



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

### Sean Print and Wait Printing Services


Dear Sir/Ma'am:

We are pleased to notify you that your price quotation and proposal for the procurement of Graduation Package for Grade 6 and Kindergarten in the amount of PHILIPPINE PESOS **Seventy Thousand Seven Hundred Seventy-One Pesos Only (₱70,771.00)** 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:

  
**SAXON P. MANUEL**  
(Signature Over Printed Name)

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

06/15/22  
/pin/

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





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

### Sean Print and Wait Printing Services

Dear Ma'am/Sir:

This refers to our award of contract to your company for the procurement of Graduation Package for Grade 6 and Kindergarten in the amount of PHILIPPINE PESOS **Seventy Thousand Seven Hundred Seventy-One Pesos Only (₱70,771.00)** 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:

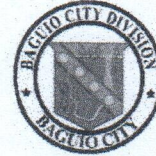
  
**SANSON P. MANUEL**  
(Signature Over Printed Name)

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

6/15/22  
/pjn/



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. 05, S. 2022

**RECOMMENDING THE AWARD OF CONTRACT THROUGH SMALL VALUE PROCUREMENT TO**  
**Sean Print and Wait Printing Services**

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-Six Thousand Seven Hundred Five Pesos Only. (₱86,705) (Annex A);

WHEREAS on June 14, 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.)
<b>Sean Print and Wait Printing Services</b>	₱70,771.00
<b>Qadar</b>	₱79,220.00
<b>Print Expert</b>	₱86,705.00
<b>Evangel</b>	₱90,940.00


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

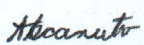
WHEREAS the proposal of **Sean Print and Wait Printing Services** is found to be the most compliant with the PR, and its price quotation amounting to **Seventy Thousand Seven Hundred Seventy-One Pesos Only (₱70,771.00)** is the most economical and advantageous to the Government, thereby rendering the same as the lowest calculated responsive bid;

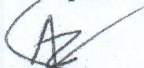
WHEREAS Section 12 of R.A. No. 9184 mandates that the BAC shall recommend the award of the contract to the Head of the Procuring Entity or his/her duly authorized representative.

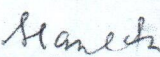
NOW THEREFORE, for and in consideration of the foregoing, We, the Members of the Bids and Awards Committee, hereby RECOMMEND to the School Head the AWARD OF CONTRACT via Negotiated Procurement to **Sean Print and Wait Printing Services** for procurement of Graduation Package, in the amount of **Seventy Thousand Seven Hundred Seventy-One Pesos Only (₱70,771.00)** inclusive of appropriate taxes and fees.

RESOLVED, this 14th day of June 2022, in Doña Aurora Elementary School, Baguio City.

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

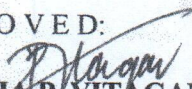
  
**AMY B. CANUTO**  
Vice- Chairman

  
**ANNA LIZA C. SEGUIN**  
BAC Member

  
**ISIDRO R. LLANETA**  
BAC Member

  
**GEMMA P. TUGUINAY**  
BAC Member

APPROVED:

  
**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., North Central Aurora Hill, Baguio City

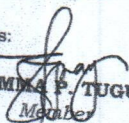
Abstract of Bid or quotation under Circular Proposal No. 04-01-2018. Opened on June 14, 2022 at Doña Aurora Elementary School at 9:30 A.M.


Item No.	Unit	Qty.	Item Description or Specification	Sean Print and Wait Printing Services	Qadar	Print Expert	Evangel
1	pcs.	174	Diploma Personalized Certificate Holder, A4				
2	cans	362	Diploma /Certificate and Printing with a seal, A4 (Graduate and Kinder)	17400	20880	16530	43500
3	pax	220	Souvenir Program: Graduates, Teachers, and Guest	3620	10860	12670	12670
4	pcs.	174	Button Pins	26400	15400	19800	7700
5	pcs.	220	Ribbons for graduates, parents, teachers, and guest	1740	5220	5220	4350
6	pcs.	315	Medal of Honors for Grade VI and grade I-V, ( 6cm, 30g, emerald green lace with printed name of school)	2640	5500	4400	5500
7	pcs.	45	Ribbons for honor graduates	16695	18900	23625	14175
8	pcs.	1	Tarpaulin	540	1350	900	1125
9	pcs.	2	Lei	1536	810	3060	1920
<b>TOTAL</b>				P 70,771.00	P 79,220.00	P 86,705.00	P 90,940.00

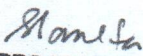
Assessed by:

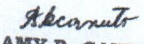
**ERNESTO A. SALIBAD, JR.**  
 Canvass Officer

Members:

  
**GEMMA P. TUGUINAY**  
 Member


  
**ANNA LIZA C. SEGUIN**  
 Member

  
**ISIDRO LLANETA JR.**  
 Member

  
**AMY B. CANUTO**  
 Vice - Chairman

  
**VICTOR U. SOTELO JR.**  
 Chairperson

Award is hereby given to the bidder for items checked in red ink for being the lowest price and most responsive.

  
**CYNTHIA P. VITAGAN**  
 School Head

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

Supplier : Sean Print and Wait Printing Services Address : ID-40 Betag, La Trinidad, Benguet 926-694-320-000	P.O. No. : 2022-06-014 Date : June 16, 2022 Mode of Procurement : Shopping
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Gentlemen:

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

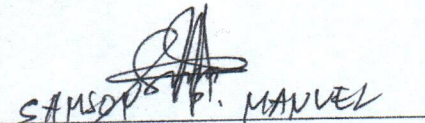
Place of Delivery : _____			Delivery Term : _____		
Date of Delivery : _____			Payment Term : _____		
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pcs.	Diploma Personalized Certificate Holder, A4	174	100.00	P 17,400.00
2	pcs.	Diploma /Certificate and Printing with a seal, A4 (Graduate and Kinder	362	10	P 3,620.00
3	pcs.	Souvenir Program: Graduates, Teachers, and Guest	220	120	P 26,400.00
4	pcs.	Button Pins	174	10	P 1,740.00
5	pcs.	Ribbons for graduates, parents, teachers, and guest	220	12	P 2,640.00
6	pcs.	Medal of Honors for Grade VI and grade I-V, ( 6cm, 30g, emerald green lace with printed name of school)	315	53	P 16,695.00
7	pcs.	Ribbons for honor graduates	45	12	P 540.00
8	pcs.	Tarpaulin	1	1536	P 1,536.00
9	pcs.	Lei	2	100	P 200.00
<b>TOTAL</b>					<b>P 70,771.00</b>

**Seventy Thousand Seven Hundred Seventy-One Pesos Only (P70,771.00)**

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.

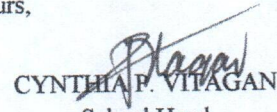
Conforme:

Very truly yours,

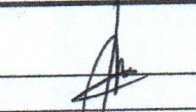
  
 Signature over Printed Name of Supplier

6-15-22

Date

  
 CYNTHIA P. VITAGAN  
 School Head

Fund Cluster : \_\_\_\_\_  
 Funds Available : \_\_\_\_\_

  
 OMAR D. OLBA  
 Bookkeeper

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