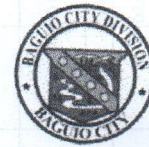




Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
DOÑA AURORA NATIONAL HIGH SCHOOL
Malvar St. Aurora Hill, Baguio City



NOTICE OF AWARD

COKINS EVERYWEAR & GEN. MERCHANDISE

Dear 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 SIXTY TWO THOUSAND ONE HUNDRED ELEVEN PESOS ONLY (Php 62,111.00)** 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. COPILING

School Head

CONFORME:

Daniel

(Signature over Printed Name)

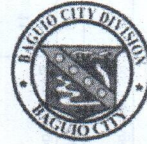
COKINS EVERYWEAR & GEN. MERCHANDISE

GEN. MERCHANDISE

February 17, 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

COKINS EVERYWEAR & GEN. MERCHANDISE

Dear Sir:

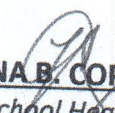
This refers to our award of contract to your price quotation and proposal for Office Supplies and Materials and Other Supplies and Materials in the amount of **PHILIPPINE SIXTY TWO THOUSAND ONE HUNDRED ELEVEN PESOS ONLY (Php 62,111.00)** inclusive of appropriate taxes and fees, has been accepted.

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.

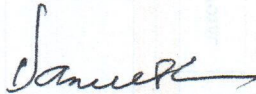
Please acknowledge receipt and acceptance of this notice by signing at the portion provided below of both copies. Keep one copy and return the other to this office at the soonest.

Thank you.

Very truly yours,


RIONA B. COPILING
School Head

CONFORME:



(Signature over Printed Name)

COKINS EVERYWEAR & GEN. MERCHANDISE
100 Malvar St., Baguio City 019-1070
February 20, 2023
(Date)



DOÑA AURORA NATIONAL HIGH SCHOOL
 Upper Malvar St., Aurora Hill Proper, Baguio City

Supplier: **COKIN'S GEN. MDSE** P.O. No.: _____
 Address: **#109 Kavang Street, Baguio City** Date: **2023-02-0010**
 TIN: _____ Mode of Procurement: **Feb. 20'23**
CHEQUE

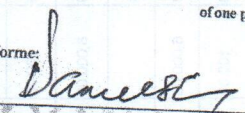

Gentlemen:
 Please furnish this Office the following articles subject to the terms and conditions herein:


Place of Delivery: Doña Aurora National High School Delivery Term: _____
 Date of Delivery: _____ Payment Term: _____

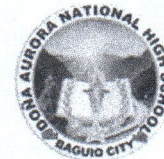
Stock / Property No.	Unit	Description	Quantity	Unit Cost	Amount
Office Supplies and Materials					
1	gallon	ALCOHOL, Ethyl, 1 Gallon			
2	piece	SIGN PEN, Black, liquid or gel	14	PHP 275.00	PHP 3,850.00
3	piece	SIGN PEN, Blue, liquid or gel	15	PHP 22.00	PHP 330.00
4	piece	SIGN PEN, Red, liquid or gel	10	PHP 22.00	PHP 220.00
5	pack	WRAPPING PAPER, kraft, 50 sheets per pack	25	PHP 22.00	PHP 550.00
6	unit	DOCUMENT CAMERA, 8 MP	2	PHP 225.00	PHP 450.00
7	pack	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	1	PHP 17,825.00	PHP 17,825.00
8	can	AIR FRESHENER, Aerosol type, 150g	8	PHP 40.00	PHP 320.00
9	bottle	CLEANER, Toilet Bowl and Urinal, 900mL - 1000mL	4	PHP 240.00	PHP 960.00
10	piece	DETERGENT BAR, 140g as packed	12	PHP 100.00	PHP 1,200.00
11	pouch	DETERGENT POWDER, all purpose, 1kg	7	PHP 16.00	PHP 112.00
12	can	DISINFECTANT SPRAY, Aerosol type, 400g	8	PHP 75.00	PHP 600.00
13	can	FLOOR WAX, paste type, red, 2kg	5	PHP 475.00	PHP 2,375.00
14	bottle	LIQUID HAND SOAP, 500mL	10	PHP 530.00	PHP 5,300.00
15	bundle	RAGS, all cotton, 1 kilo per bundle	28	PHP 80.00	PHP 2,240.00
16	pack	TRASHBAG, black, 37" x 40", XL, 10 pieces per roll or pack	2	PHP 85.00	PHP 170.00
17	piece	WASTEBASKET, rigid plastic	5	PHP 52.00	PHP 260.00
18	box	FACE MASK, 3 ply, fifty (50) pieces per box	4	PHP 200.00	PHP 800.00
19	piece	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	32	PHP 50.00	PHP 1,600.00
20	jar	GLUE, all-purpose, 200 grams	8	PHP 115.00	PHP 920.00
21	roll	TAPE, electrical	13	PHP 46.00	PHP 598.00
22	roll	TWINE, plastic	3	PHP 16.00	PHP 48.00
23	set	FILE TAB/INDEX DIVIDER, bristol board, A4	5	PHP 75.00	PHP 375.00
24	set	FILE TAB/INDEX DIVIDER, bristol board, legal	8	PHP 45.00	PHP 360.00
25	pack	FOLDER, L-type, A4, 50 pieces per pack	8	PHP 60.00	PHP 480.00
26	pack	FOLDER, L-type, legal, 50 pieces per pack	1	PHP 288.00	PHP 288.00
27	piece	PUNCHER, paper, heavy duty	1	PHP 335.00	PHP 335.00
28	piece	STAPLER, standard type	4	PHP 180.00	PHP 720.00
29	pack	CARTOLINA, assorted colors, 20 pieces of assorted colors per pack	5	PHP 95.00	PHP 475.00
30	book	RECORD BOOK, 300 PAGES	6	PHP 140.00	PHP 840.00
31	pack	TOILET TISSUE PAPER, 2 ply, 12 rolls in a pack	8	PHP 75.00	PHP 600.00
32	bottle	LIQUID HAND SANITIZER, 500mL	4	PHP 105.00	PHP 420.00
33	can	INSECTICIDE, 600mL	10	PHP 160.00	PHP 1,600.00
Other Supplies and Materials					
1	bottle	INK, EPSON (003), Black	15	PHP 125.00	PHP 1,875.00
2	bottle	INK, EPSON (003), Cyan	4	PHP 274.00	PHP 1,096.00
3	bottle	INK, EPSON (003), Magenta	6	PHP 284.00	PHP 1,704.00
4	bottle	INK, EPSON (003), Yellow	6	PHP 284.00	PHP 1,704.00
5	pack	TRASHBAG, BLACK, LARGE, 10 pcs per pack	9	PHP 284.00	PHP 2,556.00
6	pack	TRASHBAG, BLACK, MEDIUM, 10 pcs per pack	5	PHP 35.00	PHP 175.00
7	piece	BATTERY, 9 VOLTS	5	PHP 20.00	PHP 100.00
8	ream	PAPER, MULTICOPY SHORT, 80GSM-500 SHEETS PER REAM	8	PHP 95.00	PHP 760.00
9	board	Cork Board (2 x 3)	10	PHP 205.00	PHP 2,050.00
10	piece	Foot Rug	2	PHP 680.00	PHP 1,360.00
11	bottle	Algaecide- 1 kg	16	PHP 35.00	PHP 560.00
TOTAL			1	PHP 950.00	PHP 950.00

SIXTY TWO THOUSAND ONE HUNDRED ELEVEN PESOS ONLY PHP 62,111.00

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 items.

Conforme:  Very truly yours, 
 Signature over Printed Name of Supplier Signature over Printed Name of Authorized Official
 Date School Head

Fund Cluster: _____ ORS / BURS No.: _____
 Funds Available: _____ Date of the ORS / BURS: _____
 Amount: _____

 Signature over Printed Name of Chief Accountant / Head of Accounting Division / Unit



BIDS AND AWARDS COMMITTEE

RESOLUTION NO. 02, S. 2023

RECOMMENDING THE AWARD OF CONTRACT THROUGH SMALL VALUE PROCUREMENT TO COKINS EVERYWEAR & GENERAL MERCHANDISE 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 **Sixty Two Thousand One Hundred Sixteen Pesos and Seven Centavos Only (Php 62,116.07)** (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)
COKINS EVERYWEAR & GENERAL MERCHANDISE	PHP 62,111.00
BAGUIO ROMEL CORPORATION	PHP 47,231.00
MJC OFFICE & SCHOOL SUPPLIES	PHP 45,652.50

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

Supplier/Distributors	Non Compliance
COKINS EVERYWEAR & GENERAL MERCHANDISE	<ul style="list-style-type: none"> * All items are complete. * Can deliver the items before the cheque. * Responsive
BAGUIO ROMEL CORPORATION	<ul style="list-style-type: none"> * Incomplete items most specially the important one. * Not responsive to inquiries about item specifications.
MJC OFFICE & SCHOOL SUPPLIES	<ul style="list-style-type: none"> * Incomplete items most specially the important one. * Not responsive to inquiries about item specifications. * 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.

WHEREAS the proposal of **COKINS EVERYWEAR & GENERAL MERCHANDISE** is found to be the most compliant with the PR, and its price quotation amounting to **Sixty Two Thousand One Hundred Eleven Pesos only (Php 62,111.00)** 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 **COKINS EVERYWEAR & GENERAL MERCHANDISE** for the procurement of **Office Supplies and Materials and Other Supplies and Materials** in the amount of **Sixty Two Thousand One Hundred Eleven Pesos only (Php 62,111.00)** inclusive of appropriate taxes and fees.

RESOLVED, this 17th day of February 2023, Doña Aurora National High School, Baguio City.