



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



## NOTICE OF AWARD

April 19, 2022

**THE MANAGER**  
COPYLANDIA OFFICE SYSTEMS CORPORATION  
Baguio City


Dear Sir/Madame:

We are pleased to notify you that your price quotation and proposal for the procurement of **PRINTER INK, MASTER ROLL, DRUM AND CARTRIDGE** for the use of the school in the amount of **Sixty-four thousand five hundred Philippine pesos (P64,500.00)** inclusive of appropriate taxes and fees, has been accepted.

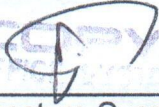
Should you agree with the award of the contract, please acknowledge receipt and acceptance of this notice by signing at the portion provided below. Keep a copy and return the original copy to this office at the soonest.

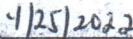
Thank you.

Very truly yours,

  
**MARIA JOAN D. ANDAYAN**  
School Head

**CONFORME:**

  
**COPYLANDIA**  
OFFICE SYSTEMS CORPORATION  
(Signature Over Printed Name)

  
(Date)



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

## PURCHASE ORDER

Supplier : <b>COPYLANDIA Office Systems Corporation</b>	P.O. No. : <b>J2022-04-004 (BELCP)</b>
Address : <b># 136 Abanao Extention, Baguio City</b>	Date : <b>25-Apr-22</b>
TIN : <b>002- 332- 000- 012 VAT</b>	Mode of Procurement : <b>SVP</b>

Gentlemen:

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

Place of Delivery : <b>BCNSHS- Irian</b>	Delivery Term : _____
Date of Delivery : on or before April 29, 2022	Payment Term : _____

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	bottle	RISO ink , F Type, Black	15	1,690.00	25,350.00
	roll	Master Roll for Riso, F type, B4	10	3,915.00	39,150.00
		<b>**Nothing Follows**</b>			
		TOTAL			64,500.00

(Total Amount in Words) **Sixty-four thousand five hundred**

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:

Very truly yours,

**COPYLANDIA Office Systems Corporation**

(Signature over Printed Name of Supplier)

(Date) **4-25-2022**

**MARIA JOAND. ANDAYAN**

School Head

Fund Cluster : **01**

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

**MARIFE O. CACHERO**  
 Administrative Assistant III

ORS/BURS No. : **02-101101-2022-03-0046**

Date of the ORS/BURS: **3/23/2022**

Amount : **P 57,000-**





**BIDS AND AWARDS COMMITTEE**

**RESOLUTION NO. 04-003, S. 2022**

**RECOMMENDING THE AWARD OF CONTRACT THROUGH ALTERNATIVE METHOD OF PROCUREMENT  
– SMALL VALUE PROCUREMENT TO COPYLANDIA OFFICE SYSTEMS CORPORATION**

**WHEREAS** Baguio City National Science High School prepared the Purchase Request (PR) for the procurement of **PRINTER INK, MASTER ROLL, DRUM AND CARTRIDGE** with an Approved Budget for the Contract (ABC) of **Eighty-seven thousand Philippine pesos (P 87,000.00)**;

**WHEREAS** on April 7, 2022, 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*:

<b>SUPLIERS/DISTRIBUTORS</b>	<b>QUOTATION (P)</b>
COPYLANDIA OFFICE SYSTEMS CORPORATION	P 64,500.00
LASER MARKETING	no bid
KEBS ENTERPRISE	no bid

**WHEREAS** the proposal of **COPYLANDIA OFFICE SYSTEMS CORPORATION** has the lowest bid on the products to be procured;


**WHEREAS** the proposal of **COPYLANDIA OFFICE SYSTEMS CORPORATION** is found to be the most compliant with the PR, and its price quotation amounting to **Sixty-four thousand five hundred Philippine pesos (P64,500.00)** 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 or his/her duly authorized representative.

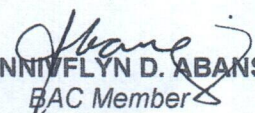
**NOW THEREFORE**, for and in consideration of the foregoing, **We**, the Members of Bids and Awards Committee, hereby **RECOMMEND** to the School Head the **AWARD OF CONTRACT** via Alternative Method of Procurement – Small Value Procurement to **COPYLANDIA OFFICE SYSTEMS CORPORATION** for the procurement of **PRINTER INK, MASTER ROLL, DRUM AND CARTRIDGE** with an Approved Budget for the Contract (ABC) of **Eighty-seven thousand Philippine pesos (P 87,000.00)** inclusive of appropriate taxes and fees.

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

  
**JEREMY L. BASTIAN**  
BAC Member

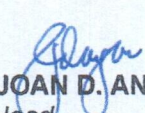
  
**PIA P. DULIGAS**  
BAC Chairperson

  
**LESLI N. TONGYOFEN**  
BAC Member

  
**GAYNNIVFLYN D. ABANSI**  
BAC Member

  
**RUTH DALE D. PAMINTUAN**  
BAC Member

Approved:

  
**MARIA JOAN D. ANDAYAN**  
School Head





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Purok 12, Irisan, Baguio City



## NOTICE TO PROCEED

April 20, 2022

**THE MANAGER**  
COPYLANDIA OFFICE SYSTEMS CORPORATION  
Baguio City

Dear Sir/Madame:


This refers to our award of contract to your company for the procurement **PRINTER INK, MASTER ROLL, DRUM AND CARTRIDGE** in the amount of **Sixty-four thousand five hundred Philippine pesos (P64,500.00)** 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.

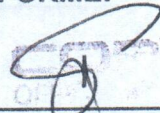
Please acknowledge receipt and acceptance of this notice by signing at the portion provided below of both copies. Keep one copy and return the other to this office at the soonest.

Thank you.

Very truly yours,

  
**MARIA JOAN D. ANDAYAN**  
School Head

**CONFORME:**

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

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

Tel.No. (092) 466-5357 / 466-5358  
VAT REG. NO. 12-000-011