



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**  
**MABINI ELEMENTARY SCHOOL**  
Leonard Wood Road, Salud Mitra, Baguio City

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**NOTICE OF AWARD**

14 JUNE 2023

**PRINT EXPERT.COM**  
Basement Noble Bldg.,  
Claudio-Carantes Calderon St., Baguio City


Dear Mr. Ranny Jimenez:

We are pleased to notify you that your price quotation and proposal for the procurement of *Supplies and materials for graduation and moving up for SY 2022-2023* in the amount of **PHILIPPINE PESOS One hundred thousand Three hundred twenty-nine pesos only (P 100,329.00)** 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,

  
**PROSERPINA M. ESTACIO**  
Principal III

**CONFORME**  
**PRINT EXPERT.COM**

(Signature Over Printed Name)

(Date)







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**NOTICE TO PROCEED**

16 JUNE 2023

PRINT EXPERT.COM  
Basement Noble Bldg.,  
Claudio-Carantes Calderon St., Baguio City

Dear Mr. Ranny Jimenez:

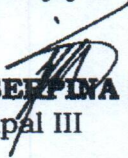
This refers to our award of contract to your company for the procurement of Supplies and materials for graduation and moving up for SY 2022-2023 in the amount of PHILIPPINE PESOS One hundred thousand Three hundred twenty-nine pesos only (₱ 100,329.00) inclusive of appropriate taxes and fees.

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,

  
**PROSEPPINA M. ESTACIO**  
Principal III

**CONFORME:**

I acknowledge receipt of this Notice on 6/16/23

Name of the Representative of the Bidder: \_\_\_\_\_

Authorized Signature: **PRINT EXPERT.COM**  
(Signature over printed name)







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**BIDS AND AWARDS COMMITTEE**  
**RESOLUTION NO. 014, S. 2023**

**RECOMMENDING THE AWARD OF CONTRACT THROUGH SMALL VALUE PROCUREMENT TO PRINTEXPERT.COM FOR THE PROCUREMENT OF SUPPLIES AND MATERIALS FOR GRADUATION AND RECOGNITION RITES FOR SY 2022-2023**

**WHEREAS** the property custodian of Mabini ES prepared the Purchase Request (PR) for the procurement of **SUPPLIES AND MATERIALS FOR GRADUATION AND RECOGNITION RITES FOR SY 2022-2023** with an Approved Budget for the Contract (ABC) of **One hundred fourteen thousand Eight hundred seventy nine pesos only (P114,879.00);**

**WHEREAS** on June 6, 2023, the DepEd – 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	P 100,329.00
BRIXIUM	P 108,990.00
QADAR SOUVENIR AND GEN MDSE	P 112,816.00

**WHEREAS** the proposal of **PRINTEXPERT.COM** is found to be the most compliant with the PR, and its price quotation amounting to **One hundred thousand Three hundred twenty-nine pesos only** is calculated as the lowest and 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 School head the **AWARD OF CONTRACT** via Negotiated Procurement– Small Value Procurement to **PRINTEXPERT.COM** for the procurement **SUPPLIES AND MATERIALS FOR GRADUATION AND RECOGNITION RITES FOR SY 2022-2023** in the **One hundred thousand Three hundred twenty-nine pesos only** inclusive of appropriate taxes and fees;

RESOLVED, this 13<sup>th</sup> of June 2023, Mabini Elementary School, Baguio City.

  
**ALEJO L. PACALSO**  
 BAC Chairperson

  
**ARTURO D. DEL ROSARIO JR.**  
 BAC Vice-Chairperson

  
**MATTHEW JAYANG**  
 BAC Member

  
**ZIMWRIGHT P. EMBANG**  
 BAC Member

  
**ARLON P. PARISTA**  
 BAC Member

**APPROVED:**

  
**PROSERPINA M. ESTACIO**  
 School Head

Approved on 6/13/23





**PURCHASE ORDER**  
SDO Baguio City  
**MABINI ELEMENTARY SCHOOL**

<b>Supplier :</b> PRINTEXPERT.COM	<b>P.O. No. :</b> 2023-06-025
<b>Address :</b> Calderon St., Baguio City	<b>Date :</b> June 15, 2023
<b>TIN :</b> 934-202-142	<b>Mode of Procurement :</b> <u>small value procurement</u>

Gentlemen:

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

<b>Place of Delivery :</b> ___ Mabini E/S	<b>Delivery Term :</b> FULL
<b>Date of Delivery :</b> 15-working days after the receipt of the PO	<b>Payment Term :</b> FULL

Stock	Unit	Description	Quantity	Unit Cost	Amount
1	piece	Personalized ribbons (for kinder and grade 6 graduates, for parents, guest and school staff)	537	17.00	9,129.00
		-personalized ribbon head -with school logo and name of school -chrome coated 189 full color -with 2.75 inches native inabel cloth -inclusive of safety pin			
2	piece	Printing of Certificates for Kinder and Grade 6 graduates	460	35.00	16,100.00
		-9x12 inches parchment paper 85gsm -input data needed with LRN and signatories -with gold seal -colored printing			
3	booklet	Souvenir program of kinder and grade 6 graduates	490	50.00	24,500.00
		-full colored cover kk189 -inside pages black book 80 -upto 60 pages 9x12 inches folded size -class picture pictorial and solo pictorial -faculty group/solo pictorial -inclusive of lay outing with 3 drafts before production -delivery 1 day after final approval -input necessary info needed -laser printing water resistant -5 years warranty			
4	piece	Customized button pins and souvenir picture during the program (for kinder and grade 6 graduates)	460	110.00	50,600.00
		-2.25 inches diameter -personalized solo picture design -water resistant / laser printing -with 3 inches satin ribbon -inclusion of solo picture pictorial -5r size picture colored -portrait picture while receiving diploma during the program			
<b>TOTAL</b>					<b>P 100,329.00</b>

(Total Amount in **One hundred thousand three hundred twenty nine 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.

Conformed **PRINT EXPERT COM**

Signature over Printed Name of Supplier

Date

Very truly yours,

**PROSERPINA W. ESTACIO**Signature over Printed Name of Authorized Official  
School Principal III

Designation

Fund Cluster : \_\_\_\_\_

Funds Available : \_\_\_\_\_

**ALYSSA MUSNI**

Administrative Assistant II

153

ORS/BURS No. : \_\_\_\_\_

Date of the ORS/BURS: \_\_\_\_\_

Amount : \_\_\_\_\_





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### ABSTRACT OF BIDS

Abstract of Bids or Quotations under CIRCULAR PROPOSAL NO. \_\_\_\_\_ opened on June 13, 2023 at Mabini Elementary School.

ITEM	UNITS	QTY	DESCRIPTION AND/OR SPECIFICATION	QADAR SOUVENIRS AND GEN MDSE		BRIXIUM		PRINTEXPERT.COM	
1	piece	537	Personalized ribbons (for kinder and grade 6 graduates, for parents, guest and school staff)	18.00	9,666.00	20.00	10,740.00	17.00	9,129.00
2	piece	460	Printing of Certificates for Kinder and Grade 6 graduates	35.00	16,100.00	40.00	18,400.00	35.00	16,100.00
3	booklet	490	Souvenir program of kinder and grade 6 graduates	65.00	31,850.00	55.00	<del>26,950.00</del>	<del>50.00</del>	24,500.00
4	piece	460	Customized button pins and souvenir picture during the program (for kinder and grade 6 graduates)	120.00	55,200.00	115.00	52,900.00	110.00	50,600.00
***Nothing Follows***									
TOTAL:					112,816.00	-	108,990.00		100,329.00

CANVASED BY:

ALFIOL PACALSO  
 BAC CHAIRPERSON

ARTURO D. DEL ROSARIO JR.  
 BAC VICE CHAIRPERSON

MATTHEW JAYANG  
 BAC MEMBER

ARLON P. PARISTA  
 BAC MEMBER

ZIMWIGHT R. EMBANG  
 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.

PROSERPIO M. ESTACIO  
 SCHOOL HEAD