



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY
DOÑA AURORA ELEMENTARY SCHOOL
#1 Gen. De Jesus St., North Central Aurora Hill, Baguio City

Abstract of Bid or quotation under Circular Proposal No. 04-01-2018. Opened on March 28, 2025 at Doña Aurora Elementary School at 4:30 P.M.

Item No.	Unit	Qty.	Item Description or Specification	Sean Print and Wait Printing Services	MGF Consumer Goods Trading	Joherdem Gen. Merchandise
1	pc	118	Diploma/Certificate Holder, Kinder, 9x12	7080	4720	7080
2	pc	171	Diploma/Certificate Holder, G6, 9x12	10260	6840	10260
3	pc	128	Diploma/Certificate and Printing with adhesive seal, Kinder, 9x12	2560	6400	8960
4	pc	181	Diploma/Certificate and Printing with adhesive seal, G6, 9x12	3620	9050	12670
5	pc	143	Souvenir Program/laser printing, colored front, black and white inner pages, Kinder	8580	4290	14300
6	pc	200	Souvenir Program/laser printing, colored front, black and white inner pages, G6	12000	6000	20000
7	pc	118	Button Pins, Kinder	1770	4720	4720
8	pc	216	Button Pins, G6	3240	8640	8640
9	pc	600	Ribbons, Kinder	9000	24000	24000
10	pc	241	Ribbons, G6	3615	9640	9640
11	pc	1	Medal, Gold, (6cm, 30g, emerald green lace with printed name of school)	50	50	60
12	pc	45	Medal, Silver, (6cm, 30g, emerald green lace with printed name of school)	2250	2250	2700
13	pc	255	Medal, Bronze, (6cm, 30g, emerald green lace with printed name of school)	12750	12750	15300
14	pc	3	Tarpaulin, 8' x 16'	5760	10500	900
15	pc	5	Lei	650	1500	2500
16	pc	1	Token	1900	1500	1500
TOTAL				P 85,085	P 112,850.00	P 143,230.00

Canvassed by:

Ernesto Salibay Jr.

BAC Members:

GEMMA S. TABAO-IC
Member

ANNA LIZA C. SEGUN
Member

ISIDRO LLANETA JR.
Member

AMY B. CANUTO
Member

VICTOR U. SOTELO JR.

Chairperson

Award is hereby given to the bidder in red ink for being responsive.

ESTRELLA B. BULAY EdD
School Head



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DOÑA AURORA ELEMENTARY SCHOOL

NOTICE OF AWARD

April 2, 2025

Sean Print and Wait Printing Services
ID – 040 Betag, La Trinidad, Benguet

Dear Sir/Madam:

We are pleased to notify you that your price quotation and proposal for the procurement of **office supplies and other supplies and materials for 2024 – 2025 End of School Year (EOSY)** rites in the amount of **Eighty-five thousand eighty – five pesos (₱ 85, 085)** 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 as soon as possible.

Thank you.

Very truly yours,

mmalay
ESTRELLA B. BULAY
School Head

CONFORME: *[Signature]*
SANCON *[Signature]*
(Signature Over Printed Name)

Date:

04/02/25

PURCHASE ORDER
DOÑA AURORA ELEMENTARY SCHOOL
Entity Name

Supplier: Sean Print and Wait Printing Services
 Address : ID - 040 Betag, La Trinidad, Benguet
 TIN : 926-694-320-000

P.O. No. : 2025-008-04
 Date : April 03, 2025
 Mode of Procurement : Shopping

Gentlemen:

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

Place of Delivery : DAES

Delivery Term : Delivery

Date of Delivery : On or before April 14, 2025

Payment Term : _____

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pc	Diploma/Certificate Holder, Kinder, 9x12	118	60	7080
2	pc	Diploma/Certificate Holder, G6, 9x12	171	60	10260
3	pc	Diploma/Certificate and Printing with adhesive seal, Kinder, 9x12	128	20	2560
4	pc	Diploma/Certificate and Printing with adhesive seal, G6, 9x12	181	20	3620
5	pc	Souvenir Program/laser printing, colored front, black and white inner pages, Kinder	143	60	8580
6	pc	Souvenir Program/laser printing, colored front, black and white inner pages, G6	200	60	12000
7	pc	Button Pins, Kinder	118	15	1770
8	pc	Button Pins, G6	216	15	3240
9	pc	Ribbons, Kinder	600	15	9000
10	pc	Ribbons, G6	241	15	3615
11	pc	Medal, Gold, (6cm, 30g, emerald green lace with printed name of school)	1	50	50
12	pc	Medal, Silver, (6cm, 30g, emerald green lace with printed name of school)	45	50	2250
13	pc	Medal, Bronze, (6cm, 30g, emerald green lace with printed name of school)	255	50	12750
14	pc	Tarpaulin, 8' x 16'	3	1920	5760
15	pc	Lei	5	130	650
16	pc	Token	1	1900	1900
TOTAL					85,085

Eighty-five thousand eighty - five pesos only (P 85, 085).

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.

Conform:

Very truly yours,

Signature over Printed Name of Supplier

ESTRELLA B. BULAY EdD
 School Head

Date

Fund Cluster : 01
 Funds Available : APRIL MAE B. COTENG FOY-OS
 Bookkeeper

ORS/BURS No. : 2025-03-00582
 Date of the ORS/BURS: 3/18/25
 Amount : 155,966.90



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NOTICE TO PROCEED

April 4, 2025

Sean Print and Wait Printing Services
ID – 040 Betag, La Trinidad, Benguet

Dear Ma'am/Sir:

This refers to our award of contract to your company for the procurement of **office supplies and other supplies and materials for 2024 – 2025 End of School Year (EOSY)** rites in the amount of **Eighty-five thousand eighty – five pesos (₱ 85, 085)** 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 fulfil 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,

emlay
ESTRELLA B. BULAY EdD
School Head

CONFORME:

(Signature Over Printed Name)

Date: 04/04/2025