

Abstract of Bids or Quotations under CIRCULAR PROPOSAL NO. \_\_\_ opened on February 19, 2025 at San Carlos Heights ES.

ITEM	UNIT	QUANTITY	DESCRIPTION AND/OR SPECIFICATION	NAME OF SUPPLIER 1 SEAN PRINT AND WAIT PRINTING SERVICES	NAME OF SUPPLIER 2 SMPS COMPUTERS	NAME OF SUPPLIER 3 TRIPLE S PRINTSHOP
			<b>Supplies and Materials for the Conduct of EOSY Activities</b>			
			<b>A. Graduation (Grade 6)</b>			
1	piece	105	a.1 Diploma printing, laser printing	3,150.00	3,675.00	3,675.00
2	copy	137	a.2 Program Paper, colored, laser printing	15,070.00	13,700.00	15,070.00
3	pack	8	a.3 Gold seal, per pack	560.00	640.00	600.00
4	piece	106	a.4 Button pin for graduates (106 students)	3,180.00	3,710.00	3,710.00
5	piece	227	a.5 Ribbon (28 school personnel, 3 guests and 106 parents, 90 loyalty awardees)	6,810.00	7,945.00	7,945.00
6	piece	50	a.6 Printing of Certificate of recognition for awardees (glossy or photo paper)	1,750.00	1,750.00	1,750.00
7	piece	3	a.7 Gold medal for awardees	159.00	165.00	180.00
8	piece	25	a.8 Silver medal for awardees	1,325.00	1,375.00	1,500.00
9	piece	30	a.9 Bronze medal for awardees	1,590.00	1,650.00	1,800.00
			<b>B. Moving-Up Ceremony (Kinder)</b>			
10	piece	90	b.1 Certificate printing, laser printing	2,700.00	3,150.00	3,150.00
11	copy	114	b.2 Program Paper, colored, laser printing	12,540.00	11,400.00	12,540.00
12	piece	86	b.3 Button pin for movers (36 students)	2,580.00	3,010.00	3,010.00
13	piece	90	b.4 Ribbon (3 guests and 86 parents)	2,700.00	3,150.00	3,150.00
			<b>C. Closing and Recognition Program (Grades 1 to 5)</b>			
14	piece	3	c.1 Gold medal	159.00	165.00	180.00
15	piece	38	c.2 Silver medal	2,014.00	2,080.00	2,280.00
16	piece	102	c.3 Bronze medal	5,406.00	5,610.00	6,120.00
17	piece	5	Lei for speakers and Guests	800.00	900.00	875.00
18	piece	3	Tarpaulin, 7ft x 10ft	3,432.00	3,780.00	3,780.00
			*Nothing Follows*			
<b>TOTAL</b>				<b>65,925.00</b>	<b>67,865.00</b>	<b>71,315.00</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:

FEDERICO L. DULAY III  
NAME OF CANVASSER

MADELYNE E. JOSE  
BAC CHAIRPERSON

MARY K. CAYAT  
BAC Member

AUVERY ROSE A. DANGBRAYAN  
BAC Member

MELANIE O. DELOS REYES  
BAC VICE-CHAIRPERSON

GLADYS CHOOSAYAN-MEJIA  
BAC MEMBER

On Maternity Leave

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 E. 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. 008, S. 2025**

**RECOMMENDING THE AWARD OF CONTRACT THROUGH ALTERNATIVE METHOD OF PROCUREMENT –SMALL VALUE PROCUREMENT TO SEAN PRINT AND WAIT PRINTING SERVICES FOR THE PROCUREMENT OF SUPPLIES AND MATERIALS FOR THE CONDUCT OF END-OF-SCHOOL-YEAR RITES ACTIVITIES FOR SY 2024-2025**

**WHEREAS** the Department of Education- San Carlos Heights Elementary School prepared the Purchase Request (PR) for the procurement of supplies and materials for the conduct of end-of-school-year rites activities for the SY 2024-2025 with an Approved Budget for the Contract (ABC) Sixty-five thousand nine hundred twenty-five pesos only (**₱65,925.00.00**) (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)
SEAN PRINT AND WAIT PRINTING SERVICES	65,925.00
SMPS COMPUTERS	67,865.00
TRIPLE S PRINTSHOP	71,315.00

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

Supplier/Distributors	Quotation (Php)
SMPS COMPUTERS	Quoted Above ABC
TRIPLE S PRINTSHOP	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;

Supplier/Distributors	Quotation (Php)
SEAN PRINT AND WAIT PRINTING SERVICES	65,925.00

**WHEREAS** the proposal of **SEAN PRINT AND WAIT PRINTING SERVICES** is found to be the most compliant with the PR, and its price quotation amounting to **Sixty-five thousand nine hundred twenty-five pesos only (₱65,925.00)** 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](mailto:136389@deped.gov.ph)  
**Facebook page:** DepEd Tayo San Carlos Heights Elementary School






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PUROK 20, IRISAN, BAGUIO CITY


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**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 **SEAN PRINT AND WAIT PRINTING SERVICES** for the procurement of supplies and materials for the conduct of end-of-school year rites activities for the SY 2024-2025 in the amount of **Sixty-five thousand nine hundred twenty five pesos only (P65,925.00)** inclusive of appropriate taxes and fees.


RESOLVED, this 21<sup>st</sup> day of February 2025, San Carlos Heights Elementary School, Purok 20, Irisan, Baguio City.

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

  
**MADELYNE JOSE**  
BAC Chairperson

ON MATERNITY LEAVE  
**GLADYS C. MEJIA**  
BAC Member

  
**MARY K. CAYAT**  
BAC Member

  
**AUVERY ROSAL A. LANGBAYAN**  
BAC Member

**APPROVED:**

  
**ELLEN F. GRANDE**  
School Principal I

Approved on February 21, 2025



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## NOTICE OF AWARD

March 3, 2025

**SAMSON P. MANUEL**  
SEAN PRINT AND WAIT PRINTING SERVICES  
ID 40 Betag, La Trinidad, Benguet

Sir:

We are pleased to notify you that your price quotation and proposal for the procurement of **supplies and materials for the conduct of end-of-school-year rites activities for the SY 2024-2025** in the amount of **Sixty-five thousand nine hundred twenty-five pesos only (Php 65,925.00)**.

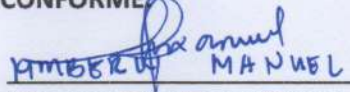
Should you agree with the award of the contract, please acknowledge receipt and acceptance of this notice by signing at the portion provided below. Keep a copy and return the original copy to this office at the soonest.

Thank you.

Very truly yours,

  
**ELLEN F. GRANDE**  
School Principal I

CONFORME:

  
**SAMSON P. MANUEL**  
(Signature Over Printed Name)

03-03-2025

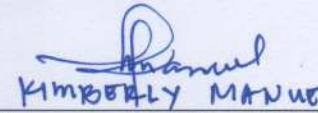
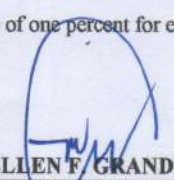

(Date)



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

			Regular MOOE		
Supplier: <b>SEAN PRINT AND WAIT PRINTING SERVICES</b>			P.O. No. : <b>2025-03-007</b>		
Address : <b>ID 40 BETAG, LA TRINIDAD, BENGUET</b>			Date : <b>March 4, 2025</b>		
TTN : <b>926-694-320-000</b>			Mode of Procurement : <b>SMALL VALUE PROCUREMENT</b>		
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery : <b>SAN CARLOS HEIGHTS ELEMENTARY SCHOOL</b>			Delivery Term : <b>DELIVERY</b>		
Date of Delivery : <b>7 to 10 working days before April 15, 2025</b>			Payment Term : <b>AFTER DELIVERY</b>		
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
<b>Supplies and Materials for the Conduct of EOSY Activities</b>					
<b>A. Graduation (Grade 6)</b>					
1	piece	a.1 Diploma printing, laser printing	105	30.00	3,150.00
2	copy	a.2 Program Paper, colored, laser printing	137	110.00	15,070.00
3	pack	a.3 Gold seal, per pack	8	70.00	560.00
4	piece	a.4 Button pin for graduates (106 students)	106	30.00	3,180.00
5	piece	a.5 Ribbon (28 school personnel, 3 guests and 106 parents, 90 loyalty awardees)	227	30.00	6,810.00
6	piece	a.6 Printing of Certificate of recognition for awardees (glossy or photo paper)	50	35.00	1,750.00
7	piece	a.7 Gold medal for awardees	3	53.00	159.00
8	piece	a.8 Silver medal for awardees	25	53.00	1,325.00
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<b>B. Moving-Up Ceremony (Kinder)</b>					
10	piece	b.1 Certificate printing, laser printing	90	30.00	2,700.00
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18	piece	Tarpaulin, 7ft x 10ft	3	1,144.00	3,432.00
*Nothing Follows*					
(Total Amount in Words)		Sixty-five thousand nine hundred twenty-five pesos only			<b>65,925.00</b>
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:		Very truly yours,			
 <b>KIMBERLY MANUEL</b> Signature over Printed Name of Supplier <b>03-05-2025</b> Date		 <b>ELLEN F. GRANDE</b> School Principal I Designation			
Fund Cluster : 01 Funds Available : 65,925.00			ORS/BURS No. : _____ Date of the ORS/BURS: _____ Amount : _____		
 <b>KRISTINE R. GUNDRAN</b> Administrative Assistant III					





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**NOTICE TO PROCEED**

March 5, 2025

**SAMSON P. MANUEL**  
SEAN PRINT AND WAIT PRINTING SERVICES  
ID 40 Betag, La Trinidad, Benguet

Sir:

This refers to our award of contract to your company for the procurement of **supplies and materials for the conduct of end-of-school year activities for the SY 2024-2025** in the amount of **Sixty-five thousand nine hundred twenty-five pesos only (Php 65,925.00)** 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.

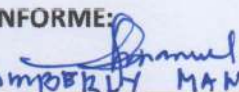
Please acknowledge receipt and acceptance of this notice by signing at the portion provided below of both copies. Keep one copy and return the other to this office at the soonest.

Thank you.

Very truly yours,

  
**ELLEN F. GRANDE**  
School Principal I

CONFORME:

  
**KIMBERLY MANUEL**

(Signature Over Printed Name)

03-06-2025

(Date)



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