



Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OF BAGUIO CITY**

---

**NOTICE OF AWARD**

**November 5, 2024**

**ARTHUR B. LICAYO JR.**  
Anaya's Catering Services

Dear Mr. Licayo:

We are pleased to notify you that your price quotation and proposal for the **Procurement of Meals and Snacks for the conduct of Leadership Training for ALS Leaders on November 20 to 22, 2024** in the amount of PHILIPPINE PESOS **Ninety Eight Thousand Four Hundred Pesos Only (₱98,400.00)** 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,

Digitally signed by Faculo Soraya  
Tudlong  
Date: 2024.11.12 14:21:50 +08'00'

**SORAYA T. FACULO, PhD, CESO VI**  
*Schools Division Superintendent*

**CONFORME:**

ARTHUR LICAYO  
(Signature Over Printed Name)

11-05-24  
(Date)

11/05/2024  
pjn

57

# PURCHASE ORDER

DepEd, Division of Baguio

Supplier <b>ANAYA'S CATERING SERVICES</b>	P.O. No. 24-11-215
Address KM 4, Marcos Highway, Baguio City	Date : November 6, 2024
TIN: 941-790-652	Mode of Procurement: Small Value Procurement

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

Place of Delivery : DepEd, Division Office Baguio	Delivery Term : day of activity
Date of Delivery : November 20-22, 2024	Payment Term : after delivery

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
1	pax	<b>November 20, 2024</b>	82	400.00	<b>32,800.00</b>
		AM SNACK: Nachos, turon and milk tea			
		LUNCH: Rice, sweet and Sour fish fillet, inihaw na liempo, molo soup, fresh fruit, and canned juice 240ml			
		PM SNACK: Fruit platter, muffins and canned juice 240 ml			
2	pax	<b>November 21, 2024</b>	82	400.00	<b>32,800.00</b>
		AM SNACK: Pancit Guisado and canned juice			
		LUNCH: Steamed rice, spare ribs, chopsuey, cream of mushroom soup, fresh fruit, bottled water			
		PM SNACK: Palabok and canned juice 240ml			
3	pax	<b>November 22, 2024</b>	82	400.00	<b>32,800.00</b>
		AM SNACK: Clubhouse and Canned juice 240ml			
		LUNCH: Rice, Inihaw na liempo, pinakbet, sinigang na bangus, fresh fruit, iced tea			
		PM SNACK: Steamed chicken siopoa and canned juice 240ml			
		*Overflowing coffee and water shall be served from 1st day to 3rd day			
		<b>***NOTHING FOLLOWS***</b>			

**Meals and Snacks for the conduct of Leadership Training for ALS Leaders on November 20 to 22, 2024**

**TOTAL 98,400.00**

**Total Amount in Words: Ninety Eight Thousand Four Hundred Pesos Only**

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:

**ANAYA'S CATERING SERVICES**

Very truly yours,

Digitally signed by Faculo Soraya Tudlong  
Date: 2024.11.12 14:22:23  
+0800'

**SORAYA T. FACULO PH.D. CESO VI**  
Schools Division Superintendent

Date

Fund Cluster: 01  
Funds Available : P98,400.00

ORS/BURS No: 2024-11-0222A  
Date of the ORS/BURS: 11/15/24  
Amount: 98,400.00

**LILIBETH G. DEGSI**  
Accountant III

**COMMISSION ON AUDIT**  
Office of the Auditor  
DepEd, Division of Baguio

**RECEIVED**  
DATE: 11/14/2024  
**BAGUIO CITY**

**RECEIVED**  
**NOV 15 2024**  
**BUDGET**  
By: N Time: \_\_\_\_\_



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

**NOTICE TO PROCEED**

November 7, 2024

**ARTHUR B. LICAYO JR.**  
Anaya's Catering Services

Dear Mr. Licayo:

This refers to our award of contract to your company for the **Procurement of Meals and Snacks for the conduct of Leadership Training for ALS Leaders on November 20 to 22, 2024** in the amount of PHILIPPINE PESOS **Ninety Eight Thousand Four Hundred Pesos Only (₱98,400.00)** 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,

Digitally signed by Faculo Soraya  
Tudlong  
Date: 2024.11.12 14:22:52 +08'00'

**SORAYA T. FACULO, PhD, CESO VI**  
Schools Division Superintendent

CONFORME:

(Signature Over Printed Name)

11-7-24


(Date)

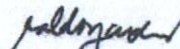
11/07/24  
pjn

ITEM	UNIT	QTY	DESCRIPTION AND/OR SPECIFICATION	ANAYA'S CATERING SERVICES	ERUNDINA C. FLODELIZA	GABLETS CATERING SERVICES
1	pax	82	<b>November 20, 2024</b> AM SNACK: Nachos, turon and milk tea LUNCH: Rice, sweet and Sour fish fillet, inihaw na liempo, molo soup, fresh fruit, and canned juice 240ml PM SNACK: Fruit platter, muffins and canned juice 240 ml	<b>32,800.00</b>	<b>33,620.00</b>	<b>41,000.00</b>
2	pax	82	<b>November 21, 2024</b> AM SNACK: Pancit Guisado and canned juice LUNCH: Steamed rice, spare ribs, chopsuey, cream of mushroom soup, fresh fruit, bottled water PM SNACK: Palabok and canned juice 240ml	<b>32,800.00</b>	<b>33,620.00</b>	<b>41,000.00</b>
3	pax	82	<b>November 22, 2024</b> AM SNACK: Clubhouse and Canned juice 240ml LUNCH: Rice, Inihaw na liempo, pinakbet, sinigang na bangus, fresh fruit, iced tea PM SNACK: Steamed chicken siopoa and canned juice 240ml *Overflowing coffee and water shall be served from 1st day to 3rd day	<b>32,800.00</b>	<b>33,620.00</b>	<b>41,000.00</b>
			<b>***NOTHING FOLLOWS***</b>		<b>*Quote Above ABC</b>	<b>*Quote Above ABC</b>
			<b>TOTAL</b>	<b>98,400.00</b>	<b>100,860.00</b>	<b>123,000.00</b>

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

**BAC Members:**

  
 Digitally signed by Niño Tibangay  
 Date: 2024.11.07 14:00:08  
**NIÑO M. TIBANGAY**  
 BAC Vice-Chairperson

  
 Digitally signed by Annette Doyaoen  
 Date: 2024.11.07 14:00:49 +08'00'  
**ATTY. ANNETTE L. DOYAOEN**  
 Member

  
**NIEVES D. EBANIO**  
 Member

  
**HARRIS G. DIZON JR.**  
 Member

Canvasser

  
**MARY JANE M. MALIHOD**  
 Member

  
**MARILYN S. API-IT**  
 Member

Award is hereby given to the bidder with prices quoted being the lowest and the most advantageous to the government. Subject for Post

On Leave  
**CARMEL F. MERIS**  
 BAC CHAIRPERSON

**Republic of the Philippines**  
**Cordillera Administrative Region**  
**SCHOOLS DIVISION OF BAGUIO CITY**  
**RESOLUTION NO. 223, S. 2024**

**RECOMMENDING THE AWARD OF CONTRACT THROUGH ALTERNATIVE METHOD OF PROCUREMENT – SMALL VALUE PROCUREMENT TO ANAYA’S CATERING SERVICES**

WHEREAS the Department of Education prepared the Purchase Request (PR) for the **Procurement of Meals and Snacks for the conduct of Leadership Training for ALS Leaders** with an Approved Budget for the Contract (ABC) of **Ninety Eight Thousand Four Hundred Pesos Only (₱98,400.00)** (Annex A);

WHEREAS on October 16, 2024, 2024 the DepEd – 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)
ANAYA’S CATERING SERVICES	₱ 98,400.00
ERUNDINA C. FLODELIZA	₱ 100,860.00
GABLETS CATERING SERVICES	₱ 123,000.00

WHEREAS per evaluation, below are non-compliant with the specification set forth in the TOR:

Supplier/Distributors	Non-Compliance
ERUNDINA C. FLODELIZA	Quote Above ABC
GABLETS CATERING SERVICES	Quote Above ABC

WHEREAS the Technical Working Group (TWG) and End-User conducted post qualification, evaluation and detailed examination of the item description provided in the Purchase Request of the lowest calculated bidder **ANAYA’S CATERING SERVICES** and submitted on November 4, 2024 at Baguio City;

WHEREAS upon careful examination, validation and verification of the item description that they have submitted **ANAYA’S CATERING SERVICES** has been found to be in order in all respect complying as to the item description and is found to be the Lowest Calculated and Responsive Bidder;

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 Schools Division Superintendent the **AWARD OF CONTRACT** via Alternative Method of Procurement – Small Value to **ANAYA’S CATERING SERVICES** for the **Procurement of Meals and Snacks for the conduct of Leadership Training for ALS Leaders** in the amount of **Ninety Eight Thousand Four Hundred Pesos Only (₱98,400.00)** inclusive of appropriate taxes and fees.


RESOLVED, this 4<sup>th</sup> day of November, 2024, Baguio Division Office Conference Hall, Baguio City.

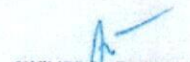
(On Leave)

**CARMEL F. MERIS**  
BAC Chairperson

  
Digitally signed by Nino Tibangay  
Date: 2024.11.07 14:17:42 +0800  
**NINO TIBANGAY**  
BAC Vice-Chairperson

  
Digitally signed by Annette Doyaoen  
Date: 2024.11.07 14:18:51  
**ATTY. ANNETTE L. DOYAOEN**  
BAC Member

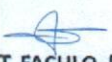
  
Digitally signed by Harris Dizon  
Date: 2024.11.07 14:18:26 +0800  
**HARRIS G. DIZON JR.**  
BAC Member

  
**NIEVES D. EBANIO**  
BAC Member

  
**MARY JANE M. MALIHOD**  
BAC Member

  
**MARILYN S. API-IT**  
BAC Member

**APPROVED:**

  
Digitally signed by Faculo Soraya  
Tudlong  
Date: 2024.11.12 14:21:23 +0800  
**SORAYA T. FACULO, PhD, CESO VI**  
Schools Division Superintendent  
Approved on \_\_\_\_\_  
(date of approval)



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

**RESOLUTION NO. 308 s. 2024**

**RESOLUTION RESORTING TO ALTERNATIVE MODE OF PROCUREMENT**

**WHEREAS** the BAC received a request for the “**Procurement of Meals and Snacks for the Conduct of Leadership Training for ALS Leaders**” with an Approved Budget for the Contract (ABC) of **Ninety Eight Thousand Four Hundred Pesos Only (P 98,400.00)** (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 53.9 of the afore-cited Rule, the Department of Education – Division of Baguio City (DO) 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** procurement of meals and snacks for the conduct of “**Leadership Training for ALS Leaders**”;

**RESOLVED FINALLY**, to post this Resolution at the DO Website, PhilGEPS (if Php 50,000.00 and above), and other conspicuous place at the premises of the DO.

October 10, 2024, *Baguio Division Office Conference Hall, Baguio City.*

*(on leave)*  
**CARMEL F. MERIS**  
*BAC Chairperson*

**NIÑO TIBANGAY**  
*BAC Vice-Chairperson*

**NIEVES D. EBANIO**  
*BAC Member*

**ATTY. ANNETTE L. DOYAOEN**  
*BAC Member*

**HARRIS G. DIZON JR.**  
*BAC Member*

**MARY JANE M. MALIHOD**  
*BAC Member*

**MARILYN S. API-IT**  
*BAC Member*

**APPROVED:**

**SORAYA T. FACULO, PhD, CESO VI**  
*Schools Division Superintendent*

Approved on \_\_\_\_\_  
 (date of approval)

