



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
SCHOOLS DIVISION OFFICE OF BAGUIO CITY

NOTICE OF AWARD

November 02, 2022

**GENE CAMILLE E. REYES**  
LOW COST CONSUMER GOODS TRADING  
Baguio City


Madam:

We are pleased to notify you that your price quotation and proposal for the procurement of Office Supplies and Printers in the amount of **Sixty-Three Thousand Nine Hundred Forty Pesos Only (Php 63,940.00)** inclusive of appropriate taxes and fees, has been accepted.

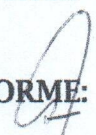
Should you agree with the award of the contract, please acknowledge receipt and acceptance of this notice by signing at the portion provided below. Keep a copy and return the original copy to this office at the soonest.

Thank you.

Very truly yours,

  
**ESTER HYDIE L. PUCDIHON, EdD**  
School Head

**CONFORME:**

  
Gene Camille Reyes  
(Signature Over Printed Name)

11 / 2 / 22  
-----  
(Date)

11/02/22



**ADDRESS:** GEFA Brgy., Lower QM, Baguio City  
**TELEPHONE NUMBER:** 442-4069  
**EMAIL ADDRESS:** aginaldoelementary@gmail.com



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
SCHOOLS DIVISION OFFICE OF BAGUIO CITY

## NOTICE TO PROCEED

November 03, 2022

**GENE CAMILLE E. REYES**  
LOW COST CONSUMER GOODS TRADING  
Baguio City

Ma'am:

This refers to our award of contract to your company for the procurement of Office Supplies and Printers in the amount of **Sixty-Three Thousand Nine Hundred Forty Pesos Only (Php 63,940.00)** 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,

  
**ESTER HYDIE L. PUCDIHON, EdD**  
School Head

### CONFORME:

I acknowledge receipt of this Notice on 11/3/22

Name of the Representative of the Bidder: Gene Camille Reyes

Authorized Signature: Gene Camille Reyes  
(Signature over printed name)

11/04/2022



**ADDRESS:** GEFA Brgy., Lower QM, Baguio City  
**TELEPHONE NUMBER:** 442-4069  
**EMAIL ADDRESS:** aginaldoelementary@gmail.com



**PURCHASE ORDER**  
**SCHOOLS DIVISION OFFICE of BAGUIO CITY**  
**AGUINALDO ELEMENTARY SCHOOL**  
 Lower Q.M. GEFA Brgy., Baguio City

Supplier : Low Cost Consumer Goods Trading Address : 301-A Kennon Road, San Vicente, Baguio City TIN : 318-496-744-000	P.O. No. : 2022-11-022 Date : November 02, 2022 Mode of Procurement : SVP
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Gentlemen:

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

Place of Delivery : <u>AGUINALDO ELEMENTARY SCHOOL</u>	Delivery Term : w/in 20 days upon receipt of PO
Date of Delivery : _____	Payment Term : Additional MOOE

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	unit	<b>Multi-Function Printer</b> - Print, Scan, Copy, Fax with ADF - Compact Integrated tank design - Print Speeds up to 15.5ipm for black and 8.5ipm for colour up to 33ppm - Auto-Duplex printing - ADF capability - Ethernet & Wi-Fi Direct - Borderless Printing up to A4 size - Spill-free ink refilling - Maximum resolution: 4800 x 1200 dpi - Automatic 2-sided Printing: Yes (Up to A4) Copy Function: - Maximum Copy Size: Legal - Copy Resolution; 600 x 600dpi Scanning Function: - Scanner Type: Flatbed colour image scanner Optical Resolution: 1200 x 2400dpi - Flatbed (Black / Colour) - ADF Monochrome (Simplex): 200dpi: 5.0ipm - ADF Colour (Simplex): 200dpi: 5.0ipm Interface: - USB: USB 2.0 - Network: Ethernet, Wi-Fi, IEEE 802.11b/g/n, Wi-Fi Direct	3	17,580.00	52,740.00
2	bottle	Epson Ink 003 - C	5	280.00	1,400.00
3	bottle	Epson Ink 003 - Y	5	280.00	1,400.00
4	bottle	Epson Ink 003 - M	5	280.00	1,400.00
5	bottle	Epson Ink 003 - BK	10	280.00	2,800.00
6	bottle	Epson Ink 664 - BK	6	280.00	1,680.00
7	bottle	Epson Ink 664 - Y	3	280.00	840.00
8	bottle	Epson Ink 664 - M	3	280.00	840.00
9	bottle	Epson Ink 664 - C	3	280.00	840.00
***NOTHING FOLLOWS***					
				Total	63,940.00

SIXTY-THREE THOUSAND NINE HUNDRED FORTY 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:

Very truly yours,

*Gene Camille Reyes*  
 Signature over/Printed Name of Supplier  
 \_\_\_\_\_  
 Date

*ESTER HYDIE L. PUCDIHON, EdD*  
 Signature over Printed Name of Authorized Official  
 School Head  
 Designation

Fund Cluster : 01  
 Funds Available : \_\_\_\_\_  
**CHERISH R. POSADAS**  
 Bookkeeper

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



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
SCHOOLS DIVISION OF BAGUIO CITY

**BIDS AND AWARDS COMMITTEE**

RESOLUTION NO. 03, S. 2022

RECOMMENDING THE AWARD OF CONTRACT THROUGH SMALL VALUE PROCUREMENT TO LOW COST CONSUMER GOODS TRADING FOR THE PROCUREMENT OF OFFICE SUPPLIES AND PRINTERS.

WHEREAS the Department of Education – Aguinaldo Elementary School prepared the Purchase Request (PR) for the procurement of OFFICE SUPPLIES AND PRINTERS with an Approved Budget for the Contract (ABC) of Eighty-One Thousand Seven Hundred Ninety-Seven Pesos Only (Php 81,797.00) (Annex A);

WHEREAS on October 19, 2022, the DepEd – Bids and Awards Committee (BAC) posted/published the Request for Quotation (RFQ) for the said procurement of project. The following suppliers/distributors signified their intent to participate by submitting their respective quotations/proposals, to wit:

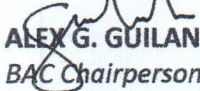
Supplier/Distributors	Quotation (Php)
LOW COST CONSUMER GOODS TRADING	Php 63,940.00
QADAR SOUVENIRS AND GENERAL MERCHANDISE	Php 78,700.00
COKINS EVERYWEAR & GEN. MERCHANDISE	Php 77,200.00
GOLD N GREEN ENTERPRISES	Php 67,980.00

WHEREAS the proposal of LOW COST CONSUMER GOODS TRADING is found to be the most compliant with the PR, and its price quotation amounting to Sixty-Three Thousand Nine Hundred Forty Pesos Only (Php 63,940.00) is the most economical and advantageous to the Government, thereby the same as the lowest calculated responsive bid;

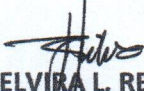
WHEREAS Section 12 of R.A No. 9184 mandates that the BAC shall recommend the award of the contract to the Head of the Procuring Entity or his/her duly authorized representative.

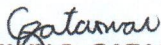
NOW THEREFORE, for and in consideration of the forgoing, We, the Members of the Bids and Awards Committee, hereby RECOMMEND to the Schools Head the AWARD OF CONTRACT via Negotiated Procurement – Small Value Procurement to LOW COST CONSUMER GOODS TRADING for the procurement of OFFICE SUPPLIES AND PRINTERS in the amount of Sixty-Three Thousand Nine Hundred Forty Pesos Only (Php 63,940.00) inclusive of appropriate taxes and fees.

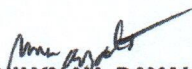
RESOLVED, at the Aguinaldo Elementary School, this 27<sup>th</sup> day of October, 2022.

  
ALEX G. GUILANDA  
BAC Chairperson

  
BENSON B. MOGA  
BAC Vice-Chairperson

  
ELVIRA L. RETUTA  
BAC Member

  
EVELYN P. GATAO-WA  
BAC Member

  
MANILYN W. RAYALA  
BAC Member

APPROVED:

  
ESTER HYDIE L. PUCDIHON

Approved on 10/27/22  
School Head  
(Date of Approval)



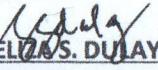
ADDRESS: GEFA Brgy., Lower QM, Baguio City  
TELEPHONE NUMBER: 442-4069  
EMAIL ADDRESS: aguinaldoelementary@gmail.com

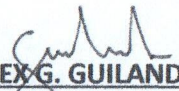
Abstract of Bids or Quotations under CIRCULAR PROPOSAL NO. \_\_\_\_\_ opened on October 27, 2022 at AGUINALDO ELEMENTARY SCHOOL.

ITEM	UNITS	QUANTITY	DESCRIPTION AND/OR SPECIFICATION	LOW COST CONSUMER GOODS TRADING	QADAR SOUVENIRS AND GENERAL MERCHANDISE	COKINS EVERYWEAR & GEN. MERCHANDISE	GOLD N GREEN ENTERPRISES
1	unit	3	Multi-Function Printer	52,740.00	67,500.00	66,000.00	53,400.00
2	bottle	5	Epson Ink 003 - C	1,400.00	1,400.00	1,400.00	1,800.00
3	bottle	5	Epson Ink 003 - Y	1,400.00	1,400.00	1,400.00	1,800.00
4	bottle	5	Epson Ink 003 - M	1,400.00	1,400.00	1,400.00	1,800.00
5	bottle	10	Epson Ink 003 - BK	2,800.00	2,800.00	2,800.00	3,600.00
6	bottle	6	Epson Ink 664 - BK	1,680.00	1,680.00	1,680.00	2,160.00
7	bottle	3	Epson Ink 664 - Y	840.00	840.00	840.00	1,140.00
8	bottle	3	Epson Ink 664 - M	840.00	840.00	840.00	1,140.00
9	bottle	3	Epson Ink 664 - C	840.00	840.00	840.00	1,140.00
<b>TOTAL</b>				<b>63,940.00</b>	<b>78,700.00</b>	<b>77,200.00</b>	<b>67,980.00</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.

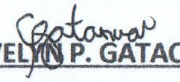
**CANVASED BY:**


  
FLORDELIZA S. DULAY  
 NAME OF CANVASSER

  
ALEX G. GUILANDA  
 BAC CHAIRPERSON


  
BENSON B. MOGA  
 BAC-VICE CHAIRPERSON

  
ELVIRA L. RETUTA  
 BAC MEMBER

  
EVELYN P. GATAO-WA  
 BAC MEMBER

  
MANILYN W. RAYALA  
 BAC MEMBER

Award is hereby given to the bidders for prices quoted being the lowest and the most advantageous to the government.

  
ESTER HYDIE L. PUCDIHON, EdD  
 School Head