



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

Purok 2, Km. 6, Sto. Tomas Rd., Brgy. Dontogan, Baguio City

NOTICE OF AWARD

October 25, 2022

CARL KENDRICK G. DELA CRUZ
CERJ Tech Office Supplies & Equipment Trading
Upper Gen. Luna Road, Baguio City

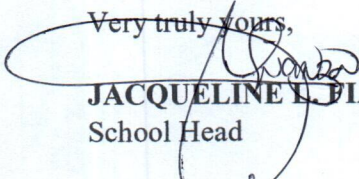
Sir:

We are pleased to notify you that your price quotation and proposal for the procurement of **office supplies and semi-expendable equipment** in the amount of PHILIPPINE PESO **Eighty-Six Thousand Four Hundred Fifteen Pesos Only (Php 86,415.00)** 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,


JACQUELINE L. PIANZA
School Head

CONFORME:


CARL KENDRICK DELA CRUZ
(Signature/Over Printed Name)

10 / 25 / 2022

(Date)



Address: Purok 2, Km. 6 Sto. Tomas Rd., Brgy. Dontogan, Baguio City
Telephone Number: 422-5095 / E-mail Address: dontoganes@gmail.com
Facebook Page: [facebook.com/DepEd Tayo Dontogan ES](https://www.facebook.com/DepEd_Tayo_Dontogan_ES)



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY
DONTOGAN ELEMENTARY SCHOOL
Purok 2, Km. 6 Sto. Tomas Rd., Brgy. Dontogan, Baguio City

NOTICE TO PROCEED

October 26, 2022

CARL KENDRICK G. DELA CRUZ
CERJ Tech Office Supplies & Equipment Trading
Upper Gen. Luna Road, Baguio City

Sir:

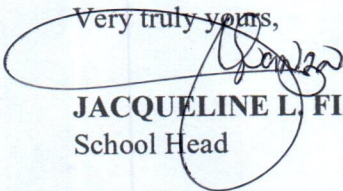
This refers to our award of contract to your company for the procurement of **office supplies and semi-expendable equipment** in the amount of PHILIPPINE PESOS **Eighty-Six Thousand Four Hundred Fifteen Pesos Only (Php 86,415.00)** inclusive of appropriate taxes and fees.

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,


JACQUELINE L. FIANZA
School Head

CONFORME:

I acknowledge receipt of this Notice on 10 / 26 / 2022

Name of the Representative of the Bidder: CARL KENDRICK DELA CRUZ

Authorized Signature: 



Address: Purok 2, Brgy. Dontogan, Baguio City
Telephone Number: 422-5095 / E-mail Address: dontoganes@gmail.com
Facebook Page: [facebook.com/DepEd Tayo Dontogan ES](https://www.facebook.com/DepEd-Tayo-Dontogan-ES)



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 : CERJ TECH OFFICE SUPPLIES & EQUIPMENT TRADING P.O. No. : 2022-10-0033
Address : Upper Gen. Luna Road, Baguio City Date : October 25, 2022
TIN : 322-786-607-000 Mode of Procurement : SVP

Gentlemen:

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

Place of Delivery : DontoGAN Elementary School Delivery Term : _____
Date of Delivery : _____ Payment Term : after delivery

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	bottle	Ink refill, Epson (003), black	15	260.00	3,900.00
2	bottle	Ink refill, Epson (003), cyan	10	275.00	2,750.00
3	bottle	Ink refill, Epson (003), yellow	10	275.00	2,750.00
4	bottle	Ink refill, Epson (003), magenta	10	275.00	2,750.00
5	bottle	Ink refill, Epson (664), black	5	260.00	1,300.00
6	bottle	Ink refill, Epson (664), cyan	5	275.00	1,375.00
7	bottle	Ink refill, Epson (664), yellow	5	275.00	1,375.00
8	bottle	Ink refill, Epson (664), magenta	5	275.00	1,375.00
9	set	Internet router, wireless, 300 Mbps	1	1,500.00	1,500.00
10	unit	Printer (3-in-1), continuous ink system	2	9,495.00	18,990.00
11	unit	Photocopying machine (maximum print resolution: 600 x 600 DPI, double-sided printing, print speed of 21-30ppm, input tray capacity of 201 sheets & up, output tray capacity of 101 sheet & up, with 1-year warranty)	1	44,950.00	44,950.00
12	cartridge	Toner (ink), with toner yield of 9,000 copies at 5% coverage	1	3,400.00	3,400.00
		** NOTHING FOLLOWS**			-

Eighty-Six Thousand Four Hundred Fifteen Pesos Only**86,415.00**

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:


CARL KENDRICK DEA CRUZ
Signature over Printed Name of Supplier

10 / 25 / 2022

Date

Very truly yours,


JACQUELINE L. FIANZA

School Head

Fund Cluster : 01Funds Available : Php 86,415.00OMAR D. OLBA

Administrative Assistant III

ORS/BURS No. : 02-101101-2022-08-001188Date of the ORS/BURS: August 15, 2022Amount : Php 100,077.00



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY
DONTOGAN ELEMENTARY SCHOOL
Purok 2, Km. 6 Sto. Tomas Rd., Brgy. Dontogan, Baguio City

BIDS AND AWARDS COMMITTEE
RESOLUTION NO. 005, S. 2022

**RECOMMENDING THE AWARD OF CONTRACT THROUGH SMALL VALUE
PROCUREMENT TO CERJ TECH OFFICE SUPPLIES & EQUIPMENT TRADING FOR THE
PROCUREMENT OF OFFICE SUPPLIES AND SEMI-EXPENDABLE EQUIPMENT**

WHEREAS the Department of Education – Dontogan Elementary School prepared the Purchase Request (PR) for the procurement of office supplies and semi-expendable equipment with an Approved Budget for the Contract (ABC) of **Ninety-One Thousand Pesos Only (Php 91,000.00)** (Annex A);

WHEREAS on October 14, 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:

Supplier/Distributors	Quotation (Php)
OFC IT Solutions & Technologies	85,175.00
CERJ Tech Office Supplies & Equipment Trading	86,415.00
Micromedia Technologies	88,040.00
Ban Bee Commercial Co., Inc.	39,675.00
Panghoi Enterprises	41,005.00
Xworks Sales and Services, Inc.	48,400.00
Laser Marketing	127,959.00

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

Supplier/Distributors	Non-Compliance
OFC IT Solutions & Technologies	Inks quoted have different specifications from the ones required in the RFQ
Micromedia Technologies	Higher quotation than the winning bidder
Ban Bee Commercial Co., Inc.	Lacked some items in the RFQ
Panghoi Enterprises	Lacked some items in the RFQ
Xworks Sales and Services, Inc.	Lacked most of the items in the RFQ
Laser Marketing	Quotation is higher than the ABC

WHEREAS the proposal of **CERJ Tech Office Supplies & Equipment Trading** is found to be the most compliant with the PR, and its price quotation amounting to **Eighty-Six Thousand Four Hundred Fifteen Pesos Only (Php 86,415.00)** is the most economical and advantageous to the Government, thereby rendering the same as the lowest calculated responsive bid;



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DONTOGAN ELEMENTARY SCHOOL


Purok 2, Km. 6 Sto. Tomas Rd., Brgy. Dontogan, Baguio City


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.

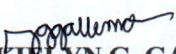
NOW THEREFORE, for and in consideration of the foregoing, We, the Members of the Bids and Awards Committee, hereby **RECOMMEND** to the School Head the **AWARD OF CONTRACT** via Negotiated Procurement – Small Value Procurement to **CERJ Tech Office Supplies & Equipment Trading** for the procurement of **office supplies and semi-expendable equipment** in the amount of **Eighty-Six Thousand Four Hundred Fifteen Pesos Only (Php 86,415.00)** inclusive of appropriate taxes and fees.

RESOLVED, this 24th day of October 2022, at Dontogan Elementary School, Brgy. Dontogan, Baguio City.

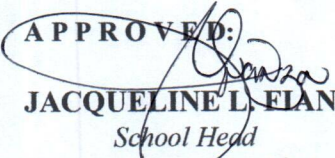

LEEANN C. NEAD
BAC Chairperson


RUBEN P. MARTIN
BAC Vice-Chairperson


VANGIE D. SIKI
BAC Member


JACKIELYN G. GALLEMA
BAC Member


ANTHONETTE A. ALIS-IS
BAC Member

APPROVED:

JACQUELINE L. FIANZA
School Head
Approved on 10-24-2022




Address: Purok 2, Km. 6 Sto. Tomas Rd., Brgy. Dontogan, Baguio City
Telephone Number: 422 – 5095 / E-mail Address: dontoganes@gmail.com
Facebook Page: [facebook.com/DepEd Tayo Dontogan ES](https://www.facebook.com/DepEd_Tayo_Dontogan_ES)


Abstract of Bids or Quotations under CIRCULAR PROPOSAL NO. ___ opened on October 21, 2022 at DONTOGAN ELEMENTARY SCHOOL

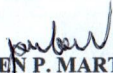
ITEM NO.	UNITS	QUANTITY	DESCRIPTION AND/OR SPECIFICATION	OFC IT SOLUTIONS & TECHNOLOGIES	CERJ TECH OFFICE SUPPLIES & EQUIPMENT TRADING	MICROMEDIA TECHNOLOGIES	BAN BEE COMMERCIAL CO., INC.	PANGHOI ENTERPRISES	XWORKS SALES & SERVICES, INC.	LASER MARKETING
1	bottle	15	Ink refill, Epson (003), black	2,025.00	3,900.00	3,900.00	4,425.00	4,050.00	N/A	4,125.00
2	bottle	10	Ink refill, Epson (003), cyan	1,350.00	2,750.00	2,700.00	3,150.00	2,850.00	N/A	2,850.00
3	bottle	10	Ink refill, Epson (003), yellow	1,350.00	2,750.00	2,700.00	3,150.00	2,850.00	N/A	2,850.00
4	bottle	10	Ink refill, Epson (003), magenta	1,350.00	2,750.00	2,700.00	3,150.00	2,850.00	N/A	2,850.00
5	bottle	5	Ink refill, Epson (664), black	675.00	1,300.00	1,300.00	1,475.00	1,350.00	N/A	1,375.00
6	bottle	5	Ink refill, Epson (664), cyan	675.00	1,375.00	1,350.00	1,575.00	1,425.00	N/A	1,425.00
7	bottle	5	Ink refill, Epson (664), yellow	675.00	1,375.00	1,350.00	1,575.00	1,425.00	N/A	1,425.00
8	bottle	5	Ink refill, Epson (664), magenta	675.00	1,375.00	1,350.00	1,575.00	1,425.00	N/A	1,425.00
9	unit	2	Printer (3-in-1), continuous ink system	19,900.00	18,990.00	18,990.00	19,600.00	21,600.00	N/A	19,600.00
10	set	1	Internet router, wireless, 300 Mbps	2,500.00	1,500.00	1,200.00	N/A	1,180.00	N/A	825.00
11	unit	1	Photocopying machine (maximum print resolution: 600 x 600 DPI, double-sided printing, print speed of 21-30ppm, input tray capacity of 201 sheets & up, output tray capacity of 101 sheet & up, with 1-year warranty)	54,000.00	44,950.00	47,000.00	N/A	N/A	45,000.00	85,000.00
12	cartridge	1	Toner (ink), with toner yield of 9,000 copies at 5% coverage	FREE	3,400.00	3,500.00	N/A	N/A	3,400.00	4,200.00
			** NOTHING FOLLOWS**							
			TOTAL	85,175.00	86,415.00	88,040.00	39,675.00	41,005.00	48,400.00	127,950.00

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

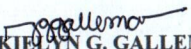
CANVASED BY:


ROWENA DEOGRACIAS
NAME OF CANVASSER


LEFANN C. NEAD
BAC CHAIRPERSON

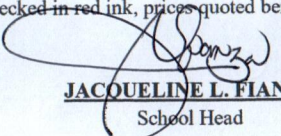

RUBEN P. MARTIN
BAC-VICE CHAIRPERSON


VANGIE D. SIKI
BAC MEMBER


JACKIELYN G. GALLEMA
BAC MEMBER

ANTHONETTE A. ALIS-IS
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.


JACQUELINE L. FIANZA
School Head



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. 0027, S. 2022

RESOLUTION RESORTING TO ALTERNATIVE METHOD OF PROCUREMENT

WHEREAS the BAC received a request for the procurement of **office supplies and semi-expendable equipment for the implementation of the BE-LCP** with Approved Budget for the Contract (ABC) of **Ninety-One Thousand Pesos Only (Php 91,000.00)** (Annex A);

WHEREAS the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act 9184 mandates that all procurement shall be done through competitive bidding;

WHEREAS the same IRR of RA 9184 provides for exemption under Rule XVI – Alternative Methods of Procurement;

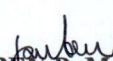
WHEREAS pursuant to Section 48 of the afore-cited Rule, the Department of Education – Dontogan Elementary School may resort to the alternative method of Negotiated Procurement – Small Value Procurement to promote economy and efficiency if the amount involved does not exceed the threshold prescribed in Annex “H” of the IRR and does not fall under shopping in Section 52 of this IRR;


NOW THEREFORE, We, the Members of the Bids and Awards Committee, do hereby **RESOLVED** as it is hereby **RESOLVED**, to resort to the alternative method of Negotiated Procurement – Small Value Procurement for the procurement of **office supplies and semi-expendable equipment**;

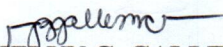
RESOLVED FINALLY, to post this Resolution at the DO Website, PhilGEPS, and other conspicuous place at the premises of the DO.

October 13, 2022, Dontogan Elementary School, Baguio City.


LEEANN C. NEAD
BAC Chairperson

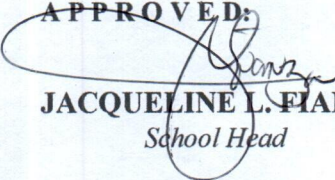

RUBEN P. MARTIN
BAC Vice-Chairperson


VANGIE D. SIKI
BAC Member


JACKIELYN G. GALLEMA
BAC Member


ANTHONETTE A. ALIS-IS
BAC Member

APPROVED:


JACQUELINE L. FIANZA
School Head



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