



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 7, 2023

SAMSON P. MANUEL


Sean Print and Wait Printing Services
ID40 Betag La Trinidad, Benguet

We are pleased to notify you that your price quotation and proposal for the procurement of **materials for the graduation, moving-up and recognition ceremonies of San Carlos Heights Elementary School for the SY 2022-2023** in the amount of **Sixty thousand one hundred pesos only (Php 60,100.00)**.

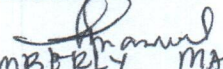
Should you agree with the award of the contract, please acknowledge receipt and acceptance of this notice by signing at the portion provided below. Keep a copy and return the original copy to this office at the soonest.

Thank you.

Very truly yours,


LUZ F. BORIANO
School Head

CONFORME:


KIMBERLY MANUEL
(Signature Over Printed Name)

06-16-2023
(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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PUROK 20, IRISAN, BAGUIO CITY

NOTICE TO PROCEED

June 19, 2023

SAMSON P. MANUEL
Sean Print and Wait Printing Services
ID40 Betag, La Trinidad, Benguet

Sir:

This refers to our award of contract to your company for the procurement of **materials for year-end ceremonies- graduation, moving-up and recognition for the SY 2022-2023 of San Carlos Heights Elementary School** in the amount of **Sixty thousand one hundred pesos only (60,100.00)** inclusive of appropriate taxes and fees.

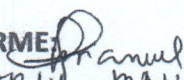
In relation thereto, notice is hereby given to your company that the implementation of the said project shall commence immediately. You are expected to perform the terms and conditions stipulated in the attached contract.

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 H. SORIANO
School Head

CONFORME 
Kimberly Manuel
(Signature Over Printed Name)
06-20-2023
(Date)

PURCHASE ORDER
SCHOOLS DIVISION OF BAGUIO CITY

Entity Name

Supplier : <u>SEAN PRINT AND WAIT PRINTING SERVICES</u> Address : <u>ID40 Betag, La Trinidad, Benguet</u> TIN : <u>926-694-320-000</u>	P.O. No. : <u>2023-06-010</u> Date : <u>June 15, 2023</u> Mode of Procurement : <u>SMALL VALUE PROCUREMENT</u>
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Gentlemen:

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

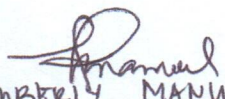
Place of Delivery : <u>SAN CARLOS HEIGHTS ELEMENTARY SCHOOL</u> Date of Delivery : _____	Delivery Term : <u>FULL</u> Payment Term : <u>FULL</u>
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Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
		Graduation Ceremonies - Grade VI			
	pc	Diploma Printing	95	20.00	1,900.00
	copy	Program Paper, laser printing	110	120.00	13,200.00
	pack	Gold seal, per pack	7	60.00	420.00
	pc	Button pin (student, faculty and guest)	127	15.00	1,905.00
		Moving-up Ceremonies - Kinder			
	pc	Certificate Printing	115	20.00	2,300.00
	copy	Program Paper, laser printing	125	120.00	15,000.00
	pc	Button pin, students	115	15.00	1,725.00
		Recognition Program (Kinder to Grade VI)			
	copy	Program paper, laser printing	120	120.00	14,400.00
	pc	Button pin (for kinder awardees)	50	15.00	750.00
	pc	Gold medal	1	50.00	50.00
	pc	Silver medal	23	50.00	1,150.00
	pc	Bronze medal	83	50.00	4,150.00
	pc	Tarpaulin, 7ft x 10ft (Graduation, moving-up & recognition)	3	1,050.00	3,150.00

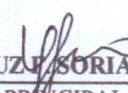
(Total Amount in Words) SIXTY THOUSAND ONE HUNDRED PESOS ONLY **60,100.00**

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.

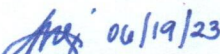
Conforme:


KIMBERLY MANUEL
 Signature over Printed Name of Supplier
06-20-2023
 Date

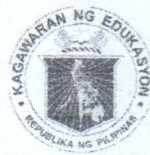
Very truly yours,


LUZ SORIANO
 PRINCIPAL I
 Designation

Fund Cluster : 01
Funds Available : 60,100.00


KRISTINE R. GUNDRAN
 Administrative Assistant III

ORS/BURS No. : _____
Date of the ORS/BURS: _____
Amount : _____



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PUROK 20, IRISAN, BAGUIO CITY

RESOLUTION NO. 005, S. 2023

RECOMMENDING THE AWARD OF CONTRACT THROUGH ALTERNATIVE METHOD OF PROCUREMENT – SMALL VALUE PROCUREMENT TO SEAN PRINT AND WAIT PRINTING SERVICES

WHEREAS the Department of Education- San Carlos Heights Elementary School prepared the Purchase Request (PR) for the procurement of materials for graduation, moving-up and recognition ceremonies of San Carlos Heights Elementary School for the SY 2022-2023 with an Approved Budget for the Contract (ABC) of **Seventy thousand six hundred fifty-five pesos only (₱70,655.00)** (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)
SEAN PRINT AND WAIT PRINTING SERVICES	60,100.00
QADAR SOUVENIRS AND GENERAL MERCHANDISE	18,649.00 (INCOMPLETE)
COKINS EVERYWEAR AND GENERAL MERCHANDISE	17,367.00 (INCOMPLETE)

WHEREAS the proposal of **SEAN PRINT AND WAIT PRINTING SERVICES** is found to be the most compliant with the PR, and its price quotation amounting to **Sixty thousand one hundred pesos only (₱60,100.00)** is 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 **SEAN PRINT AND WAIT PRINTING SERVICES** for the procurement of materials for graduation, moving-up and recognition ceremonies of San Carlos Heights Elementary School for the SY 2022-2023 in the amount of **Sixty thousand one hundred pesos only (₱60,100.00)** inclusive of appropriate taxes and fees.

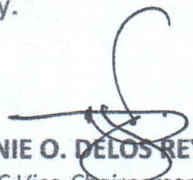


Address: Purok 20, Irisan, Baguio City
Email Address: sancarlosheightselem@gmail.com
Facebook page: DepEd Tayo San Carlos Heights Elementary School



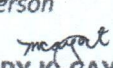
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PUROK 20, IRISAN, BAGUIO CITY

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


MELANIE O. DELOS REYES
BAC Vice-Chairperson

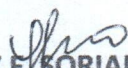

MADLYN L. JOSE
BAC Chairperson

ON LEAVE
GLADYS CHOGSAYAN-MEJIA
BAC Member


MARY K. CAYAT
BAC Member


JOSIE JANE D. RADIO-AN
BAC Member

APPROVED:


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



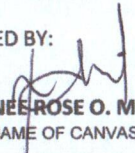
Address: Purok 20, Irisan, Baguio City
Email Address: sancarlosheightselem@gmail.com
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Abstract of Bids or Quotations under CIRCULAR PROPOSAL NO. ___ opened on May 24, 2023 at San Carlos Heights ES.

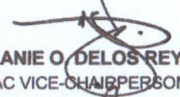
ITEM	UNIT	QUANTITY	DESCRIPTION AND/OR SPECIFICATION	NAME OF SUPPLIER 1	NAME OF SUPPLIER 2	NAME OF SUPPLIER 3
				SEAN PRINT AND WAIT PRINTING SERVICES	QADAR SOUVENIRS AND GENERAL MERCHANDISE	COKINS EVERYWEAR AND GENERAL MERCHANDISE
			Graduation Ceremonies - Grade VI			
1	pc	95	Diploma Printing	1,900.00	3,135.00	2,470.00
2	copy	110	Souvenir Program, colored, laser printing	13,200.00	-	-
3	pack	7	Gold seal, per pack	420.00	420.00	280.00
4	pc	127	Button pin (student, faculty and guest)	1,905.00	2,159.00	2,032.00
			Moving-up Ceremonies - Kinder			
5	pc	115	Certificate Printing	2,300.00	3,795.00	2,990.00
6	copy	125	Souvenir Program, colored, laser printing	15,000.00	-	-
7	pc	115	Button pin, students	1,725.00	1,955.00	1,840.00
			Recognition Program (Kinder to Grade VI)			
8	copy	120	Souvenir Program, colored	14,400.00	-	-
9	pc	50	Button pin (for kinder awardees)	750.00	850.00	800.00
10	pc	1	Gold medal	50.00	55.00	65.00
11	pc	23	Silver medal	1,150.00	1,265.00	1,495.00
12	pc	83	Bronze medal	4,150.00	4,565.00	5,395.00
13	pc	3	Tarpaulin, 7ft x 10ft (Graduation, moving-up & recognition)	3,150.00	450.00	-
TOTAL				60,100.00	18,649.00	17,367.00

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

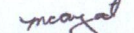
CANVASSER BY:


RENEE ROSE O. MOLINA
NAME OF CANVASSER


MADELYNE M. JOSE
BAC CHAIRPERSON

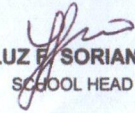

MELANIE O. DELOS REYES
BAC VICE-CHAIRPERSON

ON LEAVE (ML)
GLADYS CHOGSAYAN-MEJIA
BAC MEMBER


MARY K. GAYAT
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 E. SORIANO
SCHOOL HEAD