



Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OF BAGUIO CITY**  
**DISTRICT I**  
MANUEL L. QUEZON ELEMENTARY SCHOOL

---

**NOTICE OF AWARD**

May 30, 2025

**ROSITA M. GUINSAY**

MGF Consumer Goods Trading  
360-A Purok 1 Pinsao Proper, Baguio City

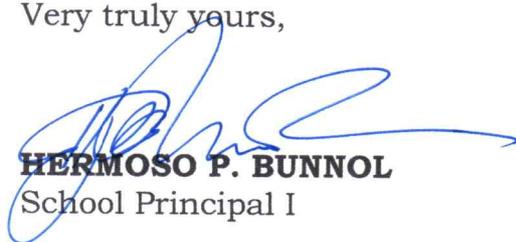
Dear Ms. Guinsay:

We are pleased to notify you that your price quotation and proposal for the procurement of *office supplies for the third quarter* in the amount of PHILIPPINE PESOS to **one hundred eight thousand eight hundred five pesos only (P108,805.00)** 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 of 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,

  
**HERMOSO P. BUNNOL**  
School Principal I

**CONFORME:**

  
(Signature over Printed Name)

5/30/2025  
(Date)

**PURCHASE ORDER**  
**MANUEL L. QUEZON ELEMENTARY SCHOOL**  
**Entity Name**

Supplier : <b>MGF CONSUMER GOODS TRADING</b>			P.O. No. : 2025-06-015		
Address : 360-A Purok 1 Pinsao Proper, Baguio City			Date : June 2, 2025		
TIN : 746-123-947			Mode of Procurement : SVP		
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery : Manuel L. Quezon ES			Delivery Term : Deliver in the school		
Date of Delivery : 7-20 calendar days			Payment Term : After delivery		
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	piece	CORRECTION TAPE, 8m	41	18.00	738.00
2	roll	DOUBLE SIDED TAPE, 1 inch	34	32.00	1,088.00
3	bottle	GENUINE BROTHER INK REFILL, BT5000C, cyan	3	365.00	1,095.00
4	bottle	GENUINE BROTHER INK REFILL, BT5000M, magenta	3	365.00	1,095.00
5	bottle	GENUINE BROTHER INK REFILL, BT5000Y, yellow	3	365.00	1,095.00
6	bottle	GENUINE BROTHER INK REFILL, BTD60BK, black	3	375.00	1,125.00
7	bottle	GENUINE EPSON INK REFILL, 003, black	25	290.00	7,250.00
8	bottle	GENUINE EPSON INK REFILL, 003, cyan	13	295.00	3,835.00
9	bottle	GENUINE EPSON INK REFILL, 003, magenta	13	295.00	3,835.00
10	bottle	GENUINE EPSON INK REFILL, 003, yellow	13	295.00	3,835.00
11	bottle	GENUINE EPSON INK REFILL, 664, black	10	290.00	2,900.00
12	bottle	GENUINE EPSON INK REFILL, 664, cyan	5	295.00	1,475.00
13	bottle	GENUINE EPSON INK REFILL, 664, magenta	5	295.00	1,475.00
14	bottle	GENUINE EPSON INK REFILL, 664, yellow	5	295.00	1,475.00
16	piece	MANILA PAPER	34	5.00	170.00
17	piece	MARKER, permanent, broad type, black	41	32.00	1,312.00
18	piece	MARKER, permanent, broad type, blue	41	32.00	1,312.00
19	piece	MARKER, whiteboard, bullet type, black	5	19.00	95.00
20	piece	MARKER, whiteboard, bullet type, blue	5	19.00	95.00
21	pad	NOTE PAD, stick on, 76mm x 100mm	41	32.00	1,312.00
22	ream	PAPER, MULTIPURPOSE, 8.5inch x 13 inch, 70gsm	100	190.00	19,000.00
23	ream	PAPER, MULTIPURPOSE, A4, 70gsm	90	165.00	14,850.00
24	piece	SIGN PEN, black ink, gel, 0.5mm, needle tip	45	18.00	810.00
25	piece	SIGN PEN, blue ink, gel, 0.5mm, needle tip	42	18.00	756.00
26	pack	SPECIAL PAPER, pale cream, 8.5inch x 11inch, 90gsm, 100sheets/pack	5	180.00	900.00
27	roll	TAPE, masking, 24mm (1inch)	41	19.00	779.00
28	gallon	ALCOHOL, Ethyl, 1 Gallon	34	235.00	7,990.00
29	gallon	BLEACH, multipurpose, original, 3785mL	10	175.00	1,750.00
30	piece	BROOM (Walis Tambo)	34	140.00	4,760.00
31	piece	BROOM (Walis Ting-ting)	34	35.00	1,190.00

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
32	piece	DOOR RUG, cloth	36	33.00	1,188.00
33	piece	DUST PAN, plastic	34	95.00	3,230.00
35	piece	SPONGE MOP, rubber mop, water self-squeezing mop, long stainless-steel retractable handle	25	205.00	5,125.00
36	box	STORAGE BOX, 12L, with handle, transparent, 35.5cm x 24.5cm x 21cm	35	195.00	6,825.00
37	pack	TRASHBAG, L, 26 inch x 32 inch, black	80	38.00	3,040.00
		***NOTHING FOLLOWS***			-
					<b>108,805.00</b>

**one hundred eight thousand eight hundred 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:

Very truly yours,

*Rozita M. Guingay*  
Signature over Printed Name of Supplier

*[Signature]*  
**HERMOSO P. BUNNOL**

School Principal I

*6/2/2025*  
Date

Fund Cluster : 01

ORS/BURS No. : \_\_\_\_\_

Funds Available : ₱108,805.00

Date of the ORS/BURS: \_\_\_\_\_

Amount : \_\_\_\_\_

*[Signature]* 02 JUN 2025  
**KRISTINE R. GUNDRAN**  
Administrative Assistant III



Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OF BAGUIO CITY**  
**DISTRICT I**  
MANUEL L. QUEZON ELEMENTARY SCHOOL

**NOTICE TO PROCEED**

June 3, 2025

**ROSITA M. GUINSAY**

MGF Consumer Goods Trading  
360-A Purok 1 Pinsao Proper, Baguio City

Dear Ms. Guinsay:

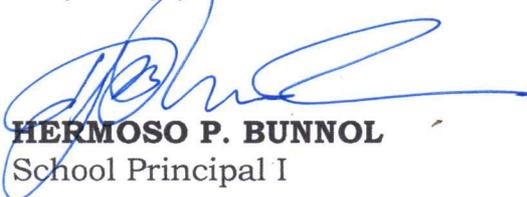
This refers to our award of contract to your company for the procurement of *office supplies for the third quarter* in the amount of PHILIPPINE PESOS to **one hundred eight thousand eight hundred five pesos only (₱108,805.00)** inclusive of appropriate taxes and fees.

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,

  
**HERMOSO P. BUNNOL**  
School Principal I

**CONFORME:**

  
Rosita M. Guinsay  
(Signature over Printed Name)  
Date: 6/7/2025



Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OF BAGUIO CITY**  
**DISTRICT I**  
MANUEL L. QUEZON ELEMENTARY SCHOOL

---

**NOTICE OF AWARD**

May 30, 2025

**DANIEL S. CO**

Cokins Everywear & General Merchandise  
109 Kayang St., Azcko, Baguio City

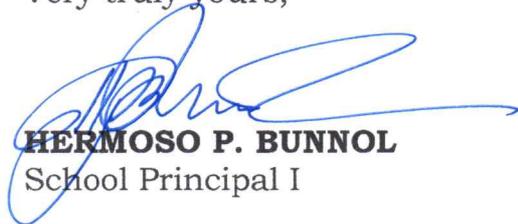
Dear Mr. Co:

We are pleased to notify you that your price quotation and proposal for the procurement of *office supplies for the third quarter* in the amount of PHILIPPINE PESOS to **eight thousand four hundred twenty-six pesos only (₱8,426.00)** 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 of 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,

  
**HERMOSO P. BUNNOL**  
School Principal I

**CONFORME:**

  
\_\_\_\_\_  
(Signature over Printed Name)

\_\_\_\_\_  
(Date)





Republic of the Philippines  
Department of Education  
CORDILLERA ADMINISTRATIVE REGION  
SCHOOLS DIVISION OF BAGUIO CITY  
DISTRICT I  
MANUEL L. QUEZON ELEMENTARY SCHOOL

**NOTICE TO PROCEED**

June 3, 2025

**DANIEL S. CO**

Cokins Everywear & General Merchandise  
109 Kayang St., Azcko, Baguio City

Dear Mr. Co:

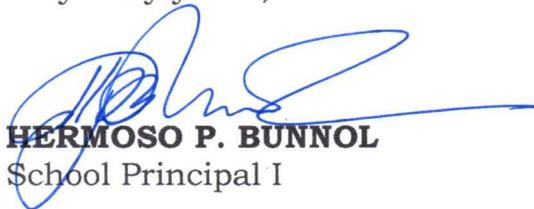
This refers to our award of contract to your company for the procurement of *office supplies for the third quarter* in the amount of PHILIPPINE PESOS to **eight thousand four hundred twenty-six pesos only (P8,426.00)** inclusive of appropriate taxes and fees.

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.

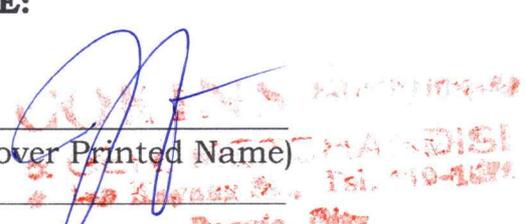
Very truly yours,

  
**HERMOSO P. BUNNOL**  
School Principal I

**CONFORME:**

(Signature over Printed Name)

Date: \_\_\_\_\_

  
SCHOOLS DIVISION OFFICE  
BAGUIO CITY  
Tel. 422-7696



Address: Upper Session Road Extension, Baguio City

Telephone: (074) 422-7696

E-mail: 136414@deped.gov.ph

 DepEd Tayo Manuel L. Quezon ES



Republic of the Philippines

**Department of Education**

CORDILLERA ADMINISTRATIVE REGION

**SCHOOLS DIVISION OF BAGUIO CITY**

**DISTRICT I**

MANUEL L. QUEZON ELEMENTARY SCHOOL

**BIDS AND AWARDS COMMITTEE**

**RESOLUTION NO. 0015, S. 2025**

**RECOMMENDING THE AWARD OF CONTRACT THROUGH ALTERNATIVE METHOD OF PROCUREMENT – SMALL VALUE PROCUREMENT TO MGF CONSUMER GOODS TRADING AND COKINS EVERYWEAR GENERAL MERCHANDISE FOR THE PROCUREMENT OF OFFICE SUPPLIES FOR THE THIRD QUARTER**

**WHEREAS** the Department of Education prepared the Purchase Request (PR) for the procurement of **office supplies for the third quarter** with an Approved Budget for the Contract (ABC) of **one hundred thirty-four thousand five hundred thirteen pesos only (₱134,513.00)** (Annex A);

**WHEREAS** on **May 20, 2024**, the DepEd – Bids and Awards Committee (BAC) posted/published the Request for Quotation (RFQ) for the said procurement project. The following suppliers/distributors signified their intent to participate by submitting their respective quotations/proposal, to wit:

<b>Supplier/Distributors</b>	<b>Quotation</b>
MGF CONSUMER GOODS TRADING	₱ 118,710.00
COKINS EVERYWEAR AND GEN. MERCHANDISE	₱ 125,801.00
PAGHOI ENTERPRISES	₱ 139,198.00

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

<b>Supplier/Distributors</b>	<b>Non-Compliance</b>
PAGHOI ENTERPRISES	Quotation is above ABC

**WHEREAS** the proposals of the following suppliers are found to be most compliant with the PR, and its price quotation for the specific items are the most economical and advantageous to the Government, thereby rendering the same as the lowest calculated responsive bid;

<b>Supplier/Distributor</b>	<b>Item</b>	<b>Quotation</b>
MGF CONSUMER GOODS TRADING	CORRECTION TAPE, 8m	₱ 738.00
	DOUBLE SIDED TAPE, 1 inch	₱ 1,088.00
	GENUINE BROTHER INK REFILL, BT5000C, cyan	₱ 1,095.00
	GENUINE BROTHER INK REFILL, BT5000M, magenta	₱ 1,095.00
	GENUINE BROTHER INK REFILL, BT5000Y, yellow	₱ 1,095.00



Address: Upper Session Road Extension, Baguio City

Telephone: (074) 422-7696

E-mail: 136414@deped.gov.ph

DepEd Tayo Manuel L. Quezon ES



Republic of the Philippines

**Department of Education**

CORDILLERA ADMINISTRATIVE REGION

**SCHOOLS DIVISION OF BAGUIO CITY**

**DISTRICT I**

MANUEL L. QUEZON ELEMENTARY SCHOOL

<b>Supplier/Distributor</b>	<b>Item</b>	<b>Quotation</b>
	GENUINE BROTHER INK REFILL, BTD60BK, black	₱ 1,125.00
	GENUINE EPSON INK REFILL, 003, black	₱ 7,250.00
	GENUINE EPSON INK REFILL, 003, cyan	₱ 3,835.00
	GENUINE EPSON INK REFILL, 003, magenta	₱ 3,835.00
	GENUINE EPSON INK REFILL, 003, yellow	₱ 3,835.00
	GENUINE EPSON INK REFILL, 664, black	₱ 2,900.00
	GENUINE EPSON INK REFILL, 664, cyan	₱ 1,475.00
	GENUINE EPSON INK REFILL, 664, magenta	₱ 1,475.00
	GENUINE EPSON INK REFILL, 664, yellow	₱ 1,475.00
	MANILA PAPER	₱ 170.00
	MARKER, permanent, broad type, black	₱ 1,312.00
	MARKER, permanent, broad type, blue	₱ 1,312.00
	MARKER, whiteboard, bullet type, black	₱ 95.00
	MARKER, whiteboard, bullet type, blue	₱ 95.00
	NOTE PAD, stick on, 76mm x 100mm	₱ 1,312.00
	PAPER, MULTIPURPOSE, 8.5inch x 13 inch, 70gsm	₱ 19,000.00
	PAPER, MULTIPURPOSE, A4, 70gsm	₱ 14,850.00
	SIGN PEN, black ink, gel, 0.5mm, needle tip	₱ 810.00
	SIGN PEN, blue ink, gel, 0.5mm, needle tip	₱ 756.00
	SPECIAL PAPER, pale cream, 8.5inch x 11inch, 90gsm, 100sheets/pack	₱ 900.00
	TAPE, masking, 24mm (1inch)	₱ 779.00
	ALCOHOL, Ethyl, 1 Gallon	₱ 7,990.00
	BLEACH, multipurpose, original, 3785mL	₱ 1,750.00
	BROOM (Walis Tambo)	₱ 4,760.00
	BROOM (Walis Ting-ting)	₱ 1,190.00
	DOOR RUG, cloth	₱ 1,188.00
	DUST PAN, plastic	₱ 3,230.00
	SPONGE MOP, rubber mop, water self-squeezing mop, long stainless-steel retractable handle	₱ 5,125.00



Address: Upper Session Road Extension, Baguio City

Telephone: (074) 422-7696

E-mail: 136414@deped.gov.ph

DepEd Tayo Manuel L. Quezon ES



**Republic of the Philippines**  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OF BAGUIO CITY**  
**DISTRICT I**  
**MANUEL L. QUEZON ELEMENTARY SCHOOL**

<b>Supplier/Distributor</b>	<b>Item</b>	<b>Quotation</b>
	STORAGE BOX, 12L, with handle, transparent, 35.5cm x 24.5cm x 21cm	₱ 6,825.00
	TRASHBAG, L, 26 inch x 32 inch, black	₱ 3,040.00
	<b>TOTAL</b>	<b>₱ 108,805.00</b>
COKINS EVERYWEAR AND GEN. MERCHANDISE	FOLDER, L-type, A4, clear	₱ 726.00
	FLOOR WAX, paste type, red, 900g	₱ 7,700.00
	<b>TOTAL</b>	<b>₱ 8,426.00</b>

**WHEREAS** Section 12 of R.A. No. 9784 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 Head the **AWARD OF CONTRACT** via Negotiated Procurement – Small Value Procurement to **MGF CONSUMER GOODS TRADING** and **COKINS EVERYWEAR AND GENERAL MERCHANDISE** for the procurement of **office supplies for the third quarter** in the amount of **one hundred eight thousand eight hundred five pesos only (₱108,805.00)** and **eight thousand four hundred twenty-six pesos only (₱8,426.00)** respectively inclusive of appropriate taxes and fees.

**RESOLVED**, this 29<sup>th</sup> of May 2025 at Manuel L. Quezon Elementary School, Baguio City.

  
**NICOMEDES D. TABELIN**  
*BAC Chairperson*

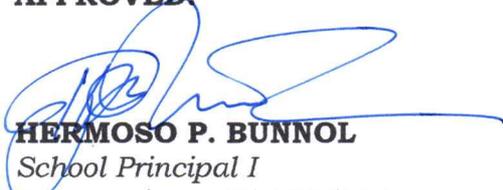
  
**MARK M. CAGAOAN**  
*BAC Vice-Chairperson*

  
**ALICE M. SAWALI**  
*BAC Member*

  
**LEAH S. DACSIG**  
*BAC Member*

  
**JENNIFER D. LACHICA**  
*BAC Member*

**APPROVED:**

  
**HERMOSO P. BUNNOL**  
*School Principal I*  
 Approved on MAY 29, 2025

Abstract of Bids or Quotation under CIRCULAR PROPOSAL NO. \_\_\_\_\_ opened on May 28, 2025 at Baguio City.

ITEM	UNIT	QUANTITY	DESCRIPTION AND/OR SPECIFICATION	MGF CONSUMER GOODS TRADING	COKINS EVERYWEAR & GEN. MERCHANDISE	PANGHOI ENTERPRISES
1	piece	41	CORRECTION TAPE, 8m	<b>738.00</b>	615.00	1,148.00
2	roll	34	DOUBLE SIDED TAPE, 1 inch	<b>1,088.00</b>	952.00	1,156.00
3	bottle	3	GENUINE BROTHER INK REFILL, BT5000C, cyan	<b>1,095.00</b>	1,260.00	1,275.00
4	bottle	3	GENUINE BROTHER INK REFILL, BT5000M, magenta	<b>1,095.00</b>	1,260.00	1,275.00
5	bottle	3	GENUINE BROTHER INK REFILL, BT5000Y, yellow	<b>1,095.00</b>	1,260.00	1,275.00
6	bottle	3	GENUINE BROTHER INK REFILL, BTD60BK, black	<b>1,125.00</b>	1,260.00	1,275.00
7	bottle	25	GENUINE EPSON INK REFILL, 003, black	<b>7,250.00</b>	7,750.00	7,500.00
8	bottle	13	GENUINE EPSON INK REFILL, 003, cyan	<b>3,835.00</b>	4,030.00	4,030.00
9	bottle	13	GENUINE EPSON INK REFILL, 003, magenta	<b>3,835.00</b>	4,030.00	4,030.00
10	bottle	13	GENUINE EPSON INK REFILL, 003, yellow	<b>3,835.00</b>	4,030.00	4,030.00
11	bottle	10	GENUINE EPSON INK REFILL, 664, black	<b>2,900.00</b>	3,100.00	3,000.00
12	bottle	5	GENUINE EPSON INK REFILL, 664, cyan	<b>1,475.00</b>	1,550.00	1,550.00
13	bottle	5	GENUINE EPSON INK REFILL, 664, magenta	<b>1,475.00</b>	1,550.00	1,550.00
14	bottle	5	GENUINE EPSON INK REFILL, 664, yellow	<b>1,475.00</b>	1,550.00	1,550.00
15	pack	11	FOLDER, L-type, A4, clear	1,925.00	<b>726.00</b>	1,056.00
16	piece	34	MANILA PAPER	<b>170.00</b>	170.00	238.00
17	piece	41	MARKER, permanent, broad type, black	<b>1,312.00</b>	1,435.00	1,148.00
18	piece	41	MARKER, permanent, broad type, blue	<b>1,312.00</b>	1,435.00	1,148.00
19	piece	5	MARKER, whiteboard, bullet type, black	<b>95.00</b>	275.00	150.00
20	piece	5	MARKER, whiteboard, bullet type, blue	<b>95.00</b>	275.00	150.00
21	pad	41	NOTE PAD, stick on, 76mm x 100mm	<b>1,312.00</b>	1,230.00	1,230.00
22	ream	100	PAPER, MULTIPURPOSE, 8.5inch x 13 inch, 70gsm	<b>19,000.00</b>	19,500.00	21,800.00
23	ream	90	PAPER, MULTIPURPOSE, A4, 70gsm	<b>14,850.00</b>	15,750.00	17,640.00
24	piece	45	SIGN PEN, black ink, gel, 0.5mm, needle tip	<b>810.00</b>	990.00	1,350.00
25	piece	42	SIGN PEN, blue ink, gel, 0.5mm, needle tip	<b>756.00</b>	924.00	1,260.00
26	pack	5	SPECIAL PAPER, pale cream, 8.5inch x 11inch, 90gsm, 100sheets/pack	<b>900.00</b>	900.00	1,175.00
27	roll	41	TAPE, masking, 24mm (1inch)	<b>779.00</b>	1,148.00	1,722.00
28	gallon	34	ALCOHOL, Ethyl, 1 Gallon	<b>7,990.00</b>	9,350.00	12,920.00
29	gallon	10	BLEACH, multipurpose, original, 3785mL	<b>1,750.00</b>	1,750.00	1,850.00
30	piece	34	BROOM (Walis Tambo)	<b>4,760.00</b>	5,950.00	5,100.00
31	piece	34	BROOM (Walis Ting-ting)	<b>1,190.00</b>	1,700.00	1,700.00
32	piece	36	DOOR RUG, cloth	<b>1,188.00</b>	1,296.00	2,088.00
33	piece	34	DUST PAN	<b>3,230.00</b>	2,550.00	3,060.00
34	can	28	FLOOR WAX, paste type, red, 900g	7,980.00	<b>7,700.00</b>	9,044.00

ITEM	UNIT	QUANTITY	DESCRIPTION AND/OR SPECIFICATION	MGF CONSUMER GOODS TRADING	COKINS EVERYWEAR & GEN. MERCHANDISE	PANGHOI ENTERPRISES
35	piece	25	SPONGE MOP, rubber mop, water self-squeezing mop, long stainless-steel retractable handle	5,125.00	5,000.00	7,125.00
36	box	35	STORAGE BOX, 12L, with handle, transparent, 35.5cm x 24.5cm x 21cm	6,825.00	8,750.00	8,400.00
37	pack	80	TRASHBAG, L, 26 inch x 32 inch, black	3,040.00	2,800.00	3,200.00
TOTAL				118,710.00	125,801.00	139,198.00

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

**Canvassed by:**

**POSTED IN PHILGEPS**  
Canvasser

  
**JENNIFER D. LACHICA**  
BAC Member

  
**LEAH S. DACSIG**  
BAC Member

  
**ALICE M. SAWALI**  
BAC Member

  
**MARK M. CAGAOAN**  
BAC Vice-Chairperson

Award is hereby given to the bidders for items in red ink, prices quoted being the lowest and the most advantageous to the government.

  
**NICOMEDES D. TABELIN**  
BAC Chairperson