



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY
MABINI ELEMENTARY SCHOOL
Leonard Wood Road, Salud Mitra, Baguio City

NOTICE OF AWARD

22 January 2025

COKINS EVERYWEAR AND GEN MDSE
Kayang, Baguio City

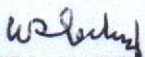
Dear Mr. Daniel Co:

We are pleased to notify you that your price quotation and proposal for the procurement of Office Supplies and materials of Mabini Elementary school in the amount of PHILIPPINE PESOS One hundred twenty five thousand nine hundred thirty five pesos only (₱125,935.00) inclusive of appropriate taxes and fees, has been accepted.

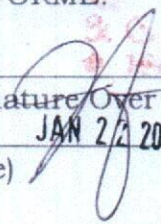
Should you agree with the award of the contract, please acknowledge receipt and acceptance of this notice by signing at the portion provided below. Keep a copy and return the original copy to this office at the soonest.

Thank you.

Very truly yours,


WILMA S. BITENG EdD
Principal II

CONFORME.



(Signature Over Printed Name)

(Date)

JAN 23 2025

PURCHASE ORDER
SDO Baguio City
MABINI ELEMENTARY SCHOOL

Supplier : COKINS EVERYWEAR AND GEN MDSE

P.O. No. : 2024-01-003

Address : KAYANG, BAGUIO CITY

Date : January 23, 2025

TIN : 165-287-294

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 : <u> </u> Mabini E/S			Delivery Term : FULL		
Date of Delivery : 15-working days after the receipt of the PO			Payment Term : FULL		
Stock	Unit	Description	Quantity	Unit Cost	Amount
1	ream	PAPER, MULTIPURPOSE LEGAL, 500 sheets per ream	65	195.00	12,675.00
2	ream	PAPER, MULTIPURPOSE A4, 500 sheets per ream	100	175.00	17,500.00
3	bottle	Brother Ink, black, ,genuine	10	410.00	4,100.00
4	bottle	Brother Ink, cyan ,genuine	10	410.00	4,100.00
5	bottle	Brother Ink, magenta ,genuine	10	410.00	4,100.00
6	bottle	Brother Ink, yellow ,genuine	10	410.00	4,100.00
7	bottle	Epson Ink 003, black ,genuine	30	300.00	9,000.00
8	bottle	Epson Ink 003, cyan ,genuine	20	300.00	6,000.00
9	bottle	Epson Ink 003, magenta ,genuine	20	300.00	6,000.00
10	bottle	Epson Ink 003, yellow ,genuine	20	300.00	6,000.00
11	bottle	Epson Ink 664, black ,genuine	30	300.00	9,000.00
12	bottle	Epson Ink 664, cyan ,genuine	10	300.00	3,000.00
13	bottle	Epson Ink 664, magenta ,genuine	10	300.00	3,000.00
14	bottle	Epson Ink 664, yellow ,genuine	10	300.00	3,000.00
15	ream	Certificate Paper A4 180gsm white 100's	30	240.00	7,200.00
16	ream	Certificate Paper Legal 180gsm white 100's	30	250.00	7,500.00
17	ream	Certificate Paper Legal 120gsm white 500's	10	575.00	5,750.00
18	pack	Manila paper, 3's	50	14.00	700.00
19	pad	Dressmaker's Pin	50	7.00	350.00
20	piece	Certificate holder A4	150	35.00	5,250.00
21	box	Clip backfold, 32mm	20	30.00	600.00
22	box	Clip backfold, 50mm	20	65.00	1,300.00
23	box	fastener, metal	60	46.00	2,760.00
24	pack	Brown Envelope long, ordinary	2	225.00	450.00
25	pack	Cartolina, set	10	160.00	1,600.00
26	roll	tape, transparent, 24mm	60	15.00	900.00
INCLUSIVE OF FREE DELIVERY TO SCHOOL DURING WEEKDAYS					
Nothing Follows					
			TOTAL		P 125,935.00

(Total Amount in Words)

One hundred twenty five thousand nine hundred thirty five 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:

Signature over Printed Name of Supplier

Date

Very truly yours,

WILMA S. BITENG EDD

Signature over Printed Name of Authorized Official
School Head
Designation

Fund Cluster : 01

Funds Available : 125,935.00

ALYSSA MUSNI

Administrative Assistant III

ORS/BURS No. : 02-10101-2025-02-00252

Date of the ORS/BURS: 02-19-2025

Amount : 615,158.00



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY
MABINI ELEMENTARY SCHOOL
Leonard Wood Road, Salud Mitra, Baguio City

NOTICE TO PROCEED

24 January 2025

COKINS EVERYWEAR AND GEN MDSE
Kayang, Baguio City

Dear Mr. Daniel Co:

This refers to our award of contract to your company for the procurement of procurement of Office Supplies and materials of Mabini Elementary school in the amount of PHILIPPINE PESOS One hundred twenty five thousand nine hundred thirty five pesos only (₱125,935.00) 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/PO.

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

Thank you.

Very truly yours,

WILMA S. BITENG EdD
Principal II

CONFORME:

COKINS EVERYWEAR & GEN MDSE
HANDISE
Tel. 019-1001

(Signature Over Printed Name)

JAN 24 2025

(Date)



Republic of the Philippines
DEPARTMENT OF EDUCATION
 Cordillera Administrative Region
 DIVISION OFFICE - BAGUIO CITY
MABINI ELEMENTARY SCHOOL

ABSTRACT OF BIDS

Abstract of Bids or Quotations under CIRCULAR PROPOSAL NO. ____ opened on


January 20, 2025 at Mabini Elementary School.

ITEM	UNITS	QTY	DESCRIPTION AND/OR SPECIFICATION	The Stable Educational Supply		ML CONSUMER GOODS TRADING		Cokins Everywear and Gen MDSE		Panghoi Enterprise		BAN BEE COMMERCIAL CO INC	
1	ream	65	PAPER, MULTIPURPOSE LEGAL, 500 sheets per ream	166.00	10,790.00	200.00	13,000.00	195.00	12,675.00	218.00	14,170.00	215.00	13,975.00
2	ream	100	PAPER, MULTIPURPOSE A4, 500 sheets per ream	147.00	14,700.00	170.00	17,000.00	175.00	17,500.00	196.00	19,600.00	205.00	20,500.00
3	bottle	10	Brother Ink, black, .genuine	430.00	4,300.00	430.00	4,300.00	410.00	4,100.00	425.00	4,250.00	430.00	4,300.00
4	bottle	10	Brother Ink, cyan .genuine	430.00	4,300.00	400.00	4,000.00	410.00	4,100.00	425.00	4,250.00	430.00	4,300.00
5	bottle	10	Brother Ink, magenta .genuine	430.00	4,300.00	400.00	4,000.00	410.00	4,100.00	425.00	4,250.00	430.00	4,300.00
6	bottle	10	Brother Ink, yellow .genuine	430.00	4,300.00	400.00	4,000.00	410.00	4,100.00	425.00	4,250.00	430.00	4,300.00
7	bottle	30	Epson Ink 003, black .genuine	290.00	8,700.00	285.00	8,550.00	300.00	9,000.00	290.00	8,700.00	295.00	8,850.00
8	bottle	20	Epson Ink 003, cyan .genuine	310.00	6,200.00	285.00	5,700.00	300.00	6,000.00	295.00	5,900.00	315.00	6,300.00
9	bottle	20	Epson Ink 003, magenta .genuine	310.00	6,200.00	285.00	5,700.00	300.00	6,000.00	295.00	5,900.00	315.00	6,300.00
10	bottle	20	Epson Ink 003, yellow .genuine	310.00	6,200.00	285.00	5,700.00	300.00	6,000.00	295.00	5,900.00	315.00	6,300.00
11	bottle	30	Epson Ink 664, black .genuine	290.00	8,700.00	285.00	8,550.00	300.00	9,000.00	290.00	8,700.00	295.00	8,850.00
12	bottle	10	Epson Ink 664, cyan .genuine	310.00	3,100.00	285.00	2,850.00	300.00	3,000.00	295.00	2,950.00	315.00	3,150.00
13	bottle	10	Epson Ink 664, magenta .genuine	310.00	3,100.00	285.00	2,850.00	300.00	3,000.00	295.00	2,950.00	315.00	3,150.00
14	bottle	10	Epson Ink 664, yellow .genuine	310.00	3,100.00	285.00	2,850.00	300.00	3,000.00	295.00	2,950.00	315.00	3,150.00
15	ream	30	Certificate Paper A4 180gsm white 100's	270.00	8,100.00	280.00	8,400.00	240.00	7,200.00	332.00	9,960.00	550.00	16,500.00
16	ream	30	Certificate Paper Legal 180gsm white 100's	300.00	9,000.00	300.00	9,000.00	250.00	7,500.00	370.00	11,100.00	550.00	16,500.00
17	ream	10	Certificate Paper Legal 120gsm white 500's	1,100.00	11,000.00	600.00	6,000.00	575.00	5,750.00	284.00	2,840.00	1,500.00	15,000.00
18	pack	50	Manila paper, 3's	18.00	900.00	15.00	750.00	14.00	700.00	15.00	750.00	15.00	750.00
19	pad	50	Dressmaker's Pin	8.50	425.00	15.00	750.00	7.00	350.00	15.00	750.00	60.00	3,000.00
20	piece	150	Certificate holder A4	35.00	5,250.00	40.00	6,000.00	35.00	5,250.00	44.00	6,600.00	45.00	6,750.00
21	box	20	Clip backfold, 32mm	26.00	520.00	45.00	900.00	30.00	600.00	30.00	600.00	40.00	800.00
22	box	20	Clip backfold, 50mm	65.00	1,300.00	70.00	1,400.00	65.00	1,300.00	72.00	1,440.00	75.00	1,500.00
23	box	60	fastener, metal	55.00	3,300.00	45.00	2,700.00	46.00	2,760.00	58.00	3,480.00	65.00	3,900.00


24	pack	2	Brown Envelope long, ordinary	87.50	175.00	250.00	500.00	225.00	450.00	370.00	740.00	330.00	660.00
25	pack	10	Cartolina, set	110.00	1,100.00	80.00	800.00	160.00	1,600.00	70.00	700.00	90.00	900.00
26	roll	60	tape, transparent, 24mm	14.00	840.00	20.00	1,200.00	15.00	900.00	20.00	1,200.00	18.00	1,080.00
Nothing Follows													
TOTAL:					129,900.00		127,450.00		125,935.00		134,880.00		165,065.00

NAME OF CANVASSER/S:
 DJAIZELLE P. DACAY
 RICHARD IÑEGO
 THRU PHILGEPS POSTING


YOLANDA B. CHAN
 BAC VICE CHAIRPERSON


OSCAR B. ACANAN JR
 BAC MEMBER


ARLON P. PARISTA
 BAC MEMBER


ALEJO L. PACALSO
 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.


ANGELBERT A. PEDNGA
 BAC CHAIRPERSON



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY
MABINI ELEMENTARY SCHOOL

BIDS AND AWARDS COMMITTEE
RESOLUTION NO. 003 s.2025

**RECOMMENDING THE AWARD OF CONTRACT THROUGH SMALL VALUE PROCUREMENT
 TO COKINS EVERYWEAR AND GENERAL MERCHANDISE FOR THE PROCUREMENT
 VARIOUS OFFICE SUPPLIES FOR SCHOOL AND OFFICE OPERATION USE**

WHEREAS the Property custodian of Mabini ES prepared the Purchase Request (PR) for the procurement of **Various office supplies for school and office operation use** with an Approved Budget for the Contract (ABC) of **One hundred forty three thousand seven hundred thirty pesos only (P143,730.00)**

WHEREAS on January 14, 2025, the DepEd – 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/Distributors	Quotation (Php)
The Stable Educational Supply	129,900.00
ML consumer Goods Trading	127,450.00
Cokins Everywear and Gen. Mdse	125,935.00
Panghoi Enterprise	134,880.00
Ban Bee Commercial Co Inc	165,065.00

WHEREAS the proposal of **COKINS EVERYWEAR AND GEN. MDSE** is found to be the most compliant with the PR, and its price quotation for the specific items are the most economical and advantageous to the Government, thereby rendering 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 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 **COKINS EVERYWEAR AND GEN. MDSE** for the procurement of **Various Office supplies** for in the amount **One hundred twenty five thousand nine hundred thirty five pesos only (P125,935.00)** inclusive of appropriate taxes and fees.

RESOLVED, this January 21, 2025, Mabini Elementary School, Baguio City.

on leave
ANGELBERT A. PEDNGA
 BAC Chairperson

YOLANDA B. CHAN
 BAC Vice Chairperson

OSCAR B. AOANAN JR
 BAC Member

ARLON P. BARISTA
 BAC Member

ALEJO L. PACALSO
 BAC Member

APPROVED:

WILMA S. BITENG EdD
 Principal II
1/21/25

