



Republic of the Philippines  
**Department of Education**

CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OF BAGUIO CITY**

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**NOTICE OF AWARD**

**January 28, 2025**

**FREDELIZA D. MAGGEN**  
MAPORHAT CAFE  
Military Cut-off, Baguio city


Dear Ms. Maggen:

We are pleased to notify you that your price quotation and proposal for the **Procurement of Meals and Snacks for the Conduct of Adolescence Reproductive Health Summit on February 7-8, 2025** in the amount of PHILIPPINE PESOS **Thirty Nine Thousand Nine Hundred Pesos Only (P39,900.00)** inclusive of appropriate taxes, and fees, has been accepted.

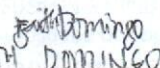
Should you agree with the award of the contract, please acknowledge receipt and acceptance of this notice by signing at the portion provided below. Keep a copy and return the original copy to this office at the soonest.

Thank you.

Very truly yours,

  
**SORAYA T. FACULO, PhD, CESO VI**  
Schools Division Superintendent

**CONFORME:**

  
**FAITH DOMINGO**  
(Signature Over Printed Name)

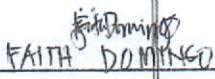

**FEB. 4, 2025**  
(Date)

1/28/2025  
vgc

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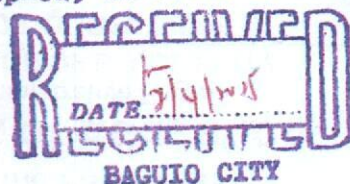
# PURCHASE ORDER

DepEd, Division of Baguio

Supplier <b>MAPORHAT CAFE</b>		P.O. No. 2025-01-15			
Address Military Cut-Off, Baguio City		Date : January 30, 2025			
TIN: 707-830-924-00000		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 : DepEd, Division Office Baguio		Delivery Term : Date of Activity			
Date of Delivery : day of activity		Payment Term : after delivery			
Stock No.	Unit	Description	Quantity	Unit Cost	Amount
1	Pax	Day 1: AM SNACK: Pancit miki bihon guisado, juice LUNCH: Steamed rice, chicken adobo, sweet and sour fish, chopsuey PM SNACK: Fresh vegetable lumpia, Iced Tea	50	399.00	19,950.00
2	Pax	Day 2: AM SNACK: Baked Mac, Juice LUNCH: Steamed Rice, Fried chicken, pork sinigang with vegetables PM SNACK: Tuna sandwich, Iced tea *Free flowing coffee and portable water	50	399.00	19,950.00
<b>Procurement of Meals and Snacks for the Conduct of Adolescence Reproductive Health Summit on February 7-8, 2025</b>					
					<b>TOTAL</b>
					<b>39,900.00</b>
<b>Total Amount in Words:Thirty Nine Thousand Nine Hundred Pesos Only</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>FAITH DOMINGO</b> <b>MAPORHAT CAFE</b> <b>Feb. 4, 2025</b> <b>Date</b>		<b>SORAYA T. MACULO PhD. CESO VI</b> <b>Schools Division Superintendent</b>			
Fund Cluster:		ORS/BURS No: <u>2025-02-00179</u>			
Funds Available : <u>01</u> <u>₱ 39,900.00</u>		Date of the ORS/BURS: <u>02/04/25</u>			
 <b>LILIBETH G. DEGISI</b> <b>Accountant III</b>		Amount: <u>39,900.00</u>			



COMMISSION ON AUDIT  
Office of the Auditor  
Dep-ed, Division of Baguio







Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**

***NOTICE TO PROCEED***

January 31, 2025

**FREDELIZA D. MAGGEN**  
MAPORHAT CAFE  
Military Cut-off, Baguio city


Dear Ms. Maggen:

This refers to our award of contract to your company for the **Procurement of Meals and Snacks for the Conduct of Adolescence Reproductive Health Summit on February 7-8, 2025** in the amount of PHILIPPINE PESOS **Thirty Nine Thousand Nine Hundred Pesos Only (P39,900.00)** inclusive of appropriate taxes and fees.

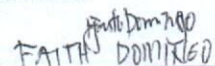
In relation thereto, notice is hereby given to your company that the implementation of the said project shall commence immediately. You are expected to perform the terms and conditions stipulated in the attached contract.

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,

  
**SORAYA T. FACULO, PhD, CESO VI**  
Schools Division Superintendent

CONFORME:

  
\_\_\_\_\_  
(Signature Over Printed Name)

Feb 4, 2025  
\_\_\_\_\_  
(Date)

01/31/2025  
vgc



Abstract of Bids or Quotations under CIRCULAR PROPOSAL NO. \_\_\_\_\_ opened on January 23, 2025 at DepEd, Baguio City Division.

ITEM	UNIT	QTY	DESCRIPTION AND/OR SPECIFICATION	NAME OF SUPPLIER	NAME OF SUPPLIER	NAME OF SUPPLIER
				MAPORHAT CAFE	FLORDELIZA QUIAMBAO	PINES MAMITAS
1	pax	50	Day 1: AM SNACK: Pancit miki bihon guisado, juice LUNCH: Steamed rice, chicken adobo, sweet and sour fish, chopsuey PM SNACK: Fresh vegetable lumpia, Iced Tea	19,950.00	20,000.00	21,000.00
2	pax	50	Day 2: AM SNACK: Baked Mac, Juice LUNCH: Steamed Rice, Fried chicken, pork sinigang with vegetables PM SNACK: Tuna sandwich, Iced tea *Free flowing coffee and portable water	19,950.00	20,000.00	21,000.00
TOTAL				39,900.00	40,000.00	42,000.00

We hereby certify that the bids or quotations received were opened at the date prices offered as stated above.

**BAC Members:**

**NIÑO M. TIBANGAY**  
BAC Vice-Chairperson

**ATTY. ANNETTE L. DOYAOEN**  
Member

**NIEVES D. EBANIO**  
Member

**HARRIS G. DIZON JR.**  
Member

Canvasser

**MARY JANE M. MALIHOD**  
Member

**MARILYN S. API-IT**  
Member

Award is hereby given to the bidder with prices quoted being the lowest and the most advantageous to the government. Subject for Post Qualification.

**CARMEL F. MERIS**  
BAC CHAIRPERSON





Republic of the Philippines  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**

**RESOLUTION NO. 024, S. 2025**

**RECOMMENDING THE AWARD OF CONTRACT THROUGH ALTERNATIVE METHOD OF PROCUREMENT – SMALL VALUE PROCUREMENT TO MAPORHAT CAFE**

**WHEREAS** the Department of Education prepared the Purchase Request (PR) for the **Procurement of Meals and Snacks for the Conduct of Adolescence Reproductive Health Summit** with an Approved Budget for the Contract (ABC) of **Forty Five Thousand Pesos Only (P45,000.00)** (Annex A);

**WHEREAS** on January 13, 2025, 2024 the DepEd – 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)
MAPORHAT CAFE	₱ 39,900.00
FLORDELIZA QUIAMBAO	₱ 40,000.00
PINES MAMITAS	₱ 42,000.00

**WHEREAS** the Technical Working Group (TWG) and End-User conducted post qualification, evaluation and detailed examination of the item description provided in the Purchase Request of the lowest calculated bidder **MAPORHAT CAFE** and submitted on January 27, 2025 at Baguio City;

**WHEREAS** upon careful examination, validation and verification of the item description that they have submitted, **MAPORHAT CAFE** has been found to be in in order in all respect complying as to the item description and is found to be the Lowest Calculated and Responsive Bidder;

**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 Schools Division Superintendent the **AWARD OF CONTRACT** via Alternative Method of Procurement – Small Value to, **MAPORHAT CAFE** for the **Procurement of Meals and Snacks for the Conduct of Adolescence Reproductive Health Summit** in the amount of **Thirty Nine Thousand Nine Hundred Pesos Only (P39,900.00)** inclusive of appropriate taxes and fees.

**RESOLVED**, this 28<sup>th</sup> day of January, 2025, at the Baguio Division Office Conference Hall, Baguio City.

**CARMEL F. MERIS**  
BAC Chairperson

**NIÑO TIRANGAY**  
BAC Vice-Chairperson

**ATTY. ANNETTE L. DOYAOEN**  
BAC Member

**HARRIS G. DIZON JR.**  
BAC Member

**NIEVES D. EBANIO**  
BAC Member

**MARY JANE M. MALIHOD**  
BAC Member

**MARILYN S. API-IT**  
BAC Member

**APPROVED:**

**SORAYA T. FASULO, PhD, CESO VI**  
Schools Division Superintendent  
Approved on \_\_\_\_\_  
(date of approval)





Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**

**RESOLUTION NO. 404 s. 2024**

**RESOLUTION RESORTING TO ALTERNATIVE MODE OF PROCUREMENT**

**WHEREAS** the BAC received a request for the “**Procurement of Meals and Snacks for the Conduct of Adolescence Reproductive Health Summit**” with an Approved Budget for the Contract (ABC) of **Forty Five Thousand Pesos Only (P 45,000.00)** (Annex A);

**WHEREAS** the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act 9184 mandates that all procurement shall be done through competitive bidding;

**WHEREAS** the same IRR of RA 9184 provides for exemption under Rule XVI – Alternative Methods of Procurement;

**WHEREAS** pursuant to Section 53.9 of the afore-cited Rule, the Department of Education – Division of Baguio City (DO) may resort to the alternative method of procurement – **Small Value Procurement** to promote economy and efficiency if the amount involved does not exceed the threshold prescribed in Annex “H” of the IRR and does not fall under shopping in Section 52 of this IRR;

**NOW THEREFORE**, We, the Members of the Bids and Awards Committee, do hereby **RESOLVED** as it is hereby **RESOLVED**, to resort to the alternative method of procurement – **Small Value Procurement** of meals and snacks for the conduct of “ **Adolescence Reproductive Health Summit**”;

**RESOLVED FINALLY**, to post this Resolution at the DO Website, PhilGEPS (if Php 50,000.00 and above), and other conspicuous place at the premises of the DO.

December 12, 2024, Baguio Division Office Conference Hall, Baguio City.

*(on leave)*

**CARMEL F. MERIS**  
BAC Chairperson

**NIÑO TIBANGAY**  
BAC Vice-Chairperson

**NIEVES D. EBANIO**  
BAC Member

**ATTY. ANNETTE L. DOYAOEN**  
BAC Member

**HARRIS G. DIZON JR.**  
BAC Member

**MARY JANE M. MALIHOD**  
BAC Member

**MARILYN S. API-IT**  
BAC Member

**APPROVED:**

**SORAYA T. PACULO, PhD, CESO VI**  
Schools Division Superintendent  
Approved on \_\_\_\_\_





Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**

**CONTRACT FOR CATERING SERVICES**

KNOW ALL MEN BY THESE PRESENTS:

This contract made and entered into by and between:

**DEPARTMENT OF EDUCATION - SCHOOLS DIVISION OF BAGUIO CITY**, with office address at # 82 Military Cut Off, Baguio city and herein represented by its **Schools Division Superintendent, SORAYA T. FACULO, PhD, CESO VI**, hereinafter referred to as the **"CLIENT,"**

-and-

**MAPORHAT CAFE**, with principal address at Military Cut-Off, Baguio City, represented herein by its **Karen Rose Ritos**, hereinafter referred to as the **"CATERING COMPANY."**

**WITNESSETH**

**WHEREAS**, the **Client** will conduct the **"ADOLESCENT REPRODUCTIVE HEALTH SUMMIT"** on **FEBRUARY 7-8, 2025;**

**WHEREAS**, the Approved Budget for the Contract (ABC) is **FORTY FIVE THOUSAND PESOS ONLY (PhP 45,000.00)**

**WHEREAS**, Section 53.9 of the 2016 Revised Implementing Rules and Regulations (R-IRR) of Republic Act 9184, otherwise known as the "Government Procurement Reform Act of 2003", allows an agency to resort to Small Value Procurement as an alternative method of procurement where the amount involved does not exceed the threshold amount of One Million Pesos (phP 1,000,000.00) as prescribed in Annex "H" thereof;

**WHEREAS**, the Request for Quotation (RFQ) was posted in the Philippine Government Electronic Procurement System (PhilGEPS) on January 13, 2025 to January 20, 2025.

**WHEREAS**, three suppliers submitted their RFQs who are as follows:

1. MAPORHAT CAFE;
2. FLORDELIZA QUIAMBAO; and,
3. PINES MAMITAS

**WHEREAS**, after review and deliberation, **CATERING COMPANY** complied with the requirements and declared as the Lowest Calculated and Responsive Bidder (LCRB);

**WHEREAS**, the Client is desirous that the Catering company execute the delivery of **Meals and Snacks for the Conduct of Adolescence Reproductive Health Summit** on February 7-8, 2025 and has accepted the quotation for **Thirty Nine Thousand Nine Hundred Pesos Only (PhP 39,900.00)** by the Catering Company for the execution and delivery of service.

**NOW, THEREFORE**, for and in consideration of the foregoing premises of the mutual covenants and provisions hereafter set forth the parties hereto have agreed and do hereby mutually agree as follows:

**1. Place, Location and Date**





Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**

The **Catering Company** shall provide food (AM Snacks, Lunch, PM Snacks) to the participants of the **Adolescence Reproductive Health Summit** on February 7-8, 2025.

**2. Number of Participants**

The total number of participants are fifty (50).

**3. Responsibilities**

The **Catering Company** warrants to provide **AM Snack, Lunch, PM Snack** on February 7-8, 2025 pursuant with the menu provided in their submitted quotation and the purchase order.

**4. Liability**

The **Catering Company** shall be held responsible for **damages** if the menu provided in the quotation and purchase order cannot be fulfilled.

**5. Termination of Contract**

The **Client** may terminate this Contract base on the grounds provided and after compliance with Annex "I" of the 2016 Implementing Rules and Regulations of Republic Act 9184.

**6. Term of Contract**

This Contract shall be effective on February 7-8, 2025.

IN WITNESS whereof the parties hereto have caused this 30th day of January , 2025 at Baguio City, Philippines.

**SIGNED SEALED AND DELIVERED BY:**

Binding Signature of PROCURING ENTITY:

**SORAYA T. MAGULO PhD, CESO VI**  
Head of the Procuring Entity

Binding Signature of Supplier:

**FREDELIZA D. MAGGEN**  
**MAPORHAT CAFE**  
Representative

**SIGNED IN THE PRESENCE OF:**

**WITNESSES**

Witness 1

**BELEN R. TOMIN**  
Administrative Officer V  
(Budget Officer III)

Witness 2

**LILIBETH G. DECSI, CPA**  
Accountant III





Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**

REPUBLIC OF THE PHILIPPINES  
CITY OF \_\_\_\_\_ ) S.S.

**ACKNOWLEDGMENT**

BEFORE ME, a Notary Public for and in \_\_\_\_\_, Philippines, this **FEB 13 2025**  
of \_\_\_\_\_, 2025, personally appeared:

GOVERNMENT ISSUED IDENTIFICATIONS  
(Passport, Driver's License, SSS, GSIS, Philhealth...IDs)

NAME	NUMBER	ISSUED AT
<b>SORAYA T. FACULO PhD, CESO VI</b> OWNER	<b>190-294-937</b>	<b>BAGUIO CITY</b>

Known to me and to me known to be the same persons who executed the foregoing instrument and acknowledged to me that the same is the free and voluntary act and deed of the entities which they respectively represent.

The foregoing instrument is a CONTRACT consisting of three (3) pages (exclusive of attachments), including this page on which this acknowledgment is written and signed by the parties and their instrument witnesses on the left hand margin of each and every page hereof.

WITNESS MY HAND AND NOTARIAL SEAL, on the date and place first above written.

Notary Public

Doc. No. 251  
Page No. 51  
Book No. 139  
Series of 2025

  
**FAUSTINO A. OLOWAN**  
Notary Public

Notarial Commission expires on December 31, 2026  
Serial No. NA-09-NC-25-R; 08 January 2025; Baguio City  
PTR No. 7637022; 20 December 2024; Baguio City  
IBP OR Receipt No. 376388; 12 Nov 2024; Baguio-Benguet Chapter  
M.C.L.E Compliance No. VHI-0034714; April 14, 2028; Pasig City  
Roll No. 40936; April 19, 1996; TIN: 170-059-191  
Doc. No. \_\_\_\_\_; Page No. \_\_\_\_\_; Bk. No. \_\_\_\_\_; Series of 2025.