



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**  
**DONTOGAN ELEMENTARY SCHOOL**  
Purok 2, Brgy. Dontogan, Baguio City

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**NOTICE OF AWARD**

June 21, 2022

RAYMOND PACULAN  
Gold Ink Printing Shop  
Bonifacio Street, Baguio City

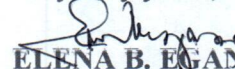
Dear Mr. Paculan:

We are pleased to notify you that your price quotation and proposal for the procurement of **supplies and materials (diplomas & ribbons) for the conduct of the Moving Up and Graduation Ceremonies for SY 2021-2022** in the amount of PHILIPPINE PESOS **Fifteen Thousand Fourteen Pesos Only (Php 15,014.00)** inclusive of appropriate taxes and fees, has been accepted.

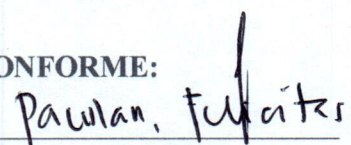
Should you agree with the award of the contract, please acknowledge receipt and acceptance of this notice by signing at the portion provided below. Keep a copy and return the original copy to this office at the soonest.

Thank you.

Very truly yours,

  
**ELENA B. EGANGAN, PhD**  
OIC – Office of the School Principal

CONFORME:

  
(Signature Over Printed Name)

06-21-22

(Date)



**DONTOGAN ELEMENTARY SCHOOL**  
Address: Purok 2, Brgy. Dontogan, Baguio City  
Telephone Number: 422-5095  
E-mail Address: dontoganes@gmail.com





Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**  
**DONTOGAN ELEMENTARY SCHOOL**  
Purok 2, Brgy. Dontogan, Baguio City

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**NOTICE TO PROCEED**

June 23, 2022

RAYMOND PACULAN  
Gold Ink Printing Shop  
Bonifacio Street, Baguio City

Dear Mr. Paculan:

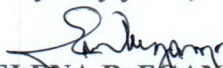
This refers to our award of contract to your company for the procurement of **supplies and materials (diplomas and ribbons) for the conduct of the Moving Up and Graduation Ceremonies for SY 2021-2022** in the amount of PHILIPPINE PESOS **Fifteen Thousand Fourteen Pesos Only (Php 15,014.00)** inclusive 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/PO.


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

Thank you.

Very truly yours,

  
**ELENA B. ECANGAN, PhD**  
OIC – Office of the School Principal

**CONFORME:**

I acknowledge receipt of this Notice on 06-23-22  
Name of the Representative of the Bidder: Felicitas Paculan  
Authorized Signature: 



**DONTOGAN ELEMENTARY SCHOOL**  
Address: Purok 2, Brgy. Dontogan, Baguio City  
Telephone Number: 422-5095  
E-mail Address: dontoganes@gmail.com





Department of Education  
Cordillera Administrative Region  
Schools Division Office of Baguio City  
District V  
**DONTOGAN ELEMENTARY SCHOOL**

**PURCHASE ORDER**DONTOGAN ELEMENTARY SCHOOL

Entity Name

Supplier : <u>GOLD INK PRINTING SHOP</u>	P.O. No. : <u>2022-06-0015</u>
Address : <u>Bonifacio Street, Baguio City</u>	Date : <u>June 22, 2022</u>
TIN : <u>311-542-142-000</u>	Mode of Procurement : <u>SVP</u>

Gentlemen:

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

Place of Delivery : <u>Dontogan Elementary School</u>	Delivery Term : _____
Date of Delivery : _____	Payment Term : <u>after delivery</u>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1		<b>Diploma/certificate printing</b> - colored printing, parchment paper (9" x 12"), with gold seal			
	piece	Diploma/certificate for Kindergarten	120	28.00	3,360.00
	piece	Diploma/certificate for Grade 6	107	28.00	2,996.00
2		<b>Ribbons for graduates, parents, and faculty</b> - personalized with lace (made of traditional Cordilleran fabric, 2.5" length)			
	piece	Ribbons for graduates	227	18.00	4,086.00
	piece	Ribbons for parents	227	18.00	4,086.00
	piece	Ribbons for faculty	27	18.00	486.00
** NOTHING FOLLOWS **					

**Fifteen Thousand Fourteen Pesos Only****15,014.00**

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:

Paculan, Felicitas  
Signature over Printed Name of Supplier

06-22-22

Date

Very truly yours,

Elena B. Egangan, PhD

OIC - School Head

Fund Cluster : 01  
Funds Available : Php 15,014.00

CONRADO D. AGUILAR JR.  
Administrative Assistant III

ORS/BURS No. : 02-101101-2022-05-00652Date of the ORS/BURS: May 11, 2022Amount : Php 124,655.25





Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
SCHOOLS DIVISION OF BAGUIO CITY  
**DONTOGAN ELEMENTARY SCHOOL**  
Purok 2, Brgy. Dontogan, Baguio City

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**NOTICE OF AWARD**

June 21, 2022

MERCEDITA G. BADENAS  
KEBS Enterprise  
36 A. Bonifacio Street, Baguio City

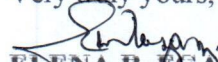
Dear Ms. Badenas:

We are pleased to notify you that your price quotation and proposal for the procurement of **supplies and materials (souvenir program papers & tarpaulins) for the conduct of the Moving Up and Graduation Ceremonies for SY 2021-2022** in the amount of PHILIPPINE PESOS **Sixteen Thousand Four Hundred Thirty-Nine Pesos Only (Php 16,439.00)** 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,

  
**ELENA B. EGANGAN, PhD**  
OIC – Office of the School Principal

**KEBS ENTERPRISE**  
#36 A. Bonifacio Street, Baguio City  
(Signature Over Printed Name)  
TEL. NO.: (074) 4228011  
June 21, 2022  
(Date)



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**DONTOGAN ELEMENTARY SCHOOL**  
Address: Purok 2, Brgy. Dontogan, Baguio City  
Telephone Number: 422-5095  
E-mail Address: dontoganes@gmail.com





Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**  
**DONTOGAN ELEMENTARY SCHOOL**  
Purok 2, Brgy. Dontogan, Baguio City

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**NOTICE TO PROCEED**

June 23, 2022

MERCEDITA G. BADENAS  
KEBS Enterprise  
36 A. Bonifacio Street, Baguio City

Dear Ms. Badenas:

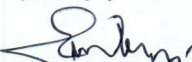
This refers to our award of contract to your company for the procurement of **supplies and materials (souvenir program papers and tarpaulins) for the conduct of the Moving Up and Graduation Ceremonies for SY 2021-2022** in the amount of PHILIPPINE PESOS **Sixteen Thousand Four Hundred Thirty-Nine Pesos Only (Php 16,439.00)** 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/PO.

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

Thank you.

Very truly yours,

  
**ELENA B. EGANGAN, PhD**  
OIC – Office of the School Principal

**CONFORME:**

I acknowledge receipt of this Notice on \_\_\_\_\_

Name of the Representative of the Bidder: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

**KEBS ENTERPRISE**  
#36 A. Bonifacio Street, Baguio City  
(ACROSS CALTEX GAS STATION)  
TEL. NO.: (074) 4228011



**DONTOGAN ELEMENTARY SCHOOL**  
Address: Purok 2, Brgy. Dontogan, Baguio City  
Telephone Number: 422-5095  
E-mail Address: dontoganes@gmail.com





Department of Education  
Cordillera Administrative Region  
Schools Division Office of Baguio City  
District V



**DONTOGAN ELEMENTARY SCHOOL**

**PURCHASE ORDER**

DONTOGAN ELEMENTARY SCHOOL

**Entity Name**

Supplier : <u>KEBS ENTERPRISE</u>	P.O. No. : <u>2022-06-0016</u>
Address : <u>36 A. Bonifacio Street, Baguio City</u>	Date : <u>June 22, 2022</u>
TIN : <u>149-863-753-000</u>	Mode of Procurement : <u>SVP</u>

Gentlemen:

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

Place of Delivery : <u>Dontogan Elementary School</u>	Delivery Term : _____
Date of Delivery : _____	Payment Term : <u>after delivery</u>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	piece	Souvenir Program Paper - 8.5"x11", folded, 10-14 pages; cover page: colored print; inside pages: black and white	257	55.00	14,135.00
2	piece	Tarpaulin for the Graduation Ceremony (18ft x 8ft)	1	1,728.00	1,728.00
3	piece	Tarpaulin for the Moving Up Ceremony (8ft x 6ft)	1	576.00	576.00
		** NOTHING FOLLOWS **			
					-
					-
					-

**Sixteen Thousand Four Hundred Thirty-Nine Pesos Only**

**16,439.00**

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.

Conformed by: **KEBS ENTERPRISE**  
#36 A. Bonifacio Street, Baguio City  
(Signature over Printed Name of Supplier)  
**TEL. NO.: (074) 4228011**  
June 22, 2022  
Date

Very truly yours,

**ELENA B. EGANGAN, PhD**

OIC - School Head

Fund Cluster : 01  
Funds Available : Php 16,439.00

**CONRADO D. AGUILAR JR.**  
Administrative Assistant III

ORS/BURS No. : 02-101101-2022-05-00652

Date of the ORS/BURS: May 11, 2022

Amount : Php 124,655.25



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**  
**DONTOGAN ELEMENTARY SCHOOL**  
Purok 2, Brgy. Dontogan, Baguio City

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**NOTICE OF AWARD**

June 21, 2022

MARISSA CHAUR  
Qadar Souvenirs and General Merchandise  
1150 G/F Maharlika Livelihood Complex, Baguio City

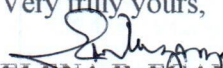
Dear Ms. Chaur:

We are pleased to notify you that your price quotation and proposal for the procurement of **supplies and materials (medals and leis) for the conduct of the Moving Up, Graduation, and Recognition Ceremonies for SY 2021-2022** in the amount of PHILIPPINE PESOS **Thirteen Thousand Four Hundred Seventy Pesos Only (Php 13,470.00)** 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,

  
**ELENA B. ECANGAN, PhD**  
OIC – Office of the School Principal

  
**CONFORME**  
QADAR SOUVENIRS AND  
GENERAL MERCHANDISE

(Signature Over Printed Name)

06-21-22  
(Date)



**DONTOGAN ELEMENTARY SCHOOL**  
Address: Purok 2, Brgy. Dontogan, Baguio City  
Telephone Number: 422-5095  
E-mail Address: dontoganes@gmail.com





Department of Education  
Cordillera Administrative Region  
Schools Division Office of Baguio City  
District V  
**DONTOGAN ELEMENTARY SCHOOL**



**PURCHASE ORDER**  
DONTOGAN ELEMENTARY SCHOOL  
Entity Name

Supplier : QADAR SOUVENIRS & GENERAL MERCHANDISE P.O. No. : 2022-06-0017  
Address : G/F Maharlika Livelihood Complex, Baguio City Date : June 22, 2022  
TIN : 306-275-868-000 Mode of Procurement : SVP

Gentlemen:

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

Place of Delivery : Dontoغان Elementary School Delivery Term : \_\_\_\_\_  
Date of Delivery : \_\_\_\_\_ Payment Term : after delivery

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1		Medals - embossed with the DepEd seal (diameter: 6cm, weight: 30g); ribbon width: 1 inch; ribbon color: emerald green with printed name of the school			-
	piece	Silver medals	23	60.00	1,380.00
	piece	Bronze medals	193	60.00	11,580.00
2	piece	Leis for the guest speaker and confirmers (customized, made of traditional Cordilleran fabric)	3	170.00	510.00
		** NOTHING FOLLOWS **			-
					-
					-
<b>Thirteen Thousand Four Hundred Seventy Pesos Only</b>					<b>13,470.00</b>

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:

QADAR SOUVENIRS AND  
GENERAL MERCHANDISE

Signature over Printed Name of Supplier

06-22-22

Date

Very truly yours,

ELENA B. EGANGAN, PhD

OIC - School Head

Fund Cluster : 01  
Funds Available : Php 13,470.00

**CONRADO D. AGUILAR JR.**  
Administrative Assistant III

ORS/BURS No. : 02-101101-2022-05-00652  
Date of the ORS/BURS: May 11, 2022  
Amount : Php 124,655.25





Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**  
**DONTOGAN ELEMENTARY SCHOOL**  
Purok 2, Brgy. Dontogan, Baguio City

**BIDS AND AWARDS COMMITTEE**  
**RESOLUTION NO. 003, S. 2022**

**RECOMMENDING THE AWARD OF CONTRACT THROUGH SMALL VALUE  
PROCUREMENT TO GOLD INK PRINTING SHOP, KEBS ENTERPRISE, AND QADAR  
SOUVENIRS & GEN. MDSE. FOR THE PROCUREMENT OF SUPPLIES & MATERIALS FOR  
THE MOVING UP, GRADUATION, & RECOGNITION CEREMONIES FOR SY 2021-2022**

**WHEREAS** the Department of Education – Dontogan Elementary School prepared the Purchase Request (PR) for the procurement of **supplies & materials for the moving up, graduation, & recognition ceremonies for SY 2021-2022** with an Approved Budget for the Contract (ABC) of **Fifty-Seven Thousand Five Hundred Seventy Pesos Only (Php 57,570.00)** (Annex A);

**WHEREAS** on June 10, 2022, the Bids and Awards Committee (BAC) of Dontogan Elementary School 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>Supplier/Distributors</b>	<b>Quotation (Php)</b>
EVANGEL SALES & SERVICES INC.	48,416.00
GOLD INK PRINTING SHOP	49,735.00
KEBS ENTERPRISE	50,954.00
QADAR SOUVENIRS & GEN. MDSE.	51,676.00
BAGUIO PRINCE ENTERPRISES	36,405.00

**WHEREAS** per evaluation, below are non-compliant with the specifications set forth in the TOR:

<b>Supplier/Distributors</b>	<b>Non-Compliance</b>
EVANGEL SALES & SERVICES INC.	Did not submit/provide all the required bid documents indicated in the RFQ.
BAGUIO PRINCE ENTERPRISES	Some items did not conform to the product specifications indicated in the RFQ.

**WHEREAS** the proposals of **GOLD INK PRINTING SHOP, KEBS ENTERPRISE, AND QADAR SOUVENIRS & GEN. MDSE.**, are found to be the most compliant with the PR, and their price quotations amounting to **Fifteen Thousand Fourteen Pesos Only (15,014.00)**, **Sixteen Thousand Four Hundred Thirty-Nine Pesos Only (16,439.00)**, and **Thirteen Thousand Four Hundred Seventy Pesos Only (13,470.00)** respectively, are the most economical and advantageous to the Government, thereby rendering the same as the lowest calculated responsive bid;




Address: Purok 2, Brgy. Dontogan, Baguio City  
Telephone Number: 422 - 5095  
E-mail Address: dontoganes@gmail.com




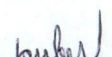
ITEM NO.	UNITS	QUANTITY	DESCRIPTION AND/OR SPECIFICATION	EVANGEL SALES & SERVICES INC.	GOLD INK PRINT SHOP	KEBS ENTERPRISE	QADAR SOUVENIRS & GENERAL MERCHANDISE	BAGUO PRINCE ENTERPRISES
1			<b>Diploma/certificate printing</b> - colored printing, parchment paper (9" x 12"), with gold seal					
	piece	120	Diploma/certificate for Kindergarten	4,800.00	3,360.00	4,200.00	4,200.00	3,000.00
	piece	107	Diploma/certificate for Grade 6	3,745.00	2,996.00	3,745.00	3,745.00	2,675.00
2			<b>Ribbons for graduates, parents, and faculty</b> - personalized with lace (made of traditional Cordilleran fabric, 2.5" length)					
	piece	227	Ribbons for graduates	5,675.00	4,086.00	4,540.00	5,675.00	N/A
	piece	227	Ribbons for parents	5,675.00	4,086.00	4,540.00	5,675.00	N/A
	piece	27	Ribbons for faculty	675.00	486.00	540.00	675.00	N/A
3			<b>Medals</b> - embossed with the DepEd seal (diameter: 6cm, weight: 30g); ribbon width: 1 inch; ribbon color: emerald green with printed name of the school					
	piece	23	Silver medals	1,265.00	1,725.00	1,725.00	1,380.00	1,495.00
	piece	193	Bronze medals	10,615.00	14,475.00	14,475.00	11,580.00	12,545.00
4	piece	257	<b>Souvenir Program Paper</b> - 8.5"x11", folded, 10-14 pages; cover page: colored print; inside pages: black and white	12,336.00	14,906.00	14,135.00	15,420.00	12,850.00
5	piece	3	<b>Leis</b> for the guest speaker and confirmers (customized, made of traditional Cordilleran fabric)	750.00	735.00	750.00	510.00	N/A
6	piece	1	Tarpaulin for the Graduation Ceremony (18ft x 8ft)	2,160.00	2,160.00	1,728.00	2,048.00	2,880.00
7	piece	1	Tarpaulin for the Moving Up Ceremony (8ft x 6ft)	720.00	720.00	576.00	768.00	960.00
<b>TOTAL</b>				<b>48,416.00</b>	<b>49,735.00</b>	<b>50,954.00</b>	<b>51,676.00</b>	<b>36,405.00</b>

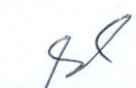
We hereby certify that the bids or quotations received were opened at the date and hour indicated and the prices offered as stated above.

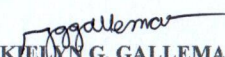
**CANVASSER BY:**

  
ROWENA DEOGRACIAS  
 NAME OF CANVASSER

  
VANGIE D. SIKI  
 BAC CHAIRPERSON

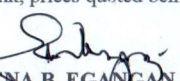
  
RUBEN P. MARTIN  
 BAC VICE CHAIRPERSON

  
LEEANN C. NEAD  
 BAC MEMBER

  
JACKELYN G. GALLEMA  
 BAC MEMBER

  
NELSON ALEX B. MANA-A  
 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.

  
ELENA B. EGANGAN, PhD  
 OIC - School Head