




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Baguio City
LUCBAN ELEMENTARY SCHOOL

ABSTRACT OF BIDS

Abstract of BIDS Quotations under Circular Proposal No. 012 opened on **February 26, 2025** at Lucban Elementary School.


ITEM NO.	QTY.	UNIT	DESCRIPTION and/or SPECIFICATION	NAME OF BIDDERS					
				PRINT EXPERT.COM		Kebs Enterprise		Bensa	
				Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost
1	274	piece	Acrylic Medals personalized with pictures (Kinder awards)	75.00	20,550.00	80.00	21,920.00	85.00	23,290.00
2	274	piece	Button Pins for Completer (Kinder)	15.00	4,110.00	25.00	6,850.00	20.00	5,480.00
3	90	piece	Button pins for Faculty and Staff	15.00	1,350.00	25.00	2,250.00	20.00	1,800.00
4	401	piece	Button Pins for Graduates (Grade 6)	15.00	6,015.00	25.00	10,025.00	20.00	8,020.00
5	274	piece	Certificate of Completion with god seal, colored laser printing (Kinder)	25.00	6,850.00	35.00	9,590.00	40.00	10,960.00
6	401	piece	Certificate of Graduation with god seal, colored laser printing (Grade 6)	25.00	10,025.00	35.00	14,035.00	180.00	72,180.00
7	4	piece	Lei for Guest Speakers and Confirmer	100.00	400.00	150.00	600.00	150.00	600.00
8	678	piece	Program paper/Souvenir Program, 9x12", colored laser printing with pictures, 60-80 pages	75.00	50,550.00	100.00	67,800.00	85.00	57,630.00
9	212	piece	Ribbon for Loyalty Awardees	15.00	3,180.00	25.00	5,300.00	30.00	6,360.00
10	675	piece	Ribbon for Parents (Kinder & Grade 6)	15.00	10,125.00	25.00	16,875.00	30.00	20,250.00
			TOTAL		113,455.00		155,245.00		206,570.00

We hereby certify that the bids of quotation received were open at the date and hour indicated and the prices offered are stated above


TEODERICO D. ARAALATA, JR.
BAC Vice Chairperson


RUTH B. REBOLLEDO
BAC Member


CHARMIE P. BASUEL
BAC Member


AGUEDA A. PAL-IWEN
BAC Member

Award is hereby given to the bidder for the items checked in RED ink, being the most responsive bid and the most advantageous to the government


JOHN B. PARAYAO
BAC Chairperson



Republic of the Philippines
Department of Education
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LUCBAN ELEMENTARY SCHOOL

RESOLUTION NO. 014 S. 2025

**RECOMMENDING THE AWARD OF CONTRACT THROUGH SMALL VALUE PROCUREMENT
TO PRINT EXPERT.COM FOR THE PROCUREMENT OF GRADUATION MATERIALS FOR EOSYR 2025**

WHEREAS Lucban Elementary School prepared the Purchase Request (PR) for the procurement of graduation materials for EOSYR 2025 with an Approved Budget for the Contract (ABC) of Twenty Thousand Five Hundred Seventy-Five Pesos Only (₱113,275.00);

WHEREAS on 02/17/2025, the school's – Bids and Awards Committee (BAC) prepared the request for Quotation (RFQ) for the said procurement project and floated by the canvasser. The following suppliers/distributors signified their intent to participate by submitting their respective quotations/proposals, to wit:

Supplier/Distributors	Quotation (Php)
PRINT EXPERT.COM	113,455.00
Kebs Enterprise	155,245.00
Bensa	206,570.00

WHEREAS the proposal of PRINT EXPERT.COM is found to be the most compliant with the PR, and its price quotation amounting to One Hundred Thirteen Thousand Four Hundred Fifty-Five Pesos Only (₱113,455.00) is the lowest calculated 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 Head of the Procuring Entity the AWARD OF CONTRACT via Negotiated Procurement – Small Value Procurement to PRINT EXPERT.COM the procurement of graduation materials for EOSYR 2025 for Lucban Elementary School in the amount of One Hundred Thirteen Thousand Four Hundred Fifty-Five Pesos Only inclusive of appropriate taxes and fees.

RESOLVED, this 27th day of February 2025 at Lucban Elementary School, Magsaysay Ave., Baguio City.


JOHN B. PARAYAO
BAC Chairperson


TEODERICO D. PERALTA JR.
BAC Vice Chairperson


RUTH B. REBOLLEDO
BAC Member


CHARMIE P. BASUEL
BAC Member


AGUEDA A. PAL-IWEN
BAC Member

APPROVED:


HELEN C. ACOP
Head of the Procuring Entity



Republic of the Philippines
Department of Education
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Schools Division Office - Baguio City
LUCBAN ELEMENTARY SCHOOL

NOTICE OF AWARD

February 28, 2025

The Proprietor
PRINT EXPERT.COM
#3 Calderon St., Baguio City

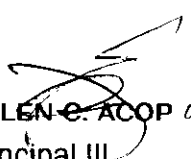
Sir/Madam:

We are pleased to notify you that your price quotation and proposal for the Procurement of Regular Supplies for Lucban Elementary School in the amount of One Hundred Thirteen Thousand Four Hundred Fifty-Five Pesos Only (P113,455.00) 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,


HELEN C. ACOP
Principal III

Conforme: -

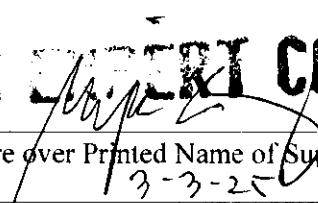
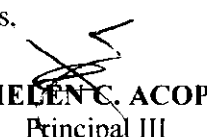

PRINT EXPERT.COM
(Signature Over Printed Name)

2-28-25
(Date)



Republic of the Philippines
Department of Education
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 Schools Division Office of Baguio City
LUCBAN ELEMENTARY SCHOOL

PURCHASE ORDER

Supplier : PRINT EXPERT.COM Address : #3 Calderon St., Baguio City TIN : 934-202-142-000			P.O. No. : 2025-03-009 Date : 03-03-2025 Mode of Procurement : SVP		
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery : Lucban Elementary School			Delivery Term : for delivery		
Date of Delivery : on or before April 10, 2025			Payment Term : Check; after complete delivery		
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Total Cost
1	piece	Acrylic Medals personalized with pictures (Kinder awards)	274	75.00	20,550.00
2	piece	Button Pins for Completer (Kinder)	274	15.00	4,110.00
3	piece	Button pins for Faculty and Staff	90	15.00	1,350.00
4	piece	Button Pins for Graduates (Grade 6)	401	15.00	6,015.00
5	piece	Certificate of Completion with gold seal, colored laser printing (Kinder)	274	25.00	6,850.00
6	piece	Certificate of Graduation with gold seal, colored laser printing (Grade 6)	401	25.00	10,025.00
7	piece	Lei for Guest Speakers and Confirmers	4	100.00	400.00
8	piece	Program paper/Souvenir Program, 9x12", colored laser printing with pictures, 60-80 pages	678	75.00	50,850.00
9	piece	Ribbon for Loyalty Awardees	212	15.00	3,180.00
10	piece	Ribbon for Parents (Kinder & Grade 6)	675	15.00	10,125.00
TOTAL					113,455.00
(Amount in words) One Hundred Thirteen Thousand Four Hundred Fifty-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:  PRINT EXPERT COM Signature over Printed Name of Supplier Date: 3-3-25			Very truly yours,  HELEN C. ACOP Principal III		
Fund Cluster : 01 Funds Available : 113,455.00			ORS/BURS No. : 111-2025-04-00709 Date of the ORS/BURS : 3-3-25 Amount : 302,754.25		
CONRADO D. AGUILAR JR. Bookkeeper Date:					



Republic of the Philippines
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LUCBAN ELEMENTARY SCHOOL

NOTICE TO PROCEED

March 04, 2025

The Proprietor
PRINT EXPERT.COM
#3 Calderon St., Baguio City

Sir/Madam:

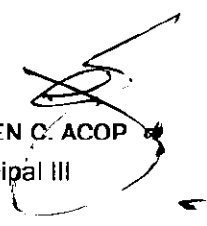
This refers to our award of contract to your company for the procurement of graduation materials for EOSYR 2025 for Lucban Elementary School in the amount of One Hundred Thirteen Thousand Four Hundred Fifty-Five Pesos Only (P113,455.00) inclusive of appropriate taxes and fees.

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,


HELEN C. ACOP
Principal III

Conforme:

PRINT EXPERT.COM

(Signature Over Printed Name)

3-4-25

(Date)