



Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OFFICE OF BAGUIO CITY**  
**JOSEFA CARIÑO ELEMENTARY SCHOOL**

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**NOTICE OF AWARD**

August 18, 2022

**COPYLANDIA OFFICE SYSTEMS CORPORATION**

Units GF-22 and LGS-08 MegaTower Residences 1 Sandico Cor.  
Tecson Streets, Salud, Mitra, Baguio City

Dear Sir/Ma'am:

We are pleased to notify you that your price quotation and proposal for the procurement of *school repair materials for SY 2022-2023* in the amount of PHILIPPINE PESOS *One Hundred Thirty-two Thousand, Five Hundred Eighty-one Pesos and Fifty Centavos Only (Php 132,581.50)* 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,

**CASTRO P. CANUTO**  
Principal II

**CONFORME:**

**COPYLANDIA**  
OFFICE SYSTEMS CORPORATION

(Signature Over Printed Name)

446-5356 / 446-5357 / 446-5358  
002-332-000-017

(Date)



**Address:** Yandoc St., Kayang Ext., Baguio City  
**Telephone number:** 442-3149  
**Email Address:** josefacarinoelemschool@gmail.com



Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OFFICE OF BAGUIO CITY**  
**JOSEFA CARIÑO ELEMENTARY SCHOOL**

**NOTICE TO PROCEED**

August 21, 2022

**COPYLANDIA OFFICE SYSTEMS CORPORATION**

Units GF-22 and LGS-08 MegaTower Residences 1 Sandico Cor.  
Tecson Streets, Salud, Mitra, Baguio City

Dear Sir/Ma'am:


This refers to our award of contract to your company for the procurement of *office supplies and materials for the reproduction of Self-Learning Modules for SY 2022-2023* in the amount of PHILIPPINE PESOS *One Hundred Thirty-two Thousand, Five Hundred Eighty-one Pesos and Fifty Centavos Only (Php 132,581.50)*.

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,

  
**CASTRO P. CANUTO**  
Principal II

**CONFORME:**

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

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

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

(Signature over printed name)



Address: Yandoc St., Kayang Ext., Baguio City  
Telephone number: 442-3149  
Email Address: josefacarinoelemschool@gmail.com



**PURCHASE ORDER**  
 Department of Education  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**  
**JOSEFA CARIÑO ELEMENTARY SCHOOL**  
 Yandoc St., Baguio City



Supplier : <u>COPYLANDIA OFFICE SYSTEMS CORPORATION</u>	P.O. No. : <u>2022-08-030</u>
Address : <u>Salud, Mitra, Baguio City</u>	Date : <u>August 19, 2022</u>
TIN : <u>002-332-000-012</u>	Mode of Procurement : <u>DC</u>

Gentlemen:

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

Place of Delivery : <u>Josefa Cariño Elementary School</u>	Delivery Term : <u>Deliver</u>
Date of Delivery : _____	Payment Term : <u>Check</u>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	tube	Riso INK KZ black	50	₱1,150.00	₱57,500.00
2	roll	Master KZ B4	50	₱1,320.00	₱66,000.00
3	unit	Risograph KZ30, Roller	3	₱614.00	₱1,842.00
4	unit	Risograph KZ30, Stripper Pad	3	₱738.00	₱2,214.00
5	unit	Risograph KZ30, Base Plate	3	₱564.00	₱1,692.00
6	unit	Risograph KZ30 Center Support Plate	1	₱562.00	₱562.00
7	unit	Risograph KZ30 Pressure Spring	1	₱575.00	₱575.00
8	unit	Risograph KZ30, Inking nozzle	1	₱761.00	₱761.00
9	unit	Risograph KZ30 Gear OWC	1	₱1,435.50	₱1,435.50
		--Nothing Follows--			

One Hundred Thirty-two Thousand, Five Hundred Eighty-one Pesos and Fifty Centavos Only

**₱132,581.50**

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:

**COPYLANDIA**  
**OFFICE SYSTEMS CORPORATION**

Signature over Printed Name of Supplier 8/19/22

Date 8/19/22  
 Tel. No. (074) 445-5356 / (06-5357) 445-5358  
 VAT REG. TIN 002-332-000-012

**CASTRO P. CANUTO**

August 19, 2022  
 Date

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

**BEBSIE H. DIZON**  
 Bookkeeper

8/19/22

ORS/BURS No. : \_\_\_\_\_

Date of the ORS/BURS: \_\_\_\_\_

Amount : \_\_\_\_\_



**Republic of the Philippines**  
**Department of Education**  
**CORDILLERA ADMINISTRATIVE REGION**  
**SCHOOLS DIVISION OFFICE OF BAGUIO CITY**  
**DISTRICT 6**  
**JOSEFA CARIÑO ELEMENTARY SCHOOL**

**RESOLUTION NO. 030, S. 2022**

**RECOMMENDING THE AWARD OF CONTRACT THROUGH SMALL VALUE PROCUREMENT TO  
 COPYLANDIA OFFICE SYSTEMS CORPORATION, FOR THE PROCUREMENT OF OFFICE SUPPLIES  
 AND MATERIALS FOR THE REPRODUCTION OF SLMs FOR SCHOOL YEAR 2022-2023**

**WHEREAS** the School prepared the Purchase Request (PR) for the procurement of *office supplies and materials for the reproduction of SLMs for SY 2022-2023* with an Approved Budget for the Contract (ABC) of *One Hundred Thirty-two Thousand, Five Hundred Eighty-one Pesos and Fifty Centavos Only (Php 132,581.50)* (Annex A);

**WHEREAS** on *August 12, 2022*, the DepEd – 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:

<b>Supplier/Distributors</b>	<b>Quotation (Php)</b>
ML CONSUMER GOODS TRADING	Php 100,000.00
QADAR SOUVENIRS AND GEN MERCHANDISE	Php 115,000.00
<b>COPYLANDIA OFFICE SYSTEMS CORPORATION</b>	<b>Php 132,581.50</b>

*[insert more row if necessary]*

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

<b>Supplier/Distributors</b>	<b>Non-Compliance</b>
ML CONSUMER GOODS TRADING	Incomplete quotation
QADAR SOUVENIRS AND GEN MERCHANDISE	Incomplete quotation

*[insert more row if necessary]*

**WHEREAS** the proposal of **COPYLANDIA OFFICE SYSTEMS CORPORATION** is found to be the most compliant with the PR, and its price quotation amounting TO *ONE HUNDRED THIRTY-TWO THOUSAND, FIVE HUNDRED EIGHTY-ONE PESOS AND FIFTY CENTAVOS ONLY (Php 132,581.50)* 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 – Small Value Procurement* to **COPYLANDIA OFFICE SYSTEMS CORPORATION** for the procurement of School Supplies and Materials in the amount of *One Hundred Thirty-two Thousand, Five Hundred Eighty-one Pesos and Fifty Centavos Only (Php 132,581.50)* inclusive of appropriate taxes and fees.





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**Department of Education**  
**CORDILLERA ADMINISTRATIVE REGION**  
**SCHOOLS DIVISION OFFICE OF BAGUIO CITY**  
**DISTRICT 6**  
**JOSEFA CARIÑO ELEMENTARY SCHOOL**

RESOLVED, this August 18, 2022, Josefa Cariño Elementary School, Baguio City.

**CHARITO J. FERNANDEZ**  
*BAC Chairperson*

**RHODORA B. ESTOLERO**  
*BAC Vice-Chairperson*

**MARY B. RAYOSEN**  
*BAC Member*

**MARY ANN K. BUNNOL**  
*BAC Member*

**MARISSA J. JORVINA**  
*BAC Member*

**APPROVED:**

**CASTRO P. CANUTO**  
*Principal II*  
 Approved on August 18, 2022

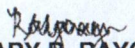


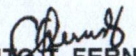
Abstract of Bids or Quotations under CIRCULAR PROPOSAL NO. \_\_\_\_\_ opened on August 18, 2022, at Josefa Cariño Elementary School, Baguio City

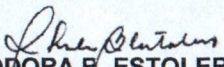
ITEM	UNITS	QUANTITY	DESCRIPTION AND/OR SPECIFICATION	COPYLANDIA OFFICE SYSTEMS CORPORATION		ML CONSUMER GOODS TRADING		QADAR SOUVENIRS AND GEN MERCHANDISE	
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	tube	50	Riso INK KZ black	1,150.00	P57,500.00	800.00	P40,000.00	1,000.00	P50,000.00
2	roll	50	Master KZ B4	1,320.00	P66,000.00	1,200.00	P60,000.00	1,300.00	P65,000.00
3	unit	3	Risograph KZ30, Roller	614.00	P1,842.00	No Quotation		No Quotation	
4	unit	3	Risograph KZ30, Stripper Pad	738.00	P2,214.00	No Quotation		No Quotation	
5	unit	3	Risograph KZ30, Base Plate	564.00	P1,692.00	No Quotation		No Quotation	
6	unit	1	Risograph KZ30 Center Support Plate	562.00	P562.00	No Quotation		No Quotation	
7	unit	1	Risograph KZ30 Pressure Spring	575.00	P575.00	No Quotation		No Quotation	
8	unit	1	Risograph KZ30, Inking nozzle	761.00	P761.00	No Quotation		No Quotation	
9	unit	1	Risograph KZ30 Gear OWC	1,435.50	P1,435.50	No Quotation		No Quotation	
			...NOTHING FOLLOWS...						
			<b>Total</b>		<b>P132,581.50</b>		<b>P100,000.00</b>		<b>P115,000.00</b>

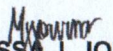
We hereby certify that the bids or quotations received were opened at the date and hour indicated and the prices offered as stated above.

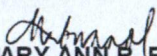
MEMBERS:

  
MARY B. RAYOSEN  
 BAC MEMBER


  
CHARITO T. FERNANDEZ  
 BAC CHAIRPERSON

  
RHODORA B. ESTOLERO  
 BAC-VICE CHAIRPERSON

  
MARISSA J. JORVINA  
 BAC MEMBER

  
MARY ANN R. BUNNOL  
 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.

  
CASTRO P. CANUTO  
 SCHOOL HEAD