



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Cordillera Administrative Region  
**DIVISION OF BAGUIO CITY**  
**DOÑA AURORA NATIONAL HIGH SCHOOL**  
Malvar St. Aurora Hill, Baguio City



## NOTICE OF AWARD

### MGF CONSUMER GOODS TRADING

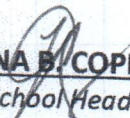
Dear Madam/Sir:

This refers to our award of contract to your price quotation and proposal for **Office Supplies and Materials and Other Supplies and Materials** in the amount of **PHILIPPINE FIFTY THREE THOUSAND NINE HUNDRED EIGHTY ONE PESOS only (Php 53,981.00)** inclusive of appropriate taxes and fees, has been accepted.

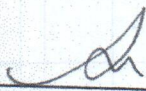
Should you agree with the award of the contract, please acknowledge receipt and acceptance of this notice by signing at the portion provided below. Keep a copy and return the original copy to this office at the soonest.

Thank you.

Very truly yours,

  
**RIONA B. COPIILING**  
School Head

CONFORME:

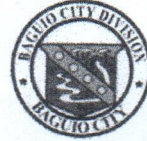
  
\_\_\_\_\_  
(Signature over Printed Name)

**February 16, 2023**  
(Date)





Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Cordillera Administrative Region  
**DIVISION OF BAGUIO CITY**  
**DOÑA AURORA NATIONAL HIGH SCHOOL**  
Malvar St. Aurora Hill, Baguio City



### NOTICE TO PROCEED

#### MGF CONSUMER GOODS TRADING

Dear Madam/Sir:

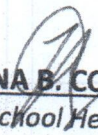
This refers to our award of contract to your price quotation and proposal for **Office Supplies and Materials and Other Supplies and Materials** in the amount of **PHILIPPINE FIFTY THREE THOUSAND NINE HUNDRED EIGHTY ONE PESOS only (Php 53,981.00)** inclusive of appropriate taxes and fees, has been accepted.

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.

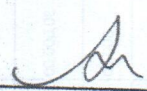
Please acknowledge receipt and acceptance of this notice by signing at the portion provided below of both copies. Keep one copy and return the other to this office at the soonest.

Thank you.

Very truly yours,

  
**RIONA B. COPILING**  
School Head

CONFORME:

  
\_\_\_\_\_  
(Signature over Printed Name)

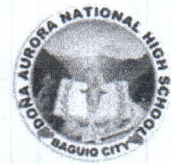
**February 17, 2023**  
(Date)

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Department of Education  
Cordillera Administrative Region  
Division of Baguio City  
**DOÑA AURORA NATIONAL HIGH SCHOOL**  
Malvar Street, 422-3729



**BIDS AND AWARDS COMMITTEE**

**RESOLUTION NO. 07, S. 2023**

**RECOMMENDING THE AWARD OF CONTRACT THROUGH SMALL VALUE PROCUREMENT TO MGF CONSUMER GOODS TRADING FOR THE PROCUREMENT OF SUPPLIES AND MATERIALS**

**WHEREAS** Doña Aurora National High School prepared the Purchase Request (PR) for the procurement of **Office Supplies and Materials and Other Supplies and Materials** with an Approved Budget for the Contract (ABC) of **Fifty Four Thousand and Fifty Pesos and Three Centavos Only (Php 54,050.03)** (Annex A);

**WHEREAS** on February 8, 2023 the DANHS – 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)      |
|------------------------------|----------------------|
| JOHERDEM GENERAL MERCHANDISE | <b>PHP 42,964.00</b> |
| COKINS GENERAL MERCHANDISE   | <b>PHP 44,617.00</b> |
| MGF CONSUMER GOODS TRADING   | <b>PHP 53,981.00</b> |

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

| Supplier/Distributors        | Non Compliance   |
|------------------------------|--|
| JOHERDEM GENERAL MERCHANDISE | <ul style="list-style-type: none"> <li>* Incomplete items most specially the important one.</li> <li>* No Response to our message about the specification &amp; pictures of items</li> <li>* Due to far location of supplier, it's not easy to access and it's difficult to transact if there are issues like Warranty, Factory Defect, Returning of products, etc.</li> </ul> |
| COKINS GENERAL MERCHANDISE   | <ul style="list-style-type: none"> <li>* Incomplete items most specially the important one</li> <li>* No Response to our message about the specification &amp; pictures of items</li> </ul>  |
| MGF CONSUMER GOODS TRADING   | <ul style="list-style-type: none"> <li>* All items are complete.</li> <li>* Can deliver the items before the cheque.</li> <li>* Responsive</li> </ul>  |

**WHEREAS** the proposal of MGF CONSUMER GOODS TRADING is found to be the most compliant with the PR, and its price quotation amounting to **Fifty Three Thousand Nine Hundred Eighty One Pesos only (Php 53,981.00)** 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 Division Superintendent the **AWARD OF CONTRACT** via Negotiated Procurement – Small Value Procurement to **MGF CONSUMER GOODS TRADING** for the procurement of **School Supplies and Materials** in the amount of **One Hundred Ninety Three Thousand Three Hundred Ninety Pesos only (Php 193,390.00)** inclusive of appropriate taxes and fees.

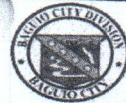
**RESOLVED**, this 16<sup>th</sup> day of February 2023, Doña Aurora National High School, Baguio City.





**PURCHASE ORDER**

Department of Education  
Cordillera Administrative Region  
DIVISION OF BAGUIO CITY



**DOÑA AURORA NATIONAL HIGH SCHOOL**

Upper Malvar St, Aurora Hill Proper, Baguio City

Supplier: **MGF CONSUMER GOODS TRADING**  
Address: **360A PINSAO BAGUIO CITY**  
TIN:

P.O. No.: **2023-02-009**  
Date: **February 16, 2023**  
Mode of Procurement: **CHEQUE**

Gentlemen:

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

Place of Delivery: Doña Aurora National High School  
Date of Delivery: \_\_\_\_\_

Delivery Term: \_\_\_\_\_  
Payment Term: \_\_\_\_\_

| Stock / Property No. | Unit   | Description  | Quantity | Unit Cost    | Amount               |
|----------------------|--------|--|----------|--------------|----------------------|
| 1                    | gallon | ALCOHOL, Ethyl, 1 Gallon; FDA approved               | 8        | PHP 350.00   | PHP 2,800.00         |
| 2                    | can    | AIR FRESHENER, Aerosol type, 150g                    | 4        | PHP 270.00   | PHP 1,080.00         |
| 3                    | bottle | CLEANER, Toilet Bowl and Urinal, 900mL - 1000mL      | 12       | PHP 60.00    | PHP 720.00           |
| 4                    | piece  | DETERGENT BAR, 140g as packed                        | 7        | PHP 12.00    | PHP 84.00            |
| 5                    | pouch  | DETERGENT POWDER, all purpose, 1kg                   | 8        | PHP 75.00    | PHP 600.00           |
| 6                    | can    | DISINFECTANT SPRAY, Aerosol type, 400g               | 5        | PHP 450.00   | PHP 2,250.00         |
| 7                    | can    | FLOOR WAX, paste type, red, 2kg                      | 2        | PHP 500.00   | PHP 1,000.00         |
| 8                    | bottle | LIQUID HAND SOAP, 500mL                              | 18       | PHP 60.00    | PHP 1,080.00         |
| 9                    | piece  | PUNCHER, paper, heavy duty                           | 2        | PHP 350.00   | PHP 700.00           |
| 10                   | bottle | INK, EPSON, (003), Black, Original                   | 2        | PHP 280.00   | PHP 560.00           |
| 11                   | bottle | INK, EPSON, (003), Cyan, Original                    | 12       | PHP 285.00   | PHP 3,420.00         |
| 12                   | bottle | INK, EPSON, (003), Magenta, Original                 | 12       | PHP 285.00   | PHP 3,420.00         |
| 13                   | bottle | INK, EPSON, (003), Yellow, Original                  | 9        | PHP 285.00   | PHP 2,565.00         |
| 14                   | roll   | BPS Ink  | 5        | PHP 1,000.00 | PHP 5,000.00         |
| 15                   | piece  | Tornado Mop Handle                                   | 2        | PHP 650.00   | PHP 1,300.00         |
| 16                   | bottle | Permanent Marker Ink Refill (black); 30 ml           | 6        | PHP 95.00    | PHP 570.00           |
| 17                   | bottle | Permanent Marker Ink Refill (blue); 30 ml            | 2        | PHP 95.00    | PHP 190.00           |
| 18                   | bottle | Permanent Marker Ink Refill (red); 30 ml             | 2        | PHP 95.00    | PHP 190.00           |
| 19                   | bottle | Whiteboard Marker Ink Refill (black); 30 ml          | 6        | PHP 95.00    | PHP 570.00           |
| 20                   | bottle | Whiteboard Marker Ink Refill (blue); 30 ml           | 2        | PHP 95.00    | PHP 190.00           |
| 21                   | bottle | Whiteboard Marker Ink Refill (red); 30 ml            | 2        | PHP 95.00    | PHP 190.00           |
| 22                   | piece  | 45 x 90 Triangle                                     | 1        | PHP 290.00   | PHP 290.00           |
| 23                   | piece  | Wooden Cutter with Wooden Base                       | 1        | PHP 850.00   | PHP 850.00           |
| 24                   | piece  | Deodorant Cake-40-60 grams                           | 50       | PHP 40.00    | PHP 2,000.00         |
| 25                   | piece  | LG Charger for desktop Monitor                       | 3        | PHP 800.00   | PHP 2,400.00         |
| 26                   | piece  | Memory Card for Desktop, 8gb, DDR4, 2400Mhz          | 1        | PHP 1,900.00 | PHP 1,900.00         |
| 27                   | piece  | 21" or higher Desktop Monitor, 60hz up               | 1        | PHP 4,800.00 | PHP 4,800.00         |
| 28                   | piece  | Power Supply, 700watts, 50-60Hz                      | 1        | PHP 950.00   | PHP 950.00           |
| 29                   | piece  | Hard Disk, 1Tb for Desktop                           | 1        | PHP 2,900.00 | PHP 2,900.00         |
| 30                   | piece  | Hard Disk, 1Tb for CCTV                              | 1        | PHP 3,050.00 | PHP 3,050.00         |
| 31                   | piece  | Wifi Reciever, USB Type connector, 150mb             | 2        | PHP 750.00   | PHP 1,500.00         |
| 32                   | pack   | TRASHBAG, black, XL, 37"x40", 10pcs per pack         | 20       | PHP 110.00   | PHP 2,200.00         |
| 33                   | pack   | A4 Special paper 200 GSM; 10 pcs per pack; white     | 15       | PHP 33.00    | PHP 495.00           |
| 34                   | pack   | A4 Special paper 200 GSM; 10 pcs per pack; cream     | 15       | PHP 33.00    | PHP 495.00           |
| 35                   | pack   | Short; Special paper 200 GSM; 10 pcs per pack; white | 14       | PHP 32.00    | PHP 448.00           |
| 36                   | pack   | Short; Special paper 200 GSM; 10 pcs per pack; cream | 12       | PHP 32.00    | PHP 384.00           |
| 37                   | pack   | Legal Special paper 200 GSM; 10 pcs per pack; white  | 12       | PHP 35.00    | PHP 420.00           |
| 38                   | pack   | Legal Special paper 200 GSM; 10 pcs per pack; cream  | 12       | PHP 35.00    | PHP 420.00           |
| <b>TOTAL</b>         |        |  |          |              | <b>PHP 53,981.00</b> |

**FIFTY THREE THOUSAND NINE HUNDRED EIGHTY ONE 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 items.

Conforme:

Signature over Printed Name of Supplier

Very truly yours,

**RICHARD COPILING**  
Signature over Printed Name of Authorized Official  
School Head

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

**OMAR D. OLBA**  
Signature over Printed Name of Chief Accountant /  
Head of Accounting Division / Unit

ORS / BURS No.: 2023-02-009  
Date of the ORS / BURS: 02/16/23  
Amount: 10,000.00