



Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OF BAGUIO CITY**

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**NOTICE OF AWARD**

January 6, 2025

**ALICIA REFE**  
ALICIA REFE CATERING  
Baguio City

Dear Ms. Refe:

We are pleased to notify you that your price quotation and proposal for the **Procurement of Meals and Snacks for the Conduct of 2025 Sports Activities** in the amount of PHILIPPINE PESOS **Sixty Thousand Pesos Only (P60,000.00) inclusive** of appropriate taxes, and fees, has been accepted.

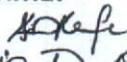
Should you agree with the award of the contract, please acknowledge receipt and acceptance of this notice by signing at the portion provided below. Keep a copy and return the original copy to this office at the soonest.

Thank you.

Very truly yours,

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

**CONFORME:**

  
Alicia D. Refe  
(Signature Over Printed Name)

01-09-25

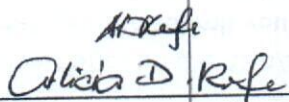
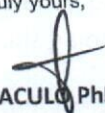
(Date)

1/6/2025  
vgc

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## PURCHASE ORDER

DepEd, Division of Baguio

Supplier <b>ALICIA REFE CATERING</b>		P.O. No. 2025-01-01			
Address Baguio City		Date : January 7, 2025			
TIN:		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 : January 10, 2024			
Date of Delivery :		Payment Term : after delivery			
Stock No.	Unit	Description	Quantity	Unit Cost	Amount
1	Pax	MEALS AND SNACKS FOR THE OPENING OF PALARONG PANLUNGSOD Snack: Burger Sandwich with beef patty, tomato, lettuce, and cheese, served with a side of French fries, and 1 350ml Bottled water	90	100.00	9,000.00
2	Pax	Lunch Rice, Roasted Quarter Chicken Leg, Buttered Vegetables, Beef Nilaga, with Sliced Fresh Fruits, and 1 can fruit juice	20	300.00	6,000.00
3	Pax	MEALS AND SNACKS FOR DIVISION SCREENING AND ASSESSMENT COMMITTEE (training of members and screening of athletes for the competitions)	10	4,500.00	45,000.00
		Note: Menu was attached in the RFQ  Other Specifications: <ul style="list-style-type: none"><li>• Snack and Lunch must be individually pack</li><li>• AM Snack must be delivered by 9:00AM</li><li>• Lunch must be delivered by 11:40AM</li><li>• PM Snack must be delivered by 2:45PM</li></ul>			
Procurement of Meals and Snacks for the Conduct of 2025 Sports Activities					
				<b>TOTAL</b>	<b>60,000.00</b>
<b>Total Amount in Words: Sixty Thousand 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,			
					
ALICIA REFE CATERING		SORAYA T. FACULO PhD. CESO VI			
01-09-25		Schools Division Superintendent			
Date					
Fund Cluster:	01	ORS/BURS No: 2025-01-00079			
Funds Available :	₱ 60,000.00	Date of the ORS/BURS: 01/22/25			
LILIBETH G. DEGSI Accountant III		Amount: 60,000.00			

COMMISSION ON AUDIT  
Office of the Auditor  
DepEd, Division of Baguio

**RECEIVED**  
DATE: \_\_\_\_\_  
BAGUIO CITY





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

***NOTICE TO PROCEED***

January 8, 2025

**ALICIA REFE**  
ALICIA REFE CATERING  
Baguio City

Dear Ms. Refe:

This refers to our award of contract to your company for the **Procurement of Meals and Snacks for the Conduct of 2025 Sports Activities** in the amount of PHILIPPINE PESOS **Sixty Thousand Pesos Only (₱60,000.00)** 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.

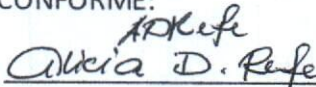
Please *acknowledge receipt and acceptance of this notice by signing at the portion provided below of both copies.* Keep one copy and return the other to this office at the soonest.

Thank you.

Very truly yours,

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

CONFORME:

  
**Alicia D. Refe**  
(Signature Over Printed Name)

01-09-25

(Date)

01/08/2025  
vgc

Abstract of Bids or Quotations under CIRCULAR PROPOSAL NO. \_\_\_\_\_ opened on **December 27, 2024** at DepEd, Baguio City Division.;

ITEM	UNIT	QTY	DESCRIPTION AND/OR SPECIFICATION	NAME OF SUPPLIER	NAME OF SUPPLIER	NAME OF SUPPLIER
				ALICIA REFE CATERING	ANAYA'S CATERING SERVICES	ERUNDINA FLORDELIZA
1	Pax	90	MEALS AND SNACKS FOR THE OPENING OF PALARONG PANLUNGSOD Snack: Burger Sandwich with beef patty, tomato, lettuce, and cheese, served with a side of French fries, and 1 350ml Bottled water	9,000.00	8,910.00	9,000.00
2	Pax	20	Lunch Rice, Roasted Quarter Chicken Leg, Buttered Vegetables, Beef Nilaga, with Sliced Fresh Fruits, and 1 can fruit juice	6,000.00	7,380.00	8,000.00
3	Pax	10	MEALS AND SNACKS FOR DIVISION SCREENING AND ASSESSMENT COMMITTEE (training of members and screening of athletes for the competitions)	45,000.00	48,510.00	54,000.00



		With attached menu in the RFQ				
		Other Specifications:				
		• Snack and Lunch must be individually pack				
		• AM Snack must be delivered by 9:00AM				
		• Lunch must be delivered by 11:40AM				
		• PM Snack must be delivered by 2:45PM				
		***NOTHING FOLLOWS***				
		<b>TOTAL</b>			60,000.00	71,000.00

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

**BAC Members:**



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

(on leave)

**ATTY. ANNETTE L. DOYAEN**  
Member

  
**NIEVES D. EBANIO**  
Member



**HARRIS G. DIZON JR.**  
Member  
(on leave)



**MARY JANE M. MALIHOD**  
Member

**MARILYN S. API-IT**  
Member

Canvasser

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

  
**CARMEL F. MERIS**  
BAC CHAIRPERSON





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

**RESOLUTION NO. 407 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 2025 Sports Activities**" with an Approved Budget for the Contract (ABC) of **Seventy One Thousand Pesos Only (P 71,000.00)** (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 "**2025 Sports Activities**";

**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 13, 2024, Baguio Division Office Conference Hall, Baguio City.

(on leave)

**CARMEL F. MERIS**  
BAC Chairperson

**NIÑO TIBANGAY**  
BAC Vice-Chairperson

Digitally signed  
by Annette  
Doyaoen  
Date: 2024.12.13 09:09:54 +08'00'

**ATTY. ANNETTE DOYAOEN**  
BAC Member

**NIEVES D. EBANIO**  
BAC Member

Digitally signed  
by Harris Dizon  
Jr.  
Date: 2024.12.13 09:09:54 +08'00'

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

**MARY JANE M. MALIHOD**  
BAC Member

Digitally signed  
by Marilyn S. Ap-  
Date: 2024.12.13 09:10:24 +08'00'

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

**APPROVED:**

Digitally signed by Soraya T. Faculo  
Date: 2024.12.18 08:16:00 +08'00'

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

Approved on \_\_\_\_\_  
(date of approval)





Republic of the Philippines  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**  
**RESOLUTION NO. 01, S. 2025**

**RECOMMENDING THE AWARD OF CONTRACT THROUGH ALTERNATIVE METHOD OF PROCUREMENT – SMALL VALUE PROCUREMENT TO ALICIA REFE CATERING**

**WHEREAS** the Department of Education prepared the Purchase Request (PR) for the **Procurement of Meals and Snacks for the Conduct of 2025 Sports Activities** with an Approved Budget for the Contract (ABC) of Seventy One Thousand Pesos Only (₱ 71,000.00) (Annex A);

**WHEREAS** on December 18, 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)
ALICIA REFE CATERING	₱ 60,000.00
ANAYA'S CATERING SERVICES	₱ 64,800.00
ERUNDICAN FLORDELIZA	₱ 71,000.00

**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 **ALICIA REFE CATERING** and submitted on December 23, 2024 at Baguio City;

**WHEREAS** upon careful examination, validation and verification of the item description that they have submitted, **ALICIA REFE CATERING** has been found to be 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 **ALICIA REFE CATERING** the Schools Division Superintendent the **AWARD OF CONTRACT** via Alternative Method of Procurement – Small Value to for the **Procurement of Meals and Snacks for the Conduct of 2025 Sports Activities** in the amount of **Sixty Thousand Pesos Only (₱60,000.00)** inclusive of appropriate taxes and fees.

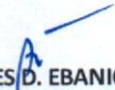
**RESOLVED**, this 6th day of January, 2025, at the Baguio Division Office Conference Hall, Baguio City.

  
**CARMEL F. MERIS**  
BAC Chairperson

  
**NIÑO TIBANGAY**  
BAC Vice-Chairperson

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

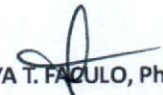
  
**HARRIS E. DIZON JR.**  
BAC Member

  
**NIEVES D. EBANIO**  
BAC Member

  
**MARY JANE M. MALIHOD**  
BAC Member

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

**APPROVED:**

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