

Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY
SAN CARLOS HEIGHTS ELEMENTARY SCHOOL
PUROK 20, IRISAN, BAGUIO CITY

NOTICE OF AWARD

June 1, 2023

DANIEL S. CO

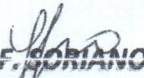
Cokins Everywear and General Merchandise
#109 Kayang St., Baguio City

We are pleased to notify you that your price quotation and proposal for the procurement of **semi-expendable machinery and equipment, office supplies and janitorials supplies of San Carlos Heights Elementary School** in the amount of **Twenty-seven thousand pesos only (Php 27,000.00)**.

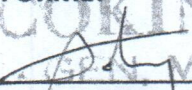
Should you agree with the award of the contract, please acknowledge receipt and acceptance of this notice by signing at the portion provided below. Keep a copy and return the original copy to this office at the soonest.

Thank you.

Very truly yours,


LUZ F. SORIANO
School Head

CONFORME:


COKINS EVERYWEAR
GEN. MERCHANDISE
(Signature Over Printed Name) Tel. 812-1878
Baguio City

6/1/23
(Date)



Address: Purok 20, Irisan, Baguio City
Email Address: sancarlosheightselem@gmail.com
Facebook page: DepEd Tayo San Carlos Heights Elementary School



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SAN CARLOS HEIGHTS ELEMENTARY SCHOOL
PUROK 20, IRISAN, BAGUIO CITY

NOTICE TO PROCEED

June 6, 2023

DANIEL S. CO

Cokins Everywear and General Merchandise
#109 Kayang St., Baguio City

Sir:

This refers to our award of contract to your company for the procurement of **semi-expendable machinery and equipment, office supplies and janitorial supplies of San Carlos Heights Elementary School** in the amount of **Twenty-seven thousand pesos only (27,000.00)** inclusive of appropriate taxes and fees.

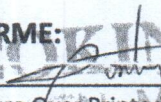
In relation thereto, notice is hereby given to your company that the implementation of the said project shall commence immediately. You are expected to perform the terms and conditions stipulated in the attached contract.

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,


LUZ F. SORIANO
School Head

CONFORME:

COKINS EVERYWEAR
(Signature Over Printed Name)
6/8/23
#109 Kayang St., Baguio City
Tel. 610-1078
Baguio City
(Date)

PURCHASE ORDER
SCHOOLS DIVISION OF BAGUIO CITY
Entity Name

Supplier : <u>COKINS EVERYWEAR AND GENERAL MERCHANDISE</u>	P.O. No. : <u>2023-06-008</u>
Address : <u>109 Kayang St., Baguio City</u>	Date : <u>June 5, 2023</u>
TIN : <u>165-287-294-000</u>	Mode of Procurement : <u>SMALL VALUE PROCUREMENT</u>

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


Place of Delivery : <u>SAN CARLOS HEIGHTS ELEMENTARY SCHOOL</u>	Delivery Term : <u>FULL</u>
Date of Delivery : _____	Payment Term : <u>FULL</u>


Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	roll	Tape, masking, 24mm	20	28.00	560.00
	roll	Tape, masking, 48mm	20	56.00	1,120.00
	pc	LED light bulb, 9 watts	20	115.00	2,300.00
	pack	Special paper for certificates, cream, size:8.5x11"	30	29.00	870.00
	box	Clip backfold, 19mm	10	15.00	150.00
	box	Clip backfold, 25mm	10	20.00	200.00
	pc	L-type transparent clear plastic folder, long	200	6.50	1,300.00
	pc	L-type transparent clear plastic folder, short	100	5.50	550.00
	pc	Tower Floor Fan, 60 degrees oscillation, 29 inch vertical height, 40 watts efficiency, 3-speed settings	2	5,500.00	11,000.00
	pc	Spin mop, rotates 360 degrees, easy to store, Size:L46xW26xH21cm (durable)	4	550.00	2,200.00
	pair	Rubber gloves for cleaning, extra sensitive grip, size: medium and Large	30	65.00	1,950.00
	pack	Tissue paper, 12 rolls per pack	30	90.00	2,700.00
	pack	Trash bag, Large 26"x32", 10pcs per pack	60	35.00	2,100.00
(Total Amount in Words) TWENTY SEVEN THOUSAND PESOS ONLY					27,000.00

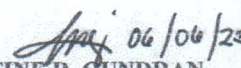
In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Conforme:

Very truly yours,


COKINS EVERYWEAR
 Signature over Printed Name of Supplier
GEN. MERCHANDISE
 * 109 Kayang St. Baguio City 819-1078
 Date 6/8/23


LUZ SORIANO
 PRINCIPAL I
 Designation

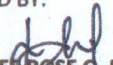
Fund Cluster : <u>01</u>	ORS/BURS No. : <u>02 - 00101 - 2023 - 04 - 00567</u>
Funds Available : <u>27,000.00</u>	Date of the ORS/BURS: <u>4/24/23</u>
 KRISTINE R. GUNDRAN Administrative Assistant III	Amount : <u>112,460.00</u>


Abstract of Bids or Quotations under CIRCULAR PROPOSAL NO. ___ opened on May 24, 2023 at San Carlos Heights ES.

ITEM	UNIT	QUANTITY	DESCRIPTION AND/OR SPECIFICATION	NAME OF SUPPLIER 1 COKINS EVERYWEAR AND GENERAL MERCHANDISE	NAME OF SUPPLIER 2 GLOTOC TOOLS INDUSTRIAL SALES CENTER	NAME OF SUPPLIER 3 MJC OFFICE AND SCHOOL SUPPLIES
	pack	20	AA Battery, 4 pcs per pack	1,600.00	500.00	1,700.00
	roll	20	Tape, masking, 24mm	560.00	1,000.00	600.00
	roll	20	Tape, masking, 48mm	1,120.00	1,500.00	1,200.00
	pc	5	Philippine national flag, 3 ft x 5 ft	925.00	750.00	950.00
	pc	20	LED light bulb, 10watts	2,300.00	3,000.00	2,400.00
	pack	30	Special paper for certificates, cream, size:8.5x11"	870.00	1,800.00	900.00
	box	10	Clip backfold, 19mm	150.00	650.00	200.00
	box	10	Clip backfold, 25mm	200.00	750.00	250.00
	pcs	200	L-type transparent clear plastic folder, long	1,300.00	3,000.00	1,600.00
	pcs	100	L-type transparent clear plastic folder, short	550.00	1,500.00	900.00
	pc	1	External hard drive, 1 TB	3,200.00	2,500.00	3,250.00
	pc	2	Tower Floor Fan, 60 degrees oscillation, 29 inch vertical height, 40 watts efficiency, 3- speed settings	11,000.00	N/A	11,100.00
	set	4	Spin mop, rotates 360 degrees, easy to store, Size:L46xW26xH21cm (durable)	2,200.00	8,000.00	2,240.00
	pc	1	Storage rack, steel, 5 layers	5,500.00	2,500.00	5,600.00
	liter	30	Liquid sosa, 1 liter (liquid plumber)	6,600.00	4,500.00	6,750.00
	pair	30	Rubber gloves for cleaning, extra sensitive grip, size: XL and Large	1,950.00	4,500.00	2,100.00
	pack	30	Tissue paper, 12 rolls per pack	2,700.00	4,800.00	2,700.00
	pack	60	Trash bag, Large 26"x32", 10pcs per pack	2,100.00	3,000.00	2,100.00
TOTAL				27,000.00	10,750.00	46,540.00

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

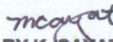
CANVASSED BY:



RENEE ROSE O. MOLINA
NAME OF CANVASSER


MADELYN M. JOSE
BAC CHAIRPERSON

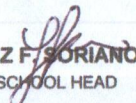

MELANIE O. DELOS REYES
BAC VICE-CHAIRPERSON

ON LEAVE
GLADYS CHOGSAYAN-MEJIA
BAC MEMBER


MARY K. CAYAT
BAC Member


JOSIE JANE D. PADIO-AN
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.


LUZ F. SORIANO
SCHOOL HEAD



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

RESOLUTION NO. 003, S. 2023

**RECOMMENDING THE AWARD OF CONTRACT THROUGH ALTERNATIVE METHOD OF PROCUREMENT –
 SMALL VALUE PROCUREMENT TO COKINS EVERYWEAR AND GENERAL MERCHANDISE AND
 GLOTOC TOOLS AND INDUSTRIAL SALES CENTER INC**

WHEREAS the Department of Education- San Carlos Heights Elementary School prepared the Purchase Request (PR) for the procurement of semi-expendable equipment, office supplies and janitorial supplies with an Approved Budget for the Contract (ABC) of **Fifty-four thousand pesos only (₱54,000.00)** (Annex A);

WHEREAS on May 18, 2023, the DepEd San Carlos Heights Elementary School – Bids and Awards Committee (BAC) posted/published the Request for Quotation (RFQ) for the said procurement project. The following suppliers/contractors signified their intent to participate by submitting their respective quotations/proposals, to wit:

Supplier/Distributors	Quotation (Php)
COKINS EVERYWEAR AND GENERAL MERCHANDISE	27,000.00
GLOTOC TOOLS AND INDUSTRIAL SALES CENTER INC	10,750.00
MJC OFFICE AND SCHOOL SUPPLIES	46,540.00

WHEREAS, on the proposal of the following suppliers are found to be compliant with the PR, and its price quotation for the specific item is the most economical and advantageous to the Government, thereby rendering the same as the lowest calculated responsive bid;

Supplier/Distributor	Qty	Item	Unit Price	Quotation (Php)
Cokins Everywear and General Merchandise	20	Tape, masking, 24mm	28.00	560.00
	20	Tape, masking, 48mm	56.00	1,120.00
	20	LED light bulb, 9 watts	115.00	2,300.00
	30	Special paper for certificates, cream, size:8.5x11"	29.00	870.00
	10	Clip backfold, 19mm	15.00	150.00
	10	Clip backfold, 25mm	20.00	200.00
	200	L-type transparent clear plastic folder, long	6.50	1,300.00
	100	L-type transparent clear plastic folder, short	5.50	550.00
	2	Tower Floor Fan, 60 degrees oscillation, 29 inch vertical height, 40 watts efficiency, 3-speed settings	5500.00	11,000.00
	4	Spin mop, rotates 360 degrees, easy to store, Size:L46xW26xH21cm (durable)	550.00	2,200.00
	30	Rubber gloves for cleaning, extra sensitive grip, size: medium and Large	65.00	1,950.00
	30	Tissue paper, 12 rolls per pack	90.00	2,700.00
	60	Trash bag, Large 26"x32", 10pcs per pack	35.00	2,100.00
TOTAL				27,000.00





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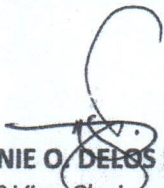
Supplier/Distributor	Qty	Item	Price	Quotation (Php)
Glotoc Tools and Industrial Sales Center Inc	20	AA Battery, 4 pcs per pack	25.00	500.00
	5	Philippine national flag, 3 ft x 5 ft	150.00	750.00
	1	External hard drive, 1 TB	2500.00	2,500.00
	1	Storage rack, steel, 5 layers	2500.00	2,500.00
	30	Liquid sosa, 1 liter (liquid plumber)	150.00	4,500.00
TOTAL				10,750.00


WHEREAS the proposals of COKINS EVERYWEAR AND GENERAL MERCHANDISE AND GLOTOC TOOLS AND INDUSTRIAL SALES CENTER INC is found to be the most compliant with the PR, and its price quotation amounting to **Twenty-seven thousand pesos only (Php 27,000.00)** and **Ten thousand seven hundred fifty pesos only (Php 10,750.00)** respectively are the most economical and advantageous to the Government, thereby rendering the same as the lowest 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.

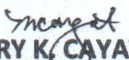
NOW THEREFORE, for and in consideration of the foregoing, We, the Members of the Bids and Awards Committee, hereby **RECOMMEND** to the School Principal the **AWARD OF CONTRACT** via Alternative Method of Procurement – Small Value Procurement to **COKINS EVERYWEAR AND GENERAL MERCHANDISE AND GLOTOC TOOLS AND INDUSTRIAL SALES CENTER INC** for the procurement of semi-expendable equipment, office supplies and janitorial supplies in the amount of **Twenty-seven thousand pesos only (Php 27,000.00)** and **Ten thousand seven hundred fifty pesos only (Php 10,750.00)** respectively inclusive of appropriate taxes and fees.


RESOLVED, this 29th day of May 2023, San Carlos Heights Elementary School, Purok 20, Irisan, Baguio City.


MELANIE O. DELOS REYES
 BAC Vice-Chairperson



MADLYN L. JOSE
 BAC Chairperson

ON LEAVE
GLADYS CHOGSAYAN-MEJIA
 BAC Member


MARY K. CAYAT
 BAC Member


JOSIE JANE B. PADIO-AN
 BAC Member

APPROVED:


LUZ F. SORIANO
 School Head
 Approved on May 29, 2023

