



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY
DOÑA AURORA ELEMENTARY SCHOOL

NOTICE OF AWARD

August 4, 2025

MGF Consumer Goods Trading
#360 Pinsao Proper, Baguio City
Baguio City

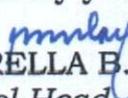
Dear Sir/Madam:

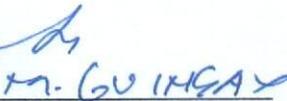
We are pleased to inform you that your price quotation and proposal for the procurement of **office supplies and semi – expandable materials** amounting to **Seventy-Seven Thousand Five Hundred Seventy-Six pesos (₱ 77,576)** inclusive of all applicable taxes and fees, has been accepted.

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,


ESTRELLA B. BULAY
School Head

CONFORME: 

(Signature Over Printed Name)

8/4/2025
Date:

PURCHASE ORDER
DOÑA AURORA ELEMENTARY SCHOOL
Entity Name

Supplier: MGF Consumer Goods Trading
 Address :#360 Pinsao Proper, Baguio City
 TIN :746-123-947-000

P.O. No. : 2025-025-08
 Date : August 5, 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 August 11, 2025.

Payment Term : _____

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pc	heavy duty laminator, A4, A3	18	2490	44820
2	pc	Paper Cutter Manual Paper	18	545	9810
3	cart	INK CARTRIDGE, EPSON C13T664100 (T6641), BLACK	22	298	6556
4	cart	INK CARTRIDGE, EPSON C13T664200 (T6642), CYAN	6	298	1788
5	cart	INK CARTRIDGE, EPSON C13T664300 (T6643), MAGENTA	6	298	1788
6	cart	INK CARTRIDGE, EPSON C13T664400 (T6644), YELLOW	6	298	1788
7	cart	Epson 003 Black	22	298	6556
8	cart	Epson 003 Yellow	5	298	1490
9	cart	Epson 003 Magenta	5	298	1490
10	cart	Epson 003 Cyan	5	298	1490
TOTAL					77,576.00

Seventy-Seven Thousand Five Hundred Seventy-Six pesos (P 77,576)

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:

Rozita M. Luningay
 Signature over Printed Name of Supplier

Aug 5, 2025
 Date

Very truly yours,

Estrella B. Bulay EdD
 ESTRELLA B. BULAY EdD
 School Head

Fund Cluster : _____

Funds Available : _____

APRIL MAE E. BOTENG FOY-OS
 Bookkeeper

ORS/BURS No. : *2025-001-1008*
 Date of the ORS/BURS: *6/16/25*
 Amount : *90,052.47*



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY
DOÑA AURORA ELEMENTARY SCHOOL

NOTICE TO PROCEED

August 6, 2025

MGF Consumer Goods Trading
#360 Pinsao Proper, Baguio City
Baguio City

Dear Ma'am/Sir:

This refers to our award of contract to your company for the procurement of **office supplies and semi - expandable materials** amounting to **Seventy-Seven Thousand Five Hundred Seventy-Six pesos (P 77,576)** 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,

mmley
ESTRELLA B. BULAY EdD
School Head

CONFORME:

[Signature]
[Signature]
(Signature Over Printed Name)

Date:

8/6/2025



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 July 22, 2025 at Doña Aurora Elementary School at 4:30 P.M.

Item No.	Unit	Qty.	Item Description or Specification	MGF Consumer Goods Trading	Gokins Gen. Mdse	Low Cost Consumer Goods Trading	Ban Bee Commercial Co. Inc.
1	pc	18	heavy duty laminator, A4, A3	44820	54000	45000	72000
2	pc	18	Paper Cutter Manual Paper	9810	9900	19800	20700
3	cart	22	INK CARTRIDGE, EPSON C13T664100 (T6641), BLACK	6556	6600	6600	6930
4	cart	6	INK CARTRIDGE, EPSON C13T664200 (T6642), CYAN	1788	1800	1800	1980
5	cart	6	INK CARTRIDGE, EPSON C13T664300 (T6643), MAGENTA	1788	1800	1800	1980
6	cart	6	INK CARTRIDGE, EPSON C13T664400 (T6644), YELLOW	1788	1800	1800	1980
7	cart	22	Epson 003 Black	6556	6600	6600	6930
8	cart	5	Epson 003 Yellow	1490	1500	1500	1650
9	cart	5	Epson 003 Magenta	1490	1500	1500	1650
10	cart	5	Epson 003 Cyan	1490	1500	1500	1650
TOTAL				P 77,576.00	P 87,000.00	P 87,900.00	P 117,450.00

Canvassed by:

Epristo A. Sanbad Jr.

BAC Members:

GEMMA T. TABAO-IC
Member

ANNA LIZA C. SEGUIN
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