



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

NOTICE OF AWARD

February 12, 2025

ROSITA M. GUINSAY
MGF CONSUMER GOODS TRADING
360-A Purok 1, Pinsao Proper, Baguio City

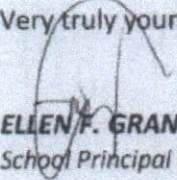
Ma'am:

We are pleased to notify you that your price quotation and proposal for the procurement of **semi-expendable machinery and equipment, school/office supplies and other supplies and materials** in the amount of **One hundred twenty-five thousand five hundred fifty-six pesos only (Php 125,556.00)**.


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 Principal I

CONFORME:


Rosita Guinsay
(Signature Over Printed Name)

02 - 12 - 2025
(Date)



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

PURCHASE ORDER
SCHOOLS DIVISION OF BAGUIO CITY
Entity Name


Supplier: MGF CONSUMER GOODS TRADING Address : 360-A Pureok I, Pinso Proper, Baguio City TIN : 746-123-947-000 (NONVAT)	Regular MOOE P.O. No. : 2025-02-003 Date : February 13, 2025 Mode of Procurement : SMALL VALUE PROCUREMENT
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Gentlemen:
Please furnish this Office the following articles subject to the terms and conditions contained herein:


Place of Delivery : SAN CARLOS HEIGHTS ELEMENTARY SCHOOL		Delivery Term : DELIVERY			
Date of Delivery : February 17 to 28, 2025		Payment Term : AFTER DELIVERY			
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
Semi-expendable Machinery and Equipment					
1	unit	4 Drawer Lateral File cabinet with keylock, steel office cabinet, lockable drawers, document cabinet	1	12,200.00	12,200.00
2	piece	22"x10" Bass drum	1	5,200.00	5,200.00
3	piece	Automatic LED emergency light, 220V, rechargeable	12	1,150.00	13,800.00
4	piece	Laminating machine, A4/A3, heavy duty	7	2,250.00	15,750.00
5	unit	Paper shredder	1	2,750.00	2,750.00
6	unit	Paper cutter trimmer, A4, portable	7	440.00	3,080.00
7	unit	10 meters, extension wheel type (extension wire, heavy duty)	7	1,350.00	9,450.00
Office Supplies					
8	gallon	Glue, all purpose	2	850.00	1,700.00
9	ream	Paper, multi-purpose, legal size, 80 gsm	30	220.00	6,600.00
10	ream	Paper, multi-purpose, A4 size, 80 gsm	50	200.00	10,000.00
11	pack	laminating film, 100pcs, 125 microns	15	415.00	6,225.00
12	piece	manila paper	101	6.00	606.00
13	piece	double-sided tape, 1 inch	25	27.00	675.00
14	piece	double-sided tape, 2 inches	25	44.00	1,100.00
15	piece	tape, transparent, 1 inch	60	20.00	1,200.00
16	piece	tape, transparent, 2 inches	60	26.00	1,560.00
17	piece	tape, masking, 1 inch	60	18.00	1,080.00
18	piece	tape, masking, 2 inches	60	36.00	2,160.00
19	piece	sign pen, medium tip, blue	30	15.00	450.00
20	piece	sign pen, medium tip, black	30	15.00	450.00
21	pack	whiteboard marker, black, 12s, broad tip	25	370.00	9,250.00
22	pack	permanent marker, black, 12s, broad tip	25	305.00	7,625.00
23	bottle	ink refill, whiteboard marker, black	20	58.00	1,160.00
24	bottle	ink refill, permanent marker, black	20	58.00	1,160.00
25	piece	Certificate Holder, A4 size (*Gender and Development Activity)	30	35.00	1,050.00
Other supplies and materials					
26	gallon	Liquid hand soap	5	270.00	1,350.00
27	liter	Liquid plumber/ liquid soda	15	130.00	1,950.00
28	kg	Detergent powder, all purpose	30	70.00	2,100.00
29	set	Heavy duty laminated padlock, long shackle, 45mm	20	160.00	3,200.00
30	piece	Scrub brush with long handle	5	105.00	525.00
31	piece	Scrub brush	5	30.00	150.00
Nothing Follows					
(Total Amount in Words) One hundred twenty-five thousand five hundred fifty-six pesos only					125,556.00

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 on the undelivered item/s.

Conforme:


Rosita GIVINSAY
 Signature over Printed Name of Supplier
02-14-2025
 Date

Very truly yours,


ELEN V. GRANDE
 School Principal I
 Designation

Fund Cluster : 01
Funds Available : 125,556.00


KRISTINE R. GUNDRAN
 Administrative Assistant III

13 FEB 2025

ORS/BURS No. : _____
Date of the ORS/BURS: _____
Amount : _____



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

NOTICE TO PROCEED

February 14, 2025

ROSITA M. GUINSAY
MGF CONSUMER GOODS TRADING
360-A Purok 1, Pinsao Proper, Baguio City

Ma'am:

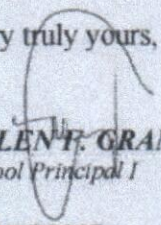
This refers to our award of contract to your company for the procurement of **semi-expendable machinery and equipment, school/office supplies and other supplies and materials** in the amount of **One hundred twenty-five thousand five hundred fifty-six pesos only (Php 125,556.00)** inclusive of appropriate 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.

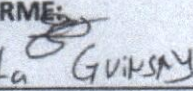
Please acknowledge receipt and acceptance of this notice by signing at the portion provided below of both copies. Keep one copy and return the other to this office at the soonest.

Thank you.

Very truly yours,


ELLEN F. GRANDE
School Principal I

CONFORME:


Rosita GUINSAY

(Signature Over Printed Name)

02 - 17 - 2025

(Date)



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


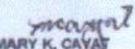
Abstract of Bids or Quotations under CIRCULAR PROPOSAL NO. ___ opened on February 7, 2025 at San Carlos Heights ES.


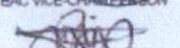
ITEM	UNIT	QUANTITY	DESCRIPTION AND/OR SPECIFICATION	NAME OF SUPPLIER 1 M&F CONSUMER GOODS TRADING		NAME OF SUPPLIER 2 LOW COST CONSUMER GOODS TRADING		NAME OF SUPPLIER 3 BAN BEE COMMERCIAL, CO., INC.		NAME OF SUPPLIER 4 ML CONSUMER GOODS TRADING		NAME OF SUPPLIER 5 COKINSEVER YWEAR AND GENERAL MERCHANDISE		NAME OF SUPPLIER 6 PANGHOI ENTERPRISES		NAME OF SUPPLIER 7 THE STABLE EDUCATIONAL SUPPLY	
				Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost
Semi-expendable Machinery and Equipment																	
1	unit	1	4 Drawer Lateral File cabinet with keylock, steel office cabinet, lockable drawers, document cabinet	12,200.00	12,200.00	9,700.00	9,700.00	16,500.00	16,500.00	12,500.00	12,500.00	-	-	16,500.00	16,500.00	12,000.00	12,000.00
2	piece	1	22"x10" Bass drum	5,200.00	5,200.00	6,500.00	6,500.00	5,000.00	5,000.00	4,500.00	4,500.00	-	-	5,980.00	5,980.00	5,250.00	5,250.00
3	piece	12	Automatic LED emergency light, 220V, rechargeable	1,150.00	13,800.00	1,200.00	14,400.00	3,350.00	40,200.00	1,950.00	23,400.00	1,400.00	16,800.00	1,400.00	16,800.00	2,300.00	27,600.00
4	piece	7	Laminating machine, A4/A3, heavy duty	2,250.00	15,750.00	2,850.00	19,950.00	4,500.00	31,500.00	2,500.00	17,500.00	3,100.00	21,700.00	3,800.00	26,600.00	3,500.00	24,500.00
5	unit	1	Paper shredder	2,750.00	2,750.00	3,500.00	3,500.00	7,000.00	7,000.00	9,000.00	9,000.00	-	-	4,880.00	4,880.00	9,750.00	9,750.00
6	unit	7	Paper cutter trimmer, A4, portable	440.00	3,080.00	580.00	4,060.00	700.00	4,900.00	500.00	3,500.00	550.00	3,850.00	1,538.00	10,766.00	950.00	6,650.00
7	unit	7	10 meters, extension wheel type (extension wire, heavy duty)	1,350.00	9,450.00	1,700.00	11,900.00	1,500.00	10,500.00	1,500.00	10,500.00	1,350.00	9,450.00	1,400.00	9,800.00	1,350.00	9,450.00
Office Supplies																	
8	gallon	2	Glue, all purpose	850.00	1,700.00	280.00	560.00	1,000.00	2,000.00	105.00	210.00	690.00	1,380.00	2,025.00	4,050.00	535.00	1,110.00
9	ream	30	Paper, multi-purpose, legal size, 30 gsm	220.00	6,600.00	250.00	7,500.00	220.00	6,600.00	190.00	5,700.00	225.00	6,750.00	255.00	7,650.00	238.28	6,247.80
10	ream	50	Paper, multi-purpose, A4 size, 80 gsm	200.00	10,000.00	230.00	11,500.00	210.00	10,500.00	220.00	11,000.00	200.00	10,000.00	222.00	11,100.00	133.77	6,188.50
11	pack	15	laminating film, 100pcs, 125 microns	415.00	6,225.00	920.00	13,800.00	700.00	10,500.00	480.00	7,200.00	590.00	8,850.00	690.00	10,350.00	475.00	7,125.00
12	piece	101	manila paper	8.00	808.00	10.00	1,010.00	8.00	808.00	5.00	505.00	4.50	454.50	5.00	505.00	5.75	580.75
13	piece	25	double-sided tape, 1 inch	27.00	675.00	55.00	1,375.00	40.00	1,000.00	33.00	825.00	28.00	700.00	34.00	850.00	28.00	700.00
14	piece	25	double-sided tape, 2 inches	44.00	1,100.00	75.00	1,875.00	70.00	1,750.00	70.00	1,750.00	-	-	78.00	1,950.00	36.00	1,400.00
15	piece	60	tape, transparent, 1 inch	30.00	1,800.00	27.00	1,620.00	18.00	1,080.00	20.00	1,200.00	15.00	900.00	20.00	1,200.00	14.00	840.00
16	piece	60	tape, transparent, 2 inches	28.00	1,680.00	50.00	3,000.00	35.00	2,100.00	35.00	2,100.00	18.00	1,080.00	38.00	2,280.00	18.00	1,080.00
17	piece	60	tape, masking, 1 inch	18.00	1,080.00	35.00	2,100.00	35.00	2,100.00	20.00	1,200.00	28.00	1,680.00	42.00	2,520.00	28.00	1,680.00
18	piece	60	tape, masking, 2 inches	38.00	2,280.00	50.00	3,000.00	70.00	4,200.00	35.00	2,100.00	55.00	3,300.00	84.00	5,040.00	56.00	3,360.00
19	piece	30	sign pen, medium tip, blue	15.00	450.00	35.00	1,050.00	30.00	900.00	29.00	870.00	28.00	780.00	22.00	660.00	22.75	682.50
20	piece	30	sign pen, medium tip, black	15.00	450.00	35.00	1,050.00	30.00	900.00	29.00	870.00	28.00	780.00	22.00	660.00	22.75	682.50
21	pack	25	whiteboard marker, black, 12s, broad tip	370.00	9,250.00	380.00	9,500.00	680.00	16,500.00	240.00	6,000.00	660.00	16,500.00	30.00	750.00	136.00	4,850.00
22	pack	25	permanent marker, black, 12s, broad tip	305.00	7,625.00	380.00	9,500.00	420.00	10,500.00	240.00	6,000.00	420.00	10,500.00	25.00	625.00	126.00	3,150.00
23	bottle	20	ink refill, whiteboard marker, black	58.00	1,160.00	60.00	1,200.00	130.00	2,600.00	60.00	1,200.00	125.00	2,500.00	68.00	1,360.00	47.00	940.00
24	bottle	20	ink refill, permanent marker, black	58.00	1,160.00	60.00	1,200.00	90.00	1,800.00	60.00	1,200.00	75.00	1,500.00	50.00	1,000.00	43.00	860.00
25	piece	30	Certificate Holder, A4 size (*Gender and Development Activity)	35.00	1,050.00	50.00	1,500.00	45.00	1,350.00	39.00	1,170.00	36.00	1,080.00	46.00	1,380.00	35.00	1,050.00
Other supplies and materials																	
26	gallon	5	Liquid hand soap	270.00	1,350.00	250.00	1,250.00	280.00	1,400.00	350.00	1,750.00	260.00	1,300.00	245.00	1,225.00	380.00	1,900.00
27	liter	15	Liquid plumber/ liquid soap	130.00	1,950.00	280.00	4,200.00	250.00	3,750.00	205.00	3,075.00	225.00	3,375.00	165.00	2,475.00	-	-
28	kg	30	Detergent powder, all purpose	70.00	2,100.00	95.00	2,850.00	250.00	7,500.00	105.00	3,150.00	75.00	2,250.00	100.00	3,000.00	105.00	3,150.00
29	set	20	Heavy duty laminated padlock, long shackle, 45mm	165.00	3,200.00	250.00	5,000.00	500.00	10,000.00	290.00	5,800.00	450.00	9,000.00	222.00	4,440.00	280.00	5,600.00
30	piece	5	Scrub brush with long handle	105.00	525.00	280.00	1,400.00	280.00	1,400.00	120.00	600.00	65.00	325.00	285.00	1,425.00	-	-
31	piece	5	Scrub brush	39.00	195.00	50.00	250.00	50.00	250.00	60.00	300.00	40.00	200.00	40.00	200.00	-	-
Nothing Follows																	
TOTAL				128,646.40		187,300.00		216,886.00		148,675.00		136,984.60		158,021.00		161,177.06	

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:

 FEDRICK L. DULAY III
 NAME OF CANVASSER


 MADELYN L. JOSE
 BAC CHAIRPERSON

 MARY K. CAYAS
 BAC Member


 MELANIE O. DELOS REYES
 BAC VICE-CHAIRPERSON

 AUVERY ROSE A. LANGBAYAN
 BAC Member

On Maternity Leave
 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.


 MADELYN L. JOSE
 BAC CHAIRPERSON



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

RESOLUTION NO. 004, S. 2025

RECOMMENDING THE AWARD OF CONTRACT THROUGH ALTERNATIVE METHOD OF PROCUREMENT –SMALL VALUE PROCUREMENT TO MGF CONSUMER GOODS TRADING FOR THE PROCUREMENT OF SEMI-EXPENDABLE MACHINERY AND EQUIPMENT, SCHOOL/OFFICE SUPPLIES AND OTHER SUPPLIES AND MATERIALS

WHEREAS the Department of Education- San Carlos Heights Elementary School prepared the Purchase Request (PR) for the procurement of semi-expendable machinery and equipment, school/office supplies and other supplies and materials with an Approved Budget for the Contract (ABC) of **One hundred sixty thousand one hundred forty pesos only (P160,140.00)** (Annex A);

WHEREAS on February 11, 2025, 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)
MGF CONSUMER GOODS TRADING	125,556.00
LOW COST CONSUMER GOODS TRADING	157,300.00
BAN BEE COMMERCIAL CO., INC.	216,886.00
ML CONSUMER GOODS TRADING	146,675.00
COKINS EVERYWEAR AND GENERAL MERCHANDISE	136,984.50
PANGHOI ENTERPRISES	158,021.00
THE STABLE EDUCATIONAL SUPPLY	151,177.05

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

Supplier/Distributors	Quotation (Php)
LOW COST CONSUMER GOODS TRADING	Quoted Above ABC
BAN BEE COMMERCIAL CO., INC.	Quoted Above ABC
ML CONSUMER GOODS TRADING	Quoted Above ABC
COKINS EVERYWEAR AND GENERAL MERCHANDISE	Quoted Above ABC
PANGHOI ENTERPRISES	Quoted Above ABC
THE STABLE EDUCATIONAL SUPPLY	Quoted Above ABC

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;



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



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**


Supplier/Distributors	Quotation (Php)
MGF CONSUMER GOODS TRADING	125,556.00


WHEREAS the proposal of **MGF CONSUMER GOODS TRADING** is found to be the most compliant with the PK, and its price quotation amounting to **One hundred twenty-five thousand five hundred fifty-six pesos only (P125,556.00)** 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. 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 Principal the **AWARD OF CONTRACT** via Alternative Method of Procurement – Small Value Procurement to **MGF CONSUMER GOODS TRADING** for the procurement of semi-expendable machinery and equipment, school/office supplies and other supplies and materials in the amount of **One hundred twenty-five thousand five hundred fifty-six pesos only (P125,556.00)** inclusive of appropriate taxes and fees.

RESOLVED, this 11th day of February 2025, San Carlos Heights Elementary School, Purok 20, Irisan, Baguio City.


MADELYNE L. JOSE
BAC Chairperson



MELANIE O. DELOS REYES
BAC Vice-Chairperson

ON MATERNITY LEAVE
GLADYS C. MEJIA
BAC Member


MARY K. CAYAT
BAC Member


AUVERY ROSE A. LANGBAYAN
BAC Member

APPROVED:


ELLEN F. GRANDE
School Principal I

Approved on February 11, 2025



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