



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY
APOLINARIO MABINI ELEMENTARY SCHOOL
Leonard Wood Road, Salud Mitra, Baguio City
DISTRICT IV

NOTICE OF AWARD

13 OCTOBER 2022

COPYLANDIA OFFICE SYSTEMS INC.
Megatower Residences
Sandico St, Baguio City

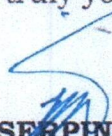
Dear Mr. Laurente T. Muñoz:

We are pleased to notify you that your price quotation and proposal for the procurement of *School and Office Supplies (Riso Consumables) for BELCP Implementation of Apolinario Mabini Elementary School* in the amount of PHILIPPINE PESOS *Seventy-three thousand one hundred pesos only (P 73,100.00) inclusive* of appropriate taxes and fees, has been accepted.

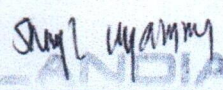
Should you agree with the award of the contract, please acknowledge receipt and acceptance of this notice by signing at the portion provided below. Keep a copy and return the original copy to this office at the soonest.

Thank you.

Very truly yours,


PROSERPINA M. ESTACIO
Principal III

CONFORME:


COPYLANDIA OFFICE SYSTEMS INC.
(Signature Over Printed Name)

OCT 13 2022
(Date) (074)446-5356 / 446-5357 / 446-5358

VAT REG TIN 002-332-000-012





Republic of the Philippines
Department of Education
 Cordillera Administrative Region
 SCHOOLS DIVISION OF BAGUIO CITY
 APOLINARIO MABINI ELEMENTARY SCHOOL
 LEONARD WOOD ROAD, SALUD MITRA BAGUIO CITY

NOTICE TO PROCEED

14 OCTOBER 2022

COPYLANDIA OFFICE SYSTEMS INC.
 Megatower Residences
 Sandico St, Baguio City

Dear Mr. Laurente T. Muñoz:

This refers to our award of contract to your company for the procurement of *School and Office Supplies (Riso Consumables) for BELCP Implementation of Apolinario Mabini Elementary School* in the amount of PHILIPPINE PESOS *Seventy-three thousand one hundred pesos only (P 73,100.00) 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,

PROSERPINA M. ESTACIO
 Principal III

CONFORME:

I acknowledge receipt of this Notice on COPYLANDIA OFFICE SYSTEMS INC. OCT 14 2022

Name of the Representative of the Bidder: _____

Authorized Signature: _____

(Signature over printed name)

COPYLANDIA
 OFFICE SYSTEMS INC.
 Tel. No. (743) 335-3350 / (416) 5157 / 446-5358
 VAT REG. NO. 024-332-000-012





Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY
APOLINARIO MABINI ELEMENTARY SCHOOL
Leonard Wood Road, Salud Mitra, Baguio City

BIDS AND AWARDS COMMITTEE
RESOLUTION NO. 007, S. 2022

RECOMMENDING THE AWARD OF CONTRACT THROUGH SMALL VALUE PROCUREMENT TO COPYLANDIA OFFICE SYSTEM CORPORATION FOR THE PROCUREMENT FOR RISO SUPPLIES AND MATERIALS FOR THE IMPLEMENTATION OF BELCP FOR SY 2022-2023

WHEREAS, the supply officer prepared the Purchase Request (PR) for the procurement of **RISO SUPPLIES AND MATERIALS FOR THE IMPLEMENTATION OF BELCP FOR SY 2022-2023** with an Approved Budget for the Contract (ABC) of **Seventy-three thousand five hundred forty-four pesos only (Php 73,544.00)**;

WHEREAS, on October 4, 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*:

Supplier/Distributors	Quotation (Php)
COPYLANDIA OFFICE SYSTEM CORPORATION	P 73,100.00
DKLR ENTERPRISE	P 51,500.00
QADAR SOUVENIRS AND GENERAL MDSE	P 43,000.00

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

Supplier/Distributors	Non-Compliance
DKLR ENTERPRISE	INCOMPLETE QUOTATION
QADAR SOUVENIRS AND GENERAL MDSE	INCOMPLETE QUOTATION

WHEREAS the proposal of **COPYLANDIA OFFICE SYSTEM CORPORATION** is found to be the most compliant with the PR, and its price quotation amounting to **SEVENTY- THREE THOUSAND ONE HUNDRED PESOS ONLY (P 73,100.00)** 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 Schools head the **AWARD OF CONTRACT** via Negotiated Procurement– Small Value Procurement to **COPYLANDIA OFFICE SYSTEM CORPORATION** for the procurement for **RISO SUPPLIES AND MATERIALS FOR THE IMPLEMENTATION OF BELCP FOR SY 2022-2023** in the amount of **SEVENTY- THREE THOUSAND ONE HUNDRED PESOS ONLY (P 73,100.00)** inclusive of appropriate taxes and fees.





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APOLINARIO MABINI ELEMENTARY SCHOOL
Leonard Wood Road, Salud Mitra, Baguio City

RESOLVED, this 13TH day of OCTOBER 2022, Apolinario Mabini Elementary School, Baguio City.

ALEJO L. PACALSO
BAC Chairperson

ARTURO D. DEL ROSARIO JR.
BAC Vice-Chairperson

MATTHEW L. BAYANG
BAC Member

ZIMWRIGHT P. EMBANG
BAC Member

ARLON P. PARISTA
BAC Member

APPROVED:

PROSERPINA M. ESTACIO
School Head

BIDS AND AWARDS COMMITTEE
RESOLUTION NO. 007, S. 2022



PURCHASE ORDER
SDO Baguio City
APOLINARIO MABINI ELEMENTARY SCHOOL

Supplier : COPYLANDIA OFFICE SYSTEMS CORPORATION	P.O. No. : 2022 -010-128
Address : Megatower Residences, Sandico St, Baguio City	Date : October 14, 2022
TIN : 002-332-000-012	Mode of Procurement : <u>small value procurement</u>

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


Place of Delivery : <u>Apolinario Mabini E/S</u>	Delivery Term : FULL
Date of Delivery : _____	Payment Term : FULL

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	tube	Riso Ink (CV Series)	20	1,335.00	26,700.00
2	roll	Riso Master (CV Series)	15	2,780.00	41,700.00
3	piece	Riso Roller (CV Series)	1	1,748.00	1,748.00
4	piece	Riso Stripper Pad Base (CV Series)	4	738.00	2,952.00
TOTAL					73,100.00


(Total Amount in Words) **Seventy-three thousand one hundred pesos only**

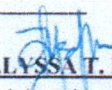
In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Conforme:


COPYLANDIA
 OFFICE SYSTEMS CORPORATION
 Signature over Printed Name of Supplier
 TEL. No. (074) 46-5358 / 446-5358
OCT 14 2022
 VAT REG. TIN 002-332-000-012
 Date

Very truly yours,


PROSERPINA M. ESTACIO
 Signature over Printed Name of Authorized Official
 Principal III
 Designation

Fund Cluster : _____ Funds Available : _____ <p align="center">  ALYSSA T. MUSNI Administrative Assistant II </p>	ORS/BURS No. : _____ Date of the ORS/BURS: _____ Amount : _____
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