



Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
DIVISION OF BAGUIO CITY  
DISTRICT VIII  
**PINSAO ELEMENTARY SCHOOL**  
Purok 3 Pinsao Pilot Project, Baguio City

**NOTICE OF AWARD**

**March 5, 2024**

**COKINS EVERYWEAR & GENERAL MERCHANDISE**  
109 Kayang Ext., Baguio City

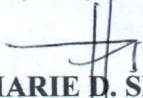
Sir:

We are pleased to notify you that your price quotation for the procurement of Office Supplies and other Supplies and Materials in the amount of **Two Hundred One Thousand Eighty Pesos only (₱201,080.00)** inclusive of appropriate taxes and fees, has been accepted.

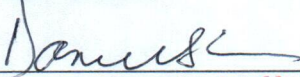
Should you agree with the award of the contract, please acknowledge receipt and acceptance of this notice by signing at the portion provided below. Keep a copy and return the original copy to this office at the soonest.

Thank you.

Very truly yours,

  
**MARIE D. SILLATOC, EdD**  
School Principal II

**CONFORME:**

  
(Signature Over Printed Name)

**COKINS EVERYWEAR & GEN. MERCHANDISE**  
3/5/24  
(Date)  
\* 109 Kayang St., Tel. 719-1878  
Baguio City



**Address:** Purok 3 Pinsao Pilot Project, Baguio City 2600

**Telephone No:** (074) 442-4039

**Email Address:** car@deped.gov.ph

 DepEdTayo Pinsao ES

 pinsaoelementary@gmail.com

## PURCHASE ORDER

Department of Education  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**  
**PINSAO ELEMENTARY SCHOOL**  
Pinsao Pilot Project, Baguio City

Supplier: **Cokins Everywear and General Merchandise**  
Address: 109 Kayang Extension, Baguio City  
TIN:

P.O. No.: 2024-03-02  
Date: March 6, 2024  
Mode of Procurement: SVP

Gentlemen:

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

Place of Delivery: Pinsao Elementary School

Delivery Term: Complete

Date of Delivery: as scheduled

Payment Term: Charge

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
1	pc	Battery, dry cell, size AA	8	19.00	152.00
2	roll	Tape, masking, 24mm	60	28.00	1,680.00
3	roll	Tape, transparent, 24mm	30	15.00	450.00
4	roll	Tape, transparent, 48 mm	50	18.00	900.00
5	pc	Manila paper	10	5.00	50.00
6	box	Envelope, Expanding, Kraft, 100/box	1	1,250.00	1,250.00
7	pack	Folder with tab, A4, 100 /pack	1	378.00	378.00
8	pack	Folder with tab, legal, 100 /pack	1	388.00	388.00
9	pack	Folder, expandable. legal, 100 /pack	1	1,500.00	1,500.00
10	pc	Marker, permanent, black	20	14.00	280.00
11	pc	Marker, permanent, blue	15	14.00	210.00
12	pc	Marker, white board, black	50	23.00	1,150.00
13	box	Marker, whiteboard, blue	10	23.00	230.00
14	box	Paper clip, vinyl/plastic coated, 33mm	25	9.00	225.00
15	box	Paper clip, vinyl/plastic coated, 50mm	25	20.00	500.00
16	ream	Paper, multicopy A4, 70 GSM	160	175.00	28,000.00
17	ream	Paper, multicopy, legal, 70 GSM	160	195.00	31,200.00
18	box	Ballpen, Black	8	65.00	520.00
19	box	Ballpen, Blue	3	65.00	195.00
20	box	Ballpen, Red	3	65.00	195.00
21	ream	Laminating Film, A4, 125 mic	20	475.00	9,500.00
22	ream	Laminating Film, Legal, 125 mic	20	575.00	11,500.00
23	bottle	Epson Ink, 664, Black	6	265.00	1,590.00
24	bottle	Epson Ink, 664, Magenta	6	284.00	1,704.00
25	bottle	Epson Ink, 664, Yellow	6	284.00	1,704.00
26	bottle	Epson Ink, 664, Cyan	6	284.00	1,704.00
27	bottle	Epson Ink, 003, Black	30	265.00	7,950.00
28	bottle	Epson Ink, 003, Magenta	30	284.00	8,520.00
29	bottle	Epson Ink, 003, Yellow	30	284.00	8,520.00
30	bottle	Epson Ink, 003, Cyan	30	284.00	8,520.00
31	bottle	Brother ink T720, Black	2	395.00	790.00
32	bottle	Brother ink T720, Magenta	1	395.00	395.00
33	bottle	Brother ink T720, Yellow	1	395.00	395.00
34	bottle	Brother ink T720, Cyan	1	395.00	395.00
35	pc	Clipboard, long	5	55.00	275.00
36	pc	Correction tape	25	16.00	400.00
37	roll	Double sided tape, 1"	25	28.00	700.00
38	box	Fastener, plastic	6	30.00	180.00
39	pc	Data file box organizer	25	130.00	3,250.00
40	pc	Waste basket, big	2	200.00	400.00
41	bottle	Glue, all-purpose, 130g	13	50.00	650.00
42	pc	Puncher, paper, heavy duty	5	175.00	875.00
43	pc	Record Book, 300 pages	5	70.00	350.00
44	pc	Scissor, symmetrical, asymmetrical, big	5	60.00	300.00

45	ream	Special paper, short, 180 GSM	20	225.00	4,500.00
46	pc	Certificate holder	30	40.00	1,200.00
47	pc	Stapler, long arm	2	350.00	700.00
48	pc	Tape dispenser	10	120.00	1,200.00
49	unit	Paper cutting machine/ Trimmer, table top	1	950.00	950.00
50	pc	Laminating machine	1	3,000.00	3,000.00
51	unit	Binding machine, heavy duty, 1.5" comb	1	14,950.00	14,950.00
54	bottle	Alcohol, ethyl, 500ml	25	90.00	2,250.00
55	pc	Broom (walis-tambo)	12	140.00	1,680.00
56	pc	Broom (walis ting-ting)	10	35.00	350.00
57	bottle	Cleaner, toilet & urinal	35	100.00	3,500.00
58	pouch	Detergent Powder, all purpose, 1 kilo	20	75.00	1,500.00
59	pc	Dust pan	10	130.00	1,300.00
60	can	Floor wax, paste type, red, 450g	45	145.00	6,525.00
61	pc	Foot rag	20	35.00	700.00
62	kilo	Rags for cleaning	5	85.00	425.00
63	pack	Trashbag, black, Large	40	33.00	1,320.00
64	pack	Trashbag, black, XXLarge	60	75.00	4,500.00
65	pack	Trashbag, medium	30	45.00	1,350.00
67	pc	Internet N Router, 300 mbps on 2.4 GHZ, 2 Fixed Omni Directional	2	1,450.00	2,900.00
68	pc	Mop handle, heavy duty	3	150.00	450.00
69	pc	Mop head, made of rayon	3	100.00	300.00
70	pc	Philippine National Flag	10	190.00	1,900.00
71	bottle	Diswashing liquid, 500ml	20	70.00	1,400.00
72	box	Bathsoap, 85g	20	28.00	560.00
73	gal	Clorox, bleach, 1L	20	52.00	1,040.00
74	pack	Sanitary Napkin	10	25.00	250.00
75	bottle	Toilet Deodorizer	6	60.00	360.00
-nothing follows-					

**Two Hundred One Thousand Eighty Pesos Only**

**201,080.00**

Purpose: Procurement of Office Supplies and other Materials for school use

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.

Conforme:

*[Signature]*  
**CUKINS EVERUMBAN**  
 Signature over Printed Name of Supplier

*[Signature]*  
**MARIE D. SILLATOC, EdD**  
 School Head

Date

Date

Fund Cluster:

01

ORS/BURS No. : 02-101101-2024 -00140

Funds Available:

201,080.00

Date of the ORS/BURS: 2/6/24

Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit

347,648.00



Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
DIVISION OF BAGUIO CITY  
DISTRICT VIII  
**PINSAO ELEMENTARY SCHOOL**  
Purok 3 Pinsao Pilot Project, Baguio City

**NOTICE TO PROCEED**

March 7, 2024

**COKINS EVERYWEAR & GENERAL MERCHANDISE**  
109 Kayang Ext., Baguio City

Sir:

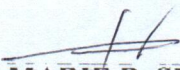
This refers to our award of contract to your company for the procurement of Office Supplies and other Supplies and Materials in the amount of **Two Hundred One Thousand Eighty Pesos only (₱201,080.00)** inclusive of appropriate taxes and fees.

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,

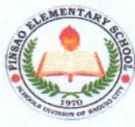
  
**MARIE D. SILLATOC, EdD**  
School Principal II

CONFORME:

  
**COKINS EVERYWEAR & GEN. MERCHANDISE**  
(Signature Over Printed Name) 9-1077

3 -                       
                    City


(Date)



Address: Purok 3 Pinsao Pilot Project, Baguio City 2600

Telephone No: (074) 442-4039

Email Address: car@deped.gov.ph

 DepEdTayo Pinsao ES

 pinsaoelementary@gmail.com



Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
DIVISION OF BAGUIO CITY  
DISTRICT VIII  
**PINSAO ELEMENTARY SCHOOL**  
Purok 3 Pinsao Pilot Project, Baguio City

**BIDS AND AWARD COMMITTEE**

BAC Resolution No. 02 S. 2024

**RECOMMENDING THE AWARD OF CONTRACT FOR SMALL VALUE PROCUREMENT  
(Sec 53.9) TO**

**COKINS EVERYWEAR AND GENERAL MERCHANDISE**

**FOR THE PROCUREMENT OF OFFICE SUPPLIES**

WHEREAS, there is an approved Purchased Request (PR) No. 2024-02-02 dated February 26, 2024 with estimated total cost of *Two Hundred Thirty Four Thousand Seventy Five Pesos (P234,075.00)* for the *Procurement of Office Supplies and other Materials*;

WHEREAS, (PR) No. 2024-02-02 with an estimated cost of Two Hundred Thirty Four Thousand Seventy Five Pesos (P234,075.00) involves Small Value Procurement under Sec. 53.9 of the Revised Implementing Rules and Regulations of RA 9184, and therefore falls under the Alternative Mode of Procurement;

WHEREAS, on February 26, 2024, the Pinsao Elementary School – Bid and Awards Committee (BAC) floated the Request for Quotation (RFQ) for the said procurement. The following suppliers/distributors signified their intent to participate by submitting their respective quotations/proposals;

SUPPLIER/DISTRIBUTOR	QUOTATION	REMARKS
Cokins Everywear and General Merchandise	₱ 201,080.00	Within ABC
The Stable Educational Supply	₱ 212,550.05	Within ABC
Panghoi Enterprises	₱ 233,931.00	Within ABC
MGF Consumer Good Trading	₱ 233,272.00	Within ABC

WHEREAS, the Pinsao Elementary School BAC, after its due deliberation of the submitted price quotations & post qualification; found that, the price offered by Cokins Everywear and General Merchandise is the most advantageous and economical to the Government, thereby rendering the same as the most calculated responsive bid;




Republic of the Philippines  
**Department of Education**  
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DIVISION OF BAGUIO CITY  
DISTRICT VIII  
**PINSAO ELEMENTARY SCHOOL**  
Purok 3 Pinsao Pilot Project, Baguio City

WHEREAS, Section 12 of RA 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;

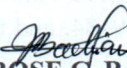
WHEREAS, in the light of the foregoing facts, the Pinsao Elementary School BAC hereby RECOMMEND to the Office of the Elementary School Principal:

- a) AWARD OF CONTRACT (PR No. 2024-02-02) through Small Value Procurement to COKINS EVERYWEAR AND GENERAL MERCHANDISE for the Procurement of Office Supplies amounting to Two Hundred One Thousand Eighty Pesos Only (₱201,080.00) inclusive of appropriate taxes and fees.

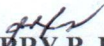
RESOLVED, at Pinsao Elementary School, this 4<sup>th</sup> day of March 2024.

  
**BEBERLY G. LENGWA**

*Chairperson, BAC*

  
**MARY ROSE C. BACKIAN**

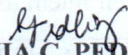
*Vice-chairperson, BAC*

  
**CHERRY B. DANGWILAN**

*Member, BAC*

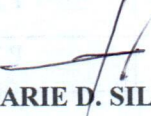
  
**JOSEPHINE M. BALMONTE**

*Member, BAC*

  
**SONIA C. PEDLING**

*Member, BAC*

APPROVED:

  
**MARIE D. SILLATOC, EdD**

*School Head*


Approved on: 3/4/2024

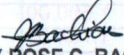
Abstract of Bids or Quotations under CIRCULAR PROPOSAL NO. 2024-02-02, opened on March 4, 2024 at Pinsao Elementary School

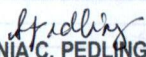
Item	Unit	Quantity	Description/Specification	Cokins Everywear & General Merchandise	The Stable Educational Supply	Panghoi Enterprises	MGF Consumer Good Trading	Low Cost Consumer Goods Trading
1	pc	8	Battery, dry cell, size AA	152.00	120.00	184.00	80.00	640.00
2	roll	60	Tape, masking, 24mm	1,680.00	1,680.00	1,500.00	1,200.00	2,700.00
3	roll	30	Tape, transparent, 24mm	450.00	420.00	480.00	780.00	1,050.00
4	roll	50	Tape, transparent, 48 mm	900.00	900.00	1,600.00	2,200.00	2,250.00
5	pc	10	Manila paper	50.00	57.50	60.00	50.00	100.00
6	box	1	Envelope, Expanding, Kraft, 100/box	1,250.00	1,300.00	1,300.00	1,500.00	1,400.00
7	pack	1	Folder with tab, A4, 100 /pack	378.00	380.00	489.00	690.00	550.00
8	pack	1	Folder with tab, legal, 100 /pack	388.00	390.00	525.00	520.00	650.00
9	pack	1	Folder, expandable, legal, 100 /pack	1,500.00	1,300.00	1,300.00	1,600.00	1,400.00
10	pc	20	Marker, permanent, black	280.00	205.00	300.00	340.00	500.00
11	pc	15	Marker, permanent, blue	210.00	153.75	225.00	255.00	375.00
12	pc	50	Marker, white board, black	1,150.00	1,150.00	1,250.00	850.00	1,250.00
13	box	10	Marker, whiteboard, blue	230.00	230.00	250.00	170.00	250.00
14	box	25	Paper clip, vinyl/plastic coated, 33mm	225.00	218.75	325.00	350.00	750.00
15	box	25	Paper clip, vinyl/plastic coated, 50mm	500.00	437.50	700.00	750.00	1,250.00
16	ream	160	Paper, multicopy A4, 70 GSM	28,000.00	26,496.00	29,600.00	30,400.00	29,920.00
17	ream	160	Paper, multicopy, legal, 70 GSM	31,200.00	29,844.80	32,800.00	33,600.00	32,000.00
18	box	8	Ballpen, Black	520.00	480.00	440.00	1,400.00	960.00
19	box	3	Ballpen, Blue	195.00	180.00	165.00	525.00	360.00
20	box	3	Ballpen, Red	195.00	180.00	165.00	525.00	360.00
21	ream	20	Laminating Film, A4, 125 mic	9,500.00	-	13,000.00	8,400.00	11,000.00
22	ream	20	Laminating Film, Legal, 125 mic	11,500.00	0.00	13,600.00	10,400.00	13,000.00
23	bottle	6	Epson Ink, 664, Black	1,590.00	1,590.00	1,680.00	1,650.00	1,800.00
24	bottle	6	Epson Ink, 664, Magenta	1,704.00	1,710.00	1,740.00	1,710.00	1,800.00
25	bottle	6	Epson Ink, 664, Yellow	1,704.00	1,710.00	1,740.00	1,710.00	1,800.00
26	bottle	6	Epson Ink, 664, Cyan	1,704.00	1,710.00	1,740.00	1,710.00	1,800.00
27	bottle	30	Epson Ink, 003, Black	7,950.00	7,950.00	8,400.00	8,250.00	8,400.00
28	bottle	30	Epson Ink, 003, Magenta	8,520.00	8,550.00	8,700.00	8,550.00	8,400.00
29	bottle	30	Epson Ink, 003, Yellow	8,520.00	8,550.00	8,700.00	8,550.00	8,400.00
30	bottle	30	Epson Ink, 003, Cyan	8,520.00	8,550.00	8,700.00	8,550.00	8,400.00
31	bottle	2	Brother ink T720, Black	790.00	800.00	770.00	850.00	800.00
32	bottle	1	Brother ink T720, Magenta	395.00	400.00	385.00	425.00	400.00
33	bottle	1	Brother ink T720, Yellow	395.00	400.00	385.00	425.00	400.00
34	bottle	1	Brother ink T720, Cyan	395.00	400.00	385.00	425.00	400.00
35	pc	5	Clipboard, long	275.00	325.00	360.00	325.00	750.00
36	pc	25	Correction tape	400.00	487.50	600.00	500.00	625.00
37	roll	25	Double sided tape, 1"	700.00	700.00	850.00	500.00	875.00
38	box	6	Fastener, plastic	180.00	180.00	228.00	288.00	330.00
39	pc	25	Data file box organizer	3,250.00	3,000.00	3,625.00	4,250.00	2,875.00
40	pc	2	Waste basket, big	400.00	360.00	478.00	260.00	300.00
41	bottle	13	Glue, all-purpose, 130g	650.00	585.00	936.00	624.00	455.00
42	pc	5	Puncher, paper, heavy duty	875.00	990.00	985.00	910.00	1,400.00
43	pc	5	Record Book, 300 pages	350.00	320.00	360.00	475.00	750.00
44	pc	5	Scissor, symmetrical, asymmetrical, big	300.00	488.75	425.00	275.00	450.00
45	ream	20	Special paper, short, 180 GSM	4,500.00	5,400.00	6,800.00	5,000.00	1,000.00
46	pc	30	Certificate holder	1,200.00	1,140.00	1,260.00	1,260.00	1,500.00
47	pc	2	Stapler, long arm	700.00	750.00	764.00	720.00	720.00
48	pc	10	Tape dispenser	1,200.00	880.00	1,250.00	1,100.00	1,800.00
49	unit	1	Paper cutting machine/ Trimmer, table top	950.00	1,850.00	1,540.00	390.00	850.00
50	pc	1	Laminating machine	3,000.00	3,500.00	3,100.00	3,400.00	2,300.00

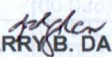
51	unit	1	Binding machine, heavy duty, 1.5" comb	14,950.00	10,500.00	10,388.00	7,900.00	4,500.00
52	set	1	Smart LED TV, 50", w/ stand	0.00	21,000.00	17,380.00	30,000.00	15,500.00
53	set	1	Vacuum cleaner for computers	0.00	2,800.00	490.00	700.00	200.00
54	bottle	25	Alcohol, ethyl, 500ml	2,250.00	2,237.50	2,375.00	2,250.00	2,125.00
55	pc	12	Broom (walis-tambo)	1,680.00	1,500.00	1,560.00	2,160.00	1,800.00
56	pc	10	Broom (walis ting-ting)	350.00	380.00	480.00	450.00	450.00
57	bottle	35	Cleaner, toilet & urinal	3,500.00	6,475.00	2,800.00	1,820.00	3,150.00
58	pouch	20	Detergent Powder, all purpose, 1 kilo	1,500.00	2,100.00	1,600.00	1,400.00	1,200.00
59	pc	10	Dust pan	1,300.00	1,800.00	850.00	750.00	1,500.00
60	can	45	Floor wax, paste type, red, 450g	6,525.00	5,625.00	7,200.00	9,450.00	11,700.00
61	pc	20	Foot rag	700.00	700.00	1,160.00	700.00	800.00
62	kilo	5	Rags for cleaning	425.00	550.00	550.00	400.00	750.00
63	pack	40	Trashbag, black, Large	1,320.00	2,280.00	1,640.00	1,600.00	4,200.00
64	pack	60	Trashbag, black, XXLLarge	4,500.00	4,020.00	5,100.00	3,900.00	6,900.00
65	pack	30	Trashbag, medium	1,350.00	1,410.00	1,530.00	900.00	2,550.00
66	pc	2	Wall clock	0.00	1,200.00	1,020.00	660.00	600.00
67	pc	2	Internet N Router, 300 mbps on 2.4 GHZ, 2 Fixed	2,900.00	5,000.00	1,800.00	2,800.00	1,500.00
68	pc	3	Mop handle, heavy duty	450.00	1,080.00	855.00	690.00	1,050.00
69	pc	3	Mop head, made of rayon	300.00	255.00	477.00	405.00	750.00
70	pc	10	Philippine National Flag	1,900.00	6,000.00	3,000.00	1,600.00	3,500.00
71	bottle	20	Diswashing liquid, 500ml	1,400.00	2,700.00	2,000.00	800.00	1,100.00
72	box	20	Bathsoap, 85g	560.00	480.00	700.00	600.00	1,100.00
73	gal	20	Clorox, bleach, 1L	1,040.00	1,800.00	1,160.00	1,040.00	1,100.00
74	pack	10	Sanitary Napkin	250.00	850.00	300.00	300.00	350.00
75	bottle	6	Toilet Deodorizer	360.00	408.00	372.00	330.00	270.00
<b>TOTAL</b>				<b>201,080.00</b>	<b>212,550.05</b>	<b>233,931.00</b>	<b>233,272.00</b>	<b>231,140.00</b>

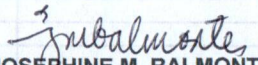
We hereby certify that the bids or quotations received were opened at the date and hour indicated and the prices offered as stated above.

  
**RANDY R. BOHOL**  
 Canvasser

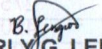
  
**MARY ROSE C. BACKIAN**  
 BAC Vice-Chairperson

  
**SONIA C. PEDLING**  
 BAC Member

  
**CHERRY B. DANGWILAN**  
 BAC Member

  
**JOSEPHINE M. BALMONITE**  
 BAC Member

Award is hereby given to the bidder for items checked in **red ink**, prices quoted being the lowest and the most responsive to the government.

  
**BEBERLY G. LENGWA**  
 BAC Chairperson