



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
Schools Division of Baguio City  
Baguio Country Club Village Elementary School  
Sector D, Country Club Village, Baguio City

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## NOTICE OF AWARD

February 20, 2025

**MR. GAMY AVILES, Jr.**  
Micromedia Technologies  
Crisencia Village, Baguio City  
Tel. (074) 424-4971

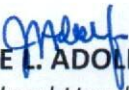
Dear Mr. **GAMY**:

We are pleased to notify you that your price quotation and proposal for the procurement of *a desktop and printer* for Baguio Country Club Village Elementary School in the amount of **SIXTY-THREE THOUSAND EIGHT HUNDRED SEVENTY-FIVE PHILIPPINE PESOS (PHP 63,875.00)** inclusive of appropriate taxes and fees, has been accepted.

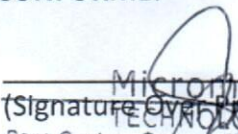
Should you agree with the award of the contract, please acknowledge receipt and acceptance of this notice by signing at the portion provided below. Keep a copy and return the original copy to this office at the soonest.

Thank you.

Very truly yours,

  
**JANE L. ADOFO**  
School Head

**CONFORME:**

  
~~(Signature Over Printed Name)~~  
**Micromedia  
TECHNOLOGIES**  
Barp Centre, Ground Floor,  
Unit 1-E, Upper Bokawkan Road,  
Crisencia Village Barangay, Baguio City  
Tel. (074) 620-8992  
(Date) 02/20/2025







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### PURCHASE ORDER

Supplier: Micromedia Technologies	P.O. No.: 2025-02-001
Address: Cresencia Village, Baguio City	Date: February 21, 2025
TIN: 165-288-340-00000	Mode of Procurement: Small Value Procurement

Gentlemen:

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

Place of Delivery: <u>Baguio Country Club Village ES</u>	Delivery Term: <u>Delivery</u>
Date of Delivery: <u>February 28, 2025</u>	Payment Term: <u>After delivery</u>

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
1	set	Desktop, for Mid-Range Users Intel i7-12700 2.1GHZ 12 Core 20 Threads 25M Cache LGA1700 processor Memory: 16GB DDR4, upgradable to 32GB 2 x Memory Slot Storage/ Hard Disk: <del>500GB</del> 1TB SATA3 7200RPM Display Screen: LED Monitor 24" Bundle with Optical Mouse and Full-sized USB Keyboard with numeric keypad	1	₱32,975.00	₱32,975.00
2	unit	Printer, All-in-one, Ink flow, with Wifi Legal-size Flatbed Scanning and Copying Can print upto A3	1	₱30,900.00	₱30,900.00

(Total Amount in Words) **Sixty-three Thousand Eight Hundred Seventy-five Pesos.** **₱63,875.00**

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

<p>Conforme: <u>Micromedia TECHNOLOGIES</u> Barp Centre, Ground Floor, Unit 1-E, Upper Bokawkan Road, Cresencia Village Barangay, Baguio City Signature over Printed Name of Supplier Date <u>02/21/2025</u></p>	<p>Very truly yours, <i>Jane L. Adolfo</i> <b>JANE L. ADOLFO</b> School Head</p>
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<p>Fund Cluster: 01 Funds Available: <u>₱63,875.00</u> <u>21 FEB 2025</u> <b>KRISTINE R. GUNDRAN</b> Bookkeeper</p>	<p>ORS/BURS No. : _____ Date of the ORS/BURS: _____ Amount : PhP _____ (REGULAR MOOE)</p>
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**NOTICE TO PROCEED**

February 24, 2024

**MR. GAMY AVILES, Jr.**  
Micromedia Technologies  
Cresencia Village, Baguio City  
Tel. (0740) 424-4971

Dear **Mr. Gamy**:

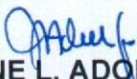
This refers to our award of contract to your company for the *procurement of desktop and printer* in the amount of PHILIPPINE PESOS **sixty-three thousand eight hundred seventy-five pesos only (PHp 63,875.00)** inclusive of appropriate taxes and fees.

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,

  
**JANE L. ADOLFO**  
School Head

**CONFORME:**

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

Micromedia  
TECHNOLOGIES  
Barp Centre, Ground Floor,  
Unit 1-E, Upper Bokawkan Road,  
Cresencia Village, Barangay, Baguio City

(074) (Date) 02 / 24 / 2024







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**BIDS AND AWARDS COMMITTEE**  
**RESOLUTION NO. 04 S. 2025**

**RECOMMENDING THE AWARD OF CONTRACT THROUGH ALTERNATIVE METHOD OF PROCUREMENT - SMALL VALUE PROCUREMENT TO MICROMEDIA TECHNOLOGIES FOR THE PROCUREMENT OF DESKTOP AND PRINTER**

**WHEREAS** the school prepared the Purchase Request (P.R.) for the **Procurement of Desktop and Printer** with an Approved Budget for the Contract (ABC) of **Seventy-four Thousand Three Hundred Ninety Pesos and 40/100 (₱ 74,390.40)** Annex A.

**WHEREAS** on February 10, 2025, the school – Bids and Awards Committee (BAC) posted/published the Request for Quotation (RFQ) for the said procurement project. The following suppliers/distributors signified their intent to participate by submitting their respective quotations/proposals, to wit:

Supplier/Distributor	Quotation
MICROMEDIA TECNOLOGIES	₱63,875.00
INFOWORX INC	₱64,400.00
LOW COST COSTUMER GOODS	₱69,499.00
COKINS EVERYWEAR AND GENERAL MERCHANDISE	₱74,000.00

**WHEREAS** the proposal of **MICROMEDIA TECHNOLOGIES** is found to be the most compliant with the P.R., and its price quotation amounting to **Sixty-three Thousand Eight Hundred Seventy-five Pesos (₱ 63,875.00)** 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. 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 Head the **AWARD** of **CONTRACT** via **Negotiated Procurement – Small Value Procurement** to **Micromedia Technologies** for the procurement of desktop and printer in the amount of **Sixty-three Thousand Eight Hundred Seventy-five Pesos (₱ 63,875.00)** inclusive of appropriate taxes and fees.

**RESOLVED FINALLY**, this 20<sup>th</sup> of February 2025 at Baguio Country Club Village Elementary School, Country Club Village, Baguio City.

**JOEY I. LAMBAN**  
 BAC Chairperson

**MONA RIZZA N. AGSI**  
 BAC Vice-Chairperson

**MERLYN B. DANGLOSE**  
 BAC Member

**ROWENA S. TIBALDO**  
 BAC Member

**SATURNINA A. VALENZUELA**  
 BAC Member

**APPROVED:**

**JANEL ADOLFO**  
 School Principal I

Approved on 2/20/2025

