



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division Office - Baguio City

NOTICE OF AWARD

June 1, 2023

Ranny Jimenez
PRINT EXPERT.COM
#3 Calderon St., Baguio City

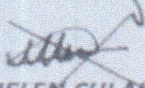
Dear Mr. Jimenez,

We are pleased to notify you that your price quotation and proposal for **Other supplies and materials to be used by Kinder completers, Grade 6 graduates and Grades 1-5 academic awardees for the conduct of graduation and recognition ceremonies for the SY 2022-2023**, in the amount **Eighty-Four Thousand Seven Hundred Sixty Five Pesos only (Php 84,765.00)** inclusive of appropriate taxes and fees, has been accepted.

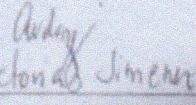
Should you agree with the award of the contract, please acknowledge receipt and acceptance of this notice by signing at the portion provided below. Keep a copy and return the original copy to this office at the soonest.

Thank you.

Very truly yours,


HELEN CULALING ACOP
School Head
09196802071

CONFORME:


Aida Victoria Jimenez
(Signature Over Printed Name)

6/6/2023
(Date)



School: Loakan Elementary School
School Address: Loakan Proper, Baguio City
School e-mail address & contact no.: loakaneva@gmail.com (074) 620-2242



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Baguio City

NOTICE TO PROCEED

June 5, 2023

Ranny Jimenez
PRINT EXPERT.COM
#3 Calderon St., Baguio City

Dear Mr. Jimenez,

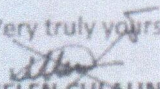
This refers to our award of contract to your company for the **Other supplies and materials to be used by Kinder completers, Grade 6 graduates and Grades 1-5 academic awardees for the conduct of graduation and recognition ceremonies for the SY 2022-2023**, in the amount of amount **Eighty-Four Thousand Seven Hundred Sixty Five Pesos only (Php 84,765.00)** inclusive of appropriate taxes and fees.

In relation thereto, notice is hereby given to your company that the implementation of said project shall commence immediately. You are expected to provide us **Other supplies and materials – Graduation supplies**, as specified/quoted in the RFQ and deliver the supplies to Loakan Elementary School.

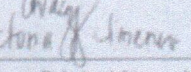
Please acknowledge receipt and acceptance of this notice by signing at the portion provided below. Keep a copy and return the original copy to this office at the soonest.

Thank you.

Very truly yours,


HELEN CULALING ACOP
School Head
09166802071

CONFORME:


Ranny Jimenez
(Signature Over Printed Name)

6/6/2023
(Date)



School: Loakan Elementary School
School Address: Loakan Proper, Baguio City
School e-mail address & contact no.: loakanes@gmail.com (074) 620-2242



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Department of Education
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Schools Division of Baguio City

Abstract of Bids or Quotations under CIRCULAR PROPOSAL NO. 2023-05-016 opened on May 31, 2023 at Loakan Elementary School

Item	Unit	QTY	DESCRIPTION / SPECIFICATION	PRINT EXPERT.COM		GOLD INK PRINTING SHOP		KEBS ENTERPRISES	
				Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
1	piece	310	Certificate/Diploma and Printing, colored, (with gold seal), 9"x12"	25.00	7,750.00	25.00	7,750.00	25.00	7,750.00
2	piece	310	Certificate/Diploma Holder/case (material: plastic - front; card board - back), 9"x12"	45.00	13,950.00	N/A	N/A	47.00	14,570.00
3	piece	164	Souvenir Program, size: 8.5"x 11"; 60 pages for Graduates - Grade 6	180.00	29,520.00	N/A	N/A	N/A	N/A
4			- laser print, with layout and pictorial must be done at the school; content: Program activities, individual 2x2 size pictures, with name, address, birthdate and ambition, cover page: colored print; inside: black & white print; with hard copy 1 solo and 1 class picture - 5R" for graduates		0.00		0.00		0.00
5	piece	154	Souvenir Program, size: 5.7"x 8.7"; 20 pages for Completers - Kinder	98.00	15,092.00	N/A	N/A	N/A	N/A
6			- laser print, with layout and pictorial must be done at the school; content: Program activities, individual 2x2 size pictures, with name, address, birthdate and ambition, cover page: colored print; inside: black & white print; with hard copy 1 solo and 1 class picture - 5R" for completers		0.00		0.00		0.00
7	piece	771	Ribbons (size: 2.5" length of lace), "enable", color green	15.00	11,565.00	25.00	19,275.00	12.00	9,252.00
8	piece	3	Printed Tarpaulin, 6ft x 13 ft	1,996.00	5,988.00	1,092.00	3,276.00	216.00	648.00
9	piece	5	Lei	180.00	900.00	N/A	N/A	130.00	650.00
GRAND TOTAL:					84,765.00		30,301.00		32,870.00

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

RHEA MAE S. ARAMBULO
RESJIDE T. BUDENG
ELSIE B. KIBLASAN
Canvassers

MELANIE B. BUEN
BAC - Chairman

ROELA S. QUISORA
BAC - Vice Chairman

DIGNA S. YOGCAYOG
Member

ALICE HEIDE B. BOYUCAN
Member

MAYLON D. ESPARA
Member

JOAN V. BOSLAYAN
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.

HELEN C. ACOP
School Head



Republic of the Philippines
 Department of Education
 Cordillera Administrative Region
 Schools Division of Baguio City

BIDS AND AWARDS COMMITTEE

RESOLUTION NO.010 S. 2021

RECOMMENDING THE AWARD OF CONTRACT THROUGH SMALL VALUE PROCUREMENT TO PRINT EXPERT.COM FOR THE PROCUREMENT of "Other supplies and materials to be used by Kinder completers & Grade 6 graduates for SY 2022-2023; and Grades 1-5 academic awardees for SY 2022-2023 for the conduct of graduation and recognition ceremonies for the SY 2022-2023" AT #1 PUROK BUBON, LOAKAN PROPER, BAGUIO CITY.

WHEREAS Loakan Elementary School prepared the Purchase Request (PR) for the procurement of "Other supplies and materials- To be used by Kinder completers & Grade 6 graduates for SY 2022-2023; and Grades 1-5 academic awardees for SY 2022-2023 for the conduct of graduation and recognition ceremonies for the SY 2022-2023", with an Approved Budget for the Contract (ABC) of **Eighty-Four Thousand Seven Hundred Sixty-Five Pesos Only (Php 84,765.00)** (Annex A);

WHEREAS on May 24, 2023 Loakan Elementary School – 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)
PRINT EXPERT.COM	Php 84,765.00
KEBS ENTERPRISES	Php 32,870.00
GOLD INK PRINTING SHOP	Php 30,301.00

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

Supplier/Distributors	Non-Compliance
KEBS ENTERPRISES	Incomplete items
GOLD INK PRINTING SHOP	Incomplete items

WHEREAS the proposal of **PRINT EXPERT.COM** is found to be the most compliant with the PR, having its price quotation amounting to **Eighty-Four Thousand Seven Hundred Sixty-Five Pesos Only (Php 84,765.00)**, 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.



School: Loakan Elementary School
 School Address: Loakan Proper, Baguio City
 School e-mail address & contact no.: loakants@gmail.com/(074) 620-2242


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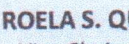


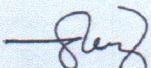
Republic of the Philippines
Department of Education
 Cordillera Administrative Region
 Schools Division of Baguio City

NOW THEREFORE, for and in consideration of the foregoing, **We**, the Members of the Bids and Awards Committee, hereby **RECOMMEND** to Mrs. Helen C. Acop, our school head the **AWARD OF CONTRACT** via Negotiated Procurement- Small Value Procurement to **PRINT EXPERT.COM** for the procurement of "Other supplies and materials- To be used by Kinder completers & Grade 6 graduates for SY 2022-2023; and Grades 1-5 academic awardees for SY 2022-2023 for the conduct of graduation and recognition ceremonies for the SY 2022-2023", with an Approved Budget for the Contract **(ABC)** of **Eighty-Four Thousand Seven Hundred Sixty-Five Pesos Only (Php 84,765.00)** inclusive of appropriate taxes and fees.

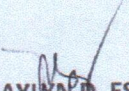
RESOLVED, this 1st day of June 2023, at Loakan Elementary School, Loakan Proper, Baguio City.


MELANIE B. BUEN
 Chairperson, BAC

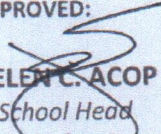

ROELA S. QUISORA
 Vice-Chairperson


DIGNA S. YOGCAYOG
 Member


ALICE HEIDE B. BOYUCAN
 Member


MAYLYN D. ESPARA
 Member


JOAN V. BOSLAYAN
 Member

APPROVED:

HELEN C. ACOP
 School Head
 Approved on June 1, 2023



School: Loakan Elementary School
 School Address: Loakan Proper, Baguio City
 School e-mail address & contact no.: loakanes@gmail.com/(074) 620-2242

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Republic of the Philippines
 Department of Education
 Cordillera Administrative Region
 Schools Division of Baguio City

Appendix 61

PURCHASE ORDER

Supplier: PRINT EXPERT.COM	P.O. No.: 2023-05-016
Address: 83 Calderon St., Baguio City	Date: June 2, 2023
TIN: 934-202-142	Mode of Procurement: SVP

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

Place of Delivery: <u>LOAKAN ELEMENTARY SCHOOL</u>	Delivery Term: within 14-20 calendar days
Date of Delivery: _____	Payment Term: _____

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	piece	Certificate/Diploma and Printing, colored, (with gold seal), 9"x12"	310	PHP 25.00	PHP 7,750.00
2	piece	Certificate/Diploma Holder/case (material: plastic - front; card board - back), 9"x12"	310	PHP 45.00	PHP 13,950.00
3	piece	Souvenir Program, size: 8.5"x 11"; 60 pages for Graduates - Grade 6 <i>- laser print, with layout and pictorial must be done at the school. content: Program activities, individual 2x2 size pictures, with name, address, birthdate and ambition, cover page: colored print, inside black & white print, with hard copy 1 solo and 1 class picture - 3R" for graduates</i>	164	PHP 180.00	PHP 29,520.00
4	piece	Souvenir Program, size: 5.7"x 8.7"; 20 pages for Completers - Kinder <i>- laser print, with layout and pictorial must be done at the school. content: Program activities, individual 2x2 size pictures, with name, address, birthdate and ambition, cover page: colored print, inside black & white print, with hard copy 1 solo and 1 class picture - 3R" for completers</i>	154	PHP 98.00	PHP 15,092.00
5	piece	Ribbons (size: 2.5" length of lace), "enable", color green	771	PHP 15.00	PHP 11,565.00
6	piece	Printed Tarpaulin, 6ft x 13 ft	3	PHP 1,996.00	PHP 5,988.00
7	piece	Lei	5	PHP 180.00	PHP 900.00
*items must be delivered to the school nothing follows					
TOTAL:					PHP 84,765.00

(Total Amount in Words) Eighty Four Thousand Seven Hundred Sixty Five 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: BAJIST JIMENEZ
 Signature over Printed Name of Supplier
 Date: _____

Very truly yours, HELEN CULATINGLACOP
 School Head

Fund Cluster: <u>01 - MOOE</u>	ORS/BURS No.: _____
Funds Available: _____	Date of the ORS/BURS: _____
<u>EDWARD TORRES A. ASPURIA</u> Administrative Assistant II/Bookkeeper	Amount: _____



School: Loakan Elementary School
 School Address: Loakan Proper, Baguio City
 School e-mail address & contact no.: loakanes@gmail.com (074) 626-2242