



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



**PACDAY QUINIO ELEMENTARY SCHOOL**  
Km. 4, Asin Road, Baguio City

## NOTICE OF AWARD

**DANIEL S. CO**  
COKINS EVERYWEAR & GEN. MERCHANDISE


Dear Mr. CO:

We are pleased to notify you that your price quotation and proposal for the procurement of office supplies and other supplies and materials in the amount of PHILIPPINE PESOS **Sixty-One Thousand Three Hundred Thirty-Seven Pesos Only (Php 61,337.00)** inclusive of appropriate taxes and fees, has been accepted.

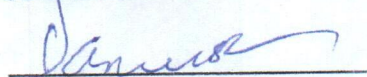
Should you agree with the award of the contract, please acknowledge receipt and acceptance of this notice by signing at the portion provided below. Keep a copy and return the original copy to this office at the soonest.

Thank you.

Very truly yours,

  
**ANNIE LAURIE W. BISQUERA**  
School Head

**CONFORME:**

  
(Signature over Printed Name)

2/13/20  
(Date)



**PURCHASE ORDER**  
 Department of Education  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**



Supplier: <b>COKINS EVERYWEAR &amp; GEN. MERCHANDISE</b>	<b>P.O No. 2024-2-003</b>
Address: <b>#109 KAYANG ST., BAGUIO CITY</b>	Date: February 14, 2024
TIN: <b>165-287-295-000</b>	Mode of Procurement - SHOPPING/SVP

Gentlemen:

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

Place of Delivery: Pacday Quinio Elementary School  
 Date of Delivery: February 21, 2024

Delivery Term: Full Delivery  
 Payment Term: After Delivery

Stock No.	Unit	Item Description	Quantity	Unit Cost	Amount
1	bottle	EPSON Ink 664, black	1	270.00	270.00
2	bottle	EPSON Ink 664, yellow	1	284.00	284.00
3	bottle	EPSON Ink 664, cyan	1	284.00	284.00
4	bottle	EPSON Ink 664, magenta	1	284.00	284.00
5	bottle	EPSON 003, Black	30	265.00	7950.00
6	bottle	EPSON 003, yellow	30	280.00	8400.00
7	bottle	EPSON 003, cyan	30	280.00	8400.00
8	bottle	EPSON 003, magenta	30	280.00	8400.00
9	bottle	HP GT 53, Black	3	350.00	1050.00
10	bottle	HP GT 52, Yellow	3	350.00	1050.00
11	bottle	HP GT 52, Cyan	3	350.00	1050.00
12	bottle	HP GT 52, Magenta	3	350.00	1050.00
13	box	Fastener	3	30.00	90.00
14	jar	Glue, all purpose	2	55.00	110.00
15	roll	Tape, masking: 24mm	35	27.00	945.00
16	roll	Tape, masking: 48mm	35	55.00	1925.00
17	roll	Tape, masking: 48mm	35	20.00	700.00
18	roll	Tape, masking: 24mm	35	15.00	525.00
19	roll	Tape, masking: 48mm	35	20.00	700.00
20	piece	Clearbook, 20 transparent pockets, legal	10	35.00	350.00
21	piece	Marker, permanent, black	35	35.00	1225.00
22	box	Envelope, documentary, A4	2	790.00	1580.00

23	box	Envelope, documentary kraft, Legal	2	1,250.00	2500.00
24	pack	Folder with tab, legal	2	390.00	780.00
25	pack	Folder with tab, A4	2	380.00	760.00
26	pack	Cartolina	5	70.00	350.00
27	can	Insecticide, aerosol type	5	125.00	625.00
28	can	Disinfectant spray	10	350.00	3500.00
29	pouch	Detergent powder, all purpose, 1kg	10	80.00	800.00
30	bottle	Cleaner, toilet bowl and urinal	10	100.00	1000.00
31	gallon	Bleach, Disinfectant	10	165.00	1650.00
32	bottle	dishwashing liquid	10	75.00	750.00
33	roll	Trash bag, black, XL	20	52.00	1040.00
34	pack	AAA Battery	10	58.00	580.00
35	pack	AA Battery	10	38.00	380.00

<b>SIXTY-ONE THOUSAND THREE HUNDRED THIRTY-SEVEN PESOS ONLY</b>	<b>TOTAL</b>	<b>61337.00</b>
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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,

*[Signature]*  
 Signature over Printed Name of Supplier  
 \_\_\_\_\_  
 Date

*[Signature]*  
**ANNIE LAURIE W. BISQUERA**  
 Signature over Printed Name of Authorized Official  
School Head  
 Designation

Funds Cluster: <b>01</b>	ORS/BURS No: 02-101101-2024-02- 00139
Funds Available: <b>61,337.00</b>	ALOBS No.: 2/6/24
<b>BEBSIE H. DIZON</b> Bookkeeper	Amount: 170,133.02
	2/14/24



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



**PACDAY QUINIO ELEMENTARY SCHOOL**  
Km. 4, Asin Road, Baguio City

## NOTICE TO PROCEED

**DANIEL S. CO**  
COKINS EVERYWEAR & GEN. MERCHANDISE

Dear Mr. CO:

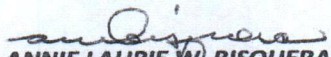
This refers to our award of contract to your company for the procurement of Office Supplies and Other Supplies and Materials in the amount of PHILIPPINE PESOS **Sixty-One Thousand Three Hundred Thirty-Seven Pesos Only (Ph 61,337.00)** inclusive of appropriate taxes and fees.

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.

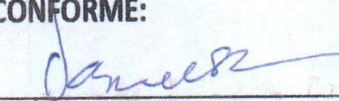
Please acknowledge receipt and acceptance of this notice by signing at the portion provided below of both copies. Keep one copy and return the other to this office at the soonest.

Thank you.

Very truly yours,

  
**ANNIE LAURIE W. BISQUERA**  
School Head

**CONFORME:**

  
\_\_\_\_\_  
(Signature over Printed Name)

\_\_\_\_\_  
(Date)

**COKINS EVERYWEAR & GEN. MERCHANDISE**  
Tel. 819-1077



**Quality Form**  
**BAC Resolution**



Document Code: TLF-OSDS-BAC-007  
Revision: 00  
Effectivity date: 08-20-2018  
Name of Office:  
**OSDS-BAC**

**RESOLUTION NO. 06 S. 2024**

**RESOLUTION RESORTING TO ALTERNATIVE MODE OF PROCUREMENT**

**WHEREAS**, the Bids and Awards Committee received a request for the procurement of office supplies and other supplies and materials of the school with an Approved Budget for the Contract (ABC) *Sixty-Six Thousand Four Hundred Thirty-Three Pesos and 60/100 Only (₱ 66,433.60)* (Annex A);

**WHEREAS**, the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act 9184 mandates that all procurement shall be done through competitive bidding;

**WHEREAS**, the same IRR of RA 9184 provides for exemption under Rule XVI – Alternative Methods of Procurement;


**WHEREAS**, pursuant to Section 48 of the afore-cited Rule, the Department of Education – Division of Baguio City (DO) – Pacday Quinio Elementary School may resort to the alternative method of procurement – **Small Value Procurement** to promote economy and efficiency if the amount involved does not exceed the threshold prescribed in Annex “H” of the IRR and does not fall under shopping in Section 52 of this IRR;

**NOW, THEREFORE**, We, the Members of the Bids and Awards Committee, do hereby **RESOLVED** as it is hereby **RESOLVED**, to resort to the alternative method of procurement – **Small Value Procurement** for the procurement of office supplies and other supplies and materials of the school;

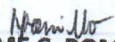
**RESOLVED FINALLY**, to post this Resolution at the DO Website, PhilGEPS and other conspicuous place at the premises of the Division Office.

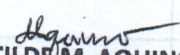
February 01, 2024, *Pacday Quinio Elementary School, Baguio City.*

  
**ARTHUR J. MANGILI**  
BAC Chairperson


  
**RICHARD S. COYTOP**  
BAC Vice-Chairperson

  
**EMILY C. PALONGA**  
BAC Member

  
**NOEME C. ROMILLO**  
BAC Member

  
**MATILDE M. AQUINO**  
BAC Member

**APPROVED:**

  
**ANNIE LAURIE W. BISQUERA**  
School Head

Approved on February 01, 2024



**BIDS AND AWARDS COMMITTEE**

**RESOLUTION NO. 06, S. 2024**

**RECOMMENDING THE AWARD OF CONTRACT THROUGH SMALL VALUE PROCUREMENT TO COKINS EVERYWEAR AND GENERAL MERCHANDISE FOR THE PROCUREMENT OF OFFICE SUPPLIES AND OTHER SUPPLIES AND MATERIALS OF THE SCHOOL.**

**WHEREAS** the Department of Education prepared the Purchase Request (PR) for the procurement of meals and snacks with an Approved Budget for the Contract (ABC) of **Sixty-Six Thousand Four Hundred Thirty-Three Pesos and 60/100 Only (Php 66,433.60)** (Annex A);

**WHEREAS** on February 02, 2024, the DepEd – Bids and Awards Committee (BAC) posted/published the Request for Quotation (RFQ) for the said procurement project. The following supplies/distributors signified their intent to participate by submitting their respective quotations/proposals, *to wit*:

Supplier/Distributors	Quotation (Php)
COKINS EVERYWEAR AND GENERAL MERCHANDISE	Php 61,337.00
QADAR SOUVENIRS AND GENERAL MERCHANDISE	PhP 61,960.00
BAN BEE COMMERCIAL CO., INC.	PhP 71,940.00

**WHEREAS** the proposal of **COKINS EVERYWEAR AND GENERAL MERCHANDISE** is found to be the most compliant with the PR, and its price quotation amounting to **Sixty-One Thousand Three Hundred Thirty-Seven Pesos Only (Php 61,337.00)** is the most economical and advantageous to the Government, thereby 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.

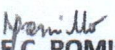
**NOW THEREFORE**, for and in consideration of the forgoing, **We**, the Members of the Bids and Awards Committee, hereby **RECOMMEND** to the School Head the **AWARD OF CONTRACT** via Negotiated Procurement – Small Value Procurement to **COKINS EVERYWEAR AND GENERAL MERCHANDISE** for the procurement of **OFFICE SUPPLIES AND OTHER SUPPLIES AND MATERIALS OF THE SCHOOL** in the amount of **Sixty-One Thousand Three Hundred Thirty-Seven Pesos Only (Php 61,337.00)** inclusive of appropriate taxes and fees.

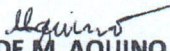
**RESOLVED**, at Pacday Quinio Elementary School, this 12<sup>th</sup> day of February, 2024.

  
**ARTHUR U. MANGILI**  
 BAC Chairperson


  
**RICHARD S. COYTOP**  
 BAC Vice-Chairperson

  
**EMILY C. PALONGA**  
 BAC Member

  
**NOEME C. ROMILLO**  
 BAC Member

  
**MATILDE M. AQUINO**  
 BAC Member

**APPROVED:**

  
**ANNIE LAURIE W. BISQUERA**  
 School Head


Approved on February 12, 2024

Abstract of Bids or Quotations under CIRCULAR PROPOSAL NO. \_\_\_\_\_ opened on FEBRUARY 09, 2024 at PACDAY QUINIO ELEMENTARY SCHOOL


ITEM	UNIT	QUANTITY	DESCRIPTION AND/OR SPECIFICATION	COKINS EVERYWEAR AND GEN. MERCHANDISE	QADAR SOUVENIRS AND GENERAL MERCHANDISE	BAN BEE COMMERCIAL CO., INC.
1	Bottle	1	EPSON Ink 664, black	270.00	270.00	290.00
2	Bottle	1	EPSON Ink 664, yellow	284.00	280.00	310.00
3	Bottle	1	EPSON Ink 664, cyan	284.00	280.00	310.00
4	Bottle	1	EPSON Ink 664, magenta	284.00	280.00	310.00
5	Bottle	30	EPSON Ink 003, black	7,950.00	8,100.00	8,700.00
6	Bottle	30	EPSON Ink 003, yellow	8,400.00	8,250.00	9,300.00
7	Bottle	30	EPSON Ink 003, cyan	8,400.00	8,250.00	9,300.00
8	Bottle	30	EPSON Ink 003, magenta	8,400.00	8,250.00	9,300.00
9	Bottle	3	HP GT 53, black	1,050.00	900.00	1,230.00
10	Bottle	3	HP GT 52, yellow	1,050.00	900.00	1,215.00
11	Bottle	3	HP GT 52, cyan	1,050.00	900.00	1,215.00
12	Bottle	3	HP GT 52, magenta	1,050.00	900.00	1,215.00
13	Box	3	Fastener	90.00	120.00	120.00
14	Jar	2	Glue, all purpose	110.00	190.00	180.00
15	Roll	35	Tape, masking, width: 24mm	945.00	700.00	1,225.00
16	Roll	35	Tape, masking, width: 48mm	1,925.00	1,225.00	2,275.00
17	Roll	35	Tape, masking, width: 48mm	700.00	1,225.00	1,225.00
18	Roll	35	Tape, masking, width: 24mm	525.00	700.00	595.00
19	Roll	35	Tape, masking, width: 48mm	700.00	1,225.00	1,225.00
20	Piece	10	Clearbook, 20 transparent pockets, legal	350.00	490.00	600.00
21	Piece	35	Marker, permanent, black	1,225.00	875.00	700.00
22	Box	2	Envelope, documentary, A4	1,580.00	1,500.00	3,000.00
23	Box	2	Envelope, expanding kraft, Legal	2,500.00	2,800.00	2,700.00
24	Pack	2	Folder with tab, legal	780.00	1,020.00	1,000.00
25	Pack	2	Folder with tab, A4	760.00	980.00	1,000.00
26	Pack	5	Cartolina	350.00	650.00	450.00

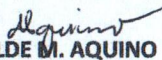
27	Can	5	Insecticide, aerosol type	625.00	950.00	1,750.00
28	Can	10	disinfectant spray	3,500.00	2,900.00	3,650.00
29	Pouch	10	detergent powder, all purpose, 1kg	800.00	1,050.00	700.00
30	Bottle	10	Cleaner, toilet bowl and urinal	1,000.00	1,300.00	1,250.00
31	Gallon	10	disinfectant	1,650.00	1,500.00	2,450.00
32	Bottle	10	dishwashing liquid	750.00	1,000.00	850.00
33	Roll	20	trashbag, black, XL	1,040.00	1,000.00	1,300.00
34	Pack	10	AAA Battery	580.00	500.00	500.00
35	Pack	10	AA Battery	380.00	500.00	500.00
				<b>61,337.00</b>	<b>61,960.00</b>	<b>71,940.00</b>


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

  
**MA. FLORENTINA T. VILLANUEVA**  
 Canvasser

  
**RICHARD S. COYTOP**  
 BAC Vice-Chairperson

  
**EMILY C. PALONGA**  
 BAC Member

  
**MATILDE M. AQUINO**  
 BAC Member

  
**NOEME C. ROMILLO**  
 BAC Member

Award is hereby given to the lowest calculated bidder and the most advantageous to the government.

Approved:

  
**ARTHUR U. MANGILI**  
 BAC Chairperson