLANETA JR.**  
 Member

Award is hereby given to the bidder for items checked in red ink, lowest price and the most advantageous to government.

**CYNTHIA P. VITAGAN**  
 School Head

