



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

## NOTICE OF AWARD

### Cokins Everywear and Gen. Merchandise

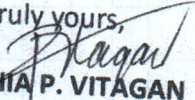
Dear Sir/Ma'am:

We are pleased to notify you that your price quotation and proposal for the procurement of office supplies in the amount of PHILIPPINE PESOS FORTY-SIX THOUSAND SEVEN HUNDRED TWENTY PESOS ONLY (₱46,720.00) 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.

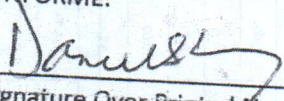
Thank you.

Very truly yours,

  
**CYNTHIA P. VITAGAN**

Doña Aurora Elementary School, School Head

CONFORME:

  
 (Signature Over Printed Name)

(Date)

02/8/22  
 /pin/



Doña Aurora Elementary School  
 Gen. de Jesus St., Aurora Hill, Baguio City  
 donaauroraelementaryschool@gmail.com  
 Tel. no. 620-3257

## PURCHASE ORDER

### DOÑA AURORA ELEMENTARY SCHOOL

Entity Name

Supplier : COKINS EVERYWEAR & GENERAL MERCHANDISE  
 Address : 109 Kayang Street, Baguio City  
 TIN : 165-287-294

P.O. No. : : 02/02/2022  
 Date : February 8, 2022  
 Mode of Procurement : Shopping

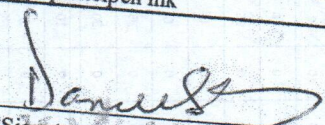
Gentlemen:  
 Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery : \_\_\_\_\_  
 Date of Delivery : \_\_\_\_\_

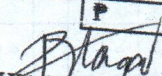
Delivery Term : \_\_\_\_\_  
 Payment Term : \_\_\_\_\_

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	reams	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	50	P 180.00	P 9,000.00
2	pcs.	TAPE DISPENSER, TABLE TOP, for 24mm width tape	3	P 120.00	P 360.00
3	pcs.	Double Sided Tape (1" by 10 meters)	10	P 27.00	P 270.00
4	pcs.	CLEAR BOOK, Legal	80	P 36.00	P 2,880.00
5	pcs.	CORRECTION TAPE, film base type, UL 6m min	10	P 28.00	P 280.00
6	pcs.	STAMP PAD INK, purple or violet, 50ml (min.)	1	P 15.00	P 15.00
7	pcs.	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	1	P 30.00	P 30.00
8	pcs.	DATA FILE BOX, made of chipboard, with closed ends, 15.5x4.5x9.5"	50	P 125.00	P 6,250.00
9	pack	ENVELOPE, mailing, 9"x4", white, 70gsm, 100 pcs/box	1	P 30.00	P 30.00
10	pcs.	MARKER, whiteboard, black, felt tip, bullet type	10	P 37.00	P 370.00
11	pcs.	INDEX TAB, self-adhesive, transparent	10	P 18.00	P 180.00
12	ream	Laminating Film, 125 mic	20	P 600.00	P 12,000.00
13	ream	SPECIAL PAPER (Worx), 200gsm.A4	160	P 29.00	P 4,640.00
14	pcs.	STAMP (realease, receive, certified true copy of the original)	3	P 400.00	P 1,200.00
15	ream	Sticker Paper Mate (100 pcs)	1	P 400.00	P 400.00
16	pcs.	CUTTER BLADE, for heavy duty cutter	1	P 48.00	P 48.00
17	pcs.	Steel Ruller ( 1 feet)	1	P 40.00	P 40.00
18	pcs.	RECORD BOOK (300 leaves)	6	P 72.00	P 432.00
19	pcs.	Doublesided foam (1")	2	P 90.00	P 180.00
20	pcs.	Puncher, heavy duty , 45 sheet capacity	10	P 180.00	P 1,800.00
21	box	Staple wire, 26/6, #35	50	P 30.00	P 1,500.00
22	box	Pentelpen refillable	45	P 37.00	P 1,665.00
23	pcs.	pentelpen ink	45	P 70.00	P 3,150.00
				<b>P</b>	<b>46,720.00</b>

Conforme:

  
 Signature over Printed Name of Supplier  
**OMAR D. DOLBA**  
 Bookkeeper

Very truly yours,

  
**CYNTHIA P. VITAGAN**  
 School Head

Fund Cluster : \_\_\_\_\_

Funds Available : \_\_\_\_\_

Supplier: COKINS EVERYWEAR & GENERAL MERCHANDISE  
 Address: 109 Kayang St., Baguio City  
 Tel. 619-1076

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

## 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 alcohol for covid response in the amount of **PHILIPPINE PESOS FORTY-SIX THOUSAND SEVEN HUNDRED TWENTY PESOS ONLY (P46,720.00)** 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.

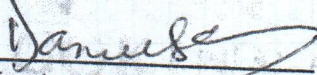
Please acknowledge receipt and acceptance of this notice by signing at the portion provided below of both copies. Keep one copy and return the other to this office at the soonest.

Thank you.

Very truly yours,

  
**CYNTHIA P. VITAGAN**  
 Doña Aurora Elementary School, School Head

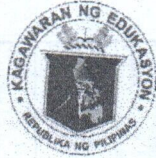
**CONFORME:**

  
 (Signature Over Printed Name)

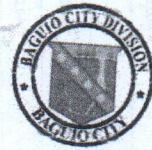
(Date)

2/08/22  
 /pjn/

USRYJMSAN  
 GEN. MERCHANDISE  
 122 Aurora St., Tel. 819-1879  
 Aurora City



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. 01, S. 2022

**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 Eighty Seven Thousand Seven Hundred Forty Five pesos only (₱87,745.00) (Annex A);

WHEREAS on January 31, 2022, 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 Everywear and Gen. merchandise	₱46,720.00
Panghoi Enterprises	₱51,762.00
DKLR	₱53,772.00

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 FORTY-SIX THOUSAND SEVEN HUNDRED TWENTY PESOS ONLY (₱46,720.00) 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 FORTY-SIX THOUSAND SEVEN HUNDRED TWENTY PESOS ONLY (₱46,720.00) inclusive of appropriate taxes and fees.

RESOLVED, this 8<sup>th</sup> day of February 2022, in Doña Aurora Elementary School, Baguio City.

**VICTOR U. SOTELO JR.**  
 BAC Chairperson

**ANNA LIZA Q. SEGUIN**  
 BAC Member

*llaneta*  
**ISIDRO R. LLANETA**  
 BAC Member

APPROVED:  
*P. 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

P.M. Abstract of Bid or quotation under Circular Proposal No. 04-01-2018. Opened on Feb. 7 28,2022 at Doña Aurora Elementary School at 4:00

Item No.	Unit	Qty.	Item Description or Specification	Cokins	Panghoi	DKLR
1	reams	50	PAPER, Multi-Purpose (Copy) Legal, 70 gsm			
2	pcs.	3	TAPE DISPENSER, TABLE TOP, for 24mm width ta	9000	9250	8750
3	pcs.	10	Double Sided Tape (1" by 10 meters)	360	429	315
4	pcs.	80	CLEAR BOOK, Legal	270	380	280
5	pcs.	10	CORRECTION TAPE, film base type, UL 6m min	2880	3520	3600
6	pcs.	1	STAMP PAD INK, purple or violet, 50ml min.	280	360	220
7	pcs.	1	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	15	62	30
8	pcs.	50	DATA FILE BOX, made of chipboard, with closed ends 15.5x4.5x9.5"	30	105	41
9	pack	1	ENVELOPE, mailing, 9"x4", white, 70gsm, 100 s box	6250	6600	6250
10	pcs.	10	MARKER, whiteboard, black, felt tip, bullet	30	260	350
11	pcs.	10	INDEX TAB, self-adhesive, transparent	370	450	220
12	pcs.	20	Laminating Film, 125 mic	180	200	220
13	ream	160	SPECIAL PAPER (Worx), 200gsm,A4	12000	11700	16000
14	pcs.	3	STAMP (release, receive, certified true copy of the ori inal	4640	4800	4480
15	ream	1	Sticker Paper Mate (100 pcs)	1200	1200	210
16	pcs.	1	CUTTER BLADE, for heavy duty cutter	400	450	500
17	PCS.	1	Steel Ruler ( 1 feet)	48	53	18
18	pcs.	6	RECORD BOOK (300 leaves)	40	48	50
19	pcs.	2	Double-sided foam (1")	432	414	420
20	pcs.	10	Puncher, heavy duty , 45 sheet capacity	180	176	168
21	box	50	Staple wire, 26/6, #35	1800	4450	4500
22	box	45	Pentelpen refillable	1500	1500	1750
23	pcs.	45	pentelpen ink	1665	1530	1665
<b>TOTAL</b>				<b>3150</b>	<b>3825</b>	<b>3735</b>
				<b>₱ 46,720.00</b>	<b>₱ 51,762.00</b>	<b>₱ 53,772.00</b>

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

BAC 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 the government.