



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

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## NOTICE OF AWARD

September 24, 2024

**AMYVA N. VICTORINO**

Amy V. Psychological Services  
Unit 8 2nd Floor, 356, Rev. Alejandro Rulite  
Multipurpose Building, Purok 3, Magsaysay  
Avenue Baguio City

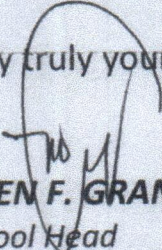
Ma'am:

We are pleased to notify you that your price quotation and proposal for the procurement of **psychological assessment of learners with special needs for school placement and intervention** in the amount of **Forty-one thousand eight hundred pesos only (Php 41,800.00)**.


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,

  
**ELLEN F. GRANDE**  
School Head

**CONFORME:**

  
DIANE JOSELLE P. DEPAÑO  
(Signature Over Printed Name)

SEPTEMBER 24, 2024  
(Date)



Address: Purok 20, Irisan, Baguio City  
Email Address: [sancarlosheightselem@gmail.com](mailto:sancarlosheightselem@gmail.com) / [136389@deped.gov.ph](mailto:136389@deped.gov.ph)  
Facebook page: DepEd Tayo San Carlos Heights Elementary School

**PURCHASE ORDER**  
SCHOOLS DIVISION OF BAGUIO CITY  
Entity Name

**SNED FUND**

Supplier: <u>AMY V. PSYCHOLOGICAL SERVICES</u> Address : <u>UNIT 8 2ND FLOOR, 356, REV. ALEJANDRO RULITE MULTIPURPOSE BUILDING, PUROK 3, MAGSAYSAY AVENUE, BAGUIO CITY</u> TIN : <u>425-256-142-000</u>	P.O. No. : <u>2024-09-021</u> Date : <u>September 25, 2024</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 : <u>60 to 90 days</u>	Delivery Term : <u>DELIVERY</u> Payment Term : <u>AFTER DELIVERY</u>
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Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	learners	Conduct of psychological assessment of learners with special needs for school placement and intervention a. comprehensive psychological testing and evaluation b. assessment venue should set the time and schedule c. results of psychological assessment should be released after 60 to 90 days	11	3,800.00	41,800.00
		*Nothing Follows*			


<b>(Total Amount in Words)</b>	Forty-one thousand eight hundred pesos only	<b>41,800.00</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:

  
DIANE JOSELLE P. DEPAYO  
 Signature over Printed Name of Supplier  
SEPTEMBER 25, 2024  
 Date

Very truly yours,  
  
ELLEN F. GRANDE  
 PRINCIPAL I  
 Designation

Fund Cluster : <u>01</u> Funds Available : <u>41,800.00</u> <div align="center" style="margin-top: 20px;">   <u>KRISTINE R. GUNDRAN</u>                      Administrative Assistant III                 </div>	ORS/BURS No. : _____ Date of the ORS/BURS: _____ Amount : _____ <div align="center" style="margin-top: 20px;"> <u>25 SEP 2024</u> </div>
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**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
SCHOOLS DIVISION OF BAGUIO CITY  
SAN CARLOS HEIGHTS ELEMENTARY SCHOOL  
PUROK 20, IRISAN, BAGUIO CITY

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**NOTICE TO PROCEED**

September 26, 2024

**AMYVA N. VICTORINO**  
Amy V. Psychological Services  
Unit 8 2nd Floor, 356, Rev. Alejandro Rulite  
Multipurpose Building, Purok 3,  
Magsaysay Avenue, Baguio City

Ma'am:

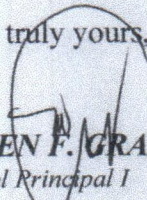
This refers to our award of contract to your company for the procurement of **psychological assessment of learners with special needs for school placement and intervention** in the amount of **Forty-one thousand eight hundred pesos only (Php 41,800.00)** inclusive of appropriate taxes and fees.

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,

  
**ELLEN F. GRANDE**  
School Principal I

**CONFORME:**

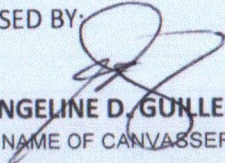
  
NAME JOSELLE P. DEPARDO  
(Signature Over Printed Name)  
SEPTEMBER 26 2024  
(Date)

Abstract of Bids or Quotations under CIRCULAR PROPOSAL NO. \_\_\_ opened on September 19, 2024 at San Carlos Heights ES.

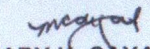
ITEM	UNIT	QUANTITY	DESCRIPTION AND/OR SPECIFICATION	NAME OF SUPPLIER 1	NAME OF SUPPLIER 2	NAME OF SUPPLIER 3
				AMY V. PSYCHOLOGICAL SERVICES	PMHACCI	JAGUAR'S FLEET PSYCHOLOGICAL AND DIAGNOSTIC CENTER
1	11	learners	Conduct of psychological assessment of learners with special needs for school placement and intervention a. comprehensive psychological testing and evaluation b. assessment venue should set the time and schedule c. results of psychological assessment should be released after 60 to 90 days	41,800.00	no available schedule until February 2025	not catering to school placement assessment
			*Nothing Follows*			
<b>TOTAL</b>				<b>41,800.00</b>	-	-

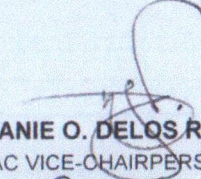
We hereby certify that the bids or quotations received were opened at the date and hour indicated and the prices offered as stated above.


CANVASSER BY:

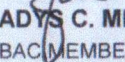
  
**EVANGELINE D. GUILLERMO**  
 NAME OF CANVASSER

  
**MADELYNE L. JOSE**  
 BAC CHAIRPERSON

  
**MARY K. CAYAT**  
 BAC Member

  
**MELANIE O. DELOS REYES**  
 BAC VICE-CHAIRPERSON

  
**AUVERY ROSE A. LANGBAYAN**  
 BAC Member

  
**GLADYS C. MEJIA**  
 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.

  
**MADELYNE L. JOSE**  
 BAC CHAIRPERSON



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**Department of Education**  
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SCHOOLS DIVISION OF BAGUIO CITY  
SAN CARLOS HEIGHTS ELEMENTARY SCHOOL  
PUROK 20, IRISAN, BAGUIO CITY

**BIDS AND AWARDS COMMITTEE**

RESOLUTION NO. 24, S. 2024

**RESOLUTION RESORTING TO ALTERNATIVE METHOD OF PROCUREMENT**

**WHEREAS** the BAC received a request for the “Procurement of psychological assessment of learners with special needs for school placement and intervention” with Approved Budget for the Contract (ABC) of “Fifty-five thousand pesos only (Php 55,000.00)” (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;

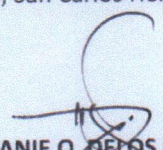
**WHEREAS** the same IRR of RA 9184 provides for exemption under Rule XVI – Alternative Methods of Procurement;


**WHEREAS** pursuant to Section 48 of the afore-cited Rule, the San Carlos Heights Elementary School, Department of Education – Schools Division of Baguio City (SDO) may resort to the alternative method of Negotiated 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 Negotiated Procurement – Small Value Procurement for the “Procurement of psychological assessment of learners with special needs for school placement and intervention” with Approved Budget for the Contract (ABC) of “Fifty-five thousand pesos only (Php 55,000.00)”;

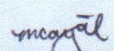
**RESOLVED FINALLY**, to post this Resolution at the DO Website, PhilGEPS (if Php50,000.00 and above), and other conspicuous place at the premises of the DO.

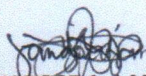
September 10, 2024, San Carlos Heights Elementary School, Purok 20, Irisan, Baguio City.

  
**MELANIE O. DELOS REYES**  
BAC Vice-Chairperson

  
**MADRYN L. JOSE**  
BAC Chairperson

  
**GLADYS C. MEJIA**  
BAC Member

  
**MARY K. CAYAT**  
BAC Member

  
**AUVERY ROSE A. LANGBAYAN**  
BAC Member

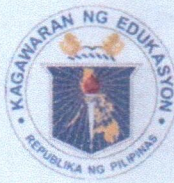
APPROVED:

  
**ELLEN F. GRANDE**  
School Head

Approved on September 10, 2024



Address: Purok 20, Irisan, Baguio City  
Email Address: [136389@deped.gov.ph](mailto:136389@deped.gov.ph)  
Facebook page: DepEd Tayo San Carlos Heights Elementary School



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PUROK 20, IRISAN, BAGUIO CITY

RESOLUTION NO. 20, S. 2024

**RECOMMENDING THE AWARD OF CONTRACT THROUGH ALTERNATIVE METHOD OF PROCUREMENT –SMALL VALUE PROCUREMENT TO AMY V. PSYCHOLOGICAL SERVICES FOR THE PROCUREMENT OF PSYCHOLOGICAL ASSESSMENT OF LEARNERS WITH SPECIAL NEEDS FOR SCHOOL PLACEMENT AND INTERVENTION**

**WHEREAS** the Department of Education- San Carlos Heights Elementary School prepared the Purchase Request (PR) for the procurement of psychological assessment of learners with special needs for school placement and intervention with an Approved Budget for the Contract (ABC) of **Fifty-five thousand pesos only (₱55,000.00)** (Annex A);

**WHEREAS** on September 11, 2024, 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)
Amy V. Psychological Services	41,800.00
PMHACCI	-
Jaguar's Fleet Psychological and Diagnostic Center	-

**WHEREAS** per evaluation, below are non-compliant with the specifications set forth in the TOR.

Supplier/Distributors	Quotation (Php)
PMHACCI	No available schedule until February 2025
Jaguar's Fleet Psychological and Diagnostic Center	Not catering to school placement assessment

**WHEREAS**, on the other hand, the proposal of the following suppliers is 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/Distributors	Quotation (Php)
Amy V. Psychological Services	41,800.00



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