

Abstract of Bids or Quotations under CIRCULAR PROPOSAL NO. \_\_\_ opened on June 16, 2025 at San Carlos Heights ES.

ITEM	UNIT	QUANTITY	DESCRIPTION AND/OR SPECIFICATION	NAME OF SUPPLIER 1 PANGHOI ENTERPRISES INC	NAME OF SUPPLIER 2 COKINS EVERYWEAR AND GENERAL MERCHANDISE	NAME OF SUPPLIER 3 RPD CHEM ENTERPRISES	NAME OF SUPPLIER 4 THE STABLE EDUCATIONAL SUPPLY	NAME OF SUPPLIER 5 MGF CONSUMER GOODS TRADING
			<b>Office Supplies</b>					
1	piece	500	Folder with tab, long, 8.5"x13"	7.00	3,500.00	4.00	2,000.00	5.00
2	piece	10	Philippine Flag, nylon, 4x8ft	880.00	8,800.00	200.00	2,000.00	580.00
3	pad	20	Stainless pins, per pad/pack	15.00	300.00	8.00	160.00	25.00
4	roll	1	Magnetic plastic cover, transparent, 48"x50m/roll	2,597.00	2,597.00	2,000.00	2,000.00	1,450.00
5	bottle	20	Ink of printer, #664, black, cyan, magenta, yellow	310.00	6,200.00	310.00	6,200.00	290.00
6	bottle	40	Ink of printer, #003, black, cyan, magenta, yellow	310.00	12,400.00	310.00	12,400.00	295.00
7	bottle	8	Ink of Printer, GI-790, Magenta, Cyan, yellow, black	480.00	3,840.00	475.00	3,800.00	370.00
8	bottle	8	Ink of Printer, GI-71s, Magenta, cyan, yellow, black	585.00	4,680.00	595.00	4,760.00	385.00
9	piece	800	SF9/ Report card transparent card case/ clear plastic jacket, size: 8.5" x11"(short)	8.00	6,400.00	26.00	20,800.00	8.00
10	ream	15	Special paper, board, cream, legal size, 180 GSM	275.00	4,125.00	380.00	5,700.00	300.00
11	ream	15	Special paper, board, cream, short, 8.5"x11", 180 GSM	201.00	3,015.00	360.00	5,400.00	240.00
			<b>Other Supplies and Materials</b>					
12	can	39	Floorwax, per can, 450g	170.00	6,630.00	155.00	6,045.00	149.00
13	pair	30	Rubber gloves for cleaning, size: XL	72.00	2,160.00	55.00	1,650.00	48.00
14	piece	10	Ordinary floor mop with long handle	210.00	2,100.00	150.00	1,500.00	170.00
15	set	5	Spin Mop with Spinner and movable wheels Bucket Heavy Duty hydraulic rod 360 Easy Rotating Mop	780.00	3,900.00	550.00	2,750.00	920.00
16	gallon	20	Bathroom deodorizer, per gallon	425.00	8,500.00	175.00	3,500.00	370.00
17	piece	25	Light bulb, 15 to 18 watts	120.00	3,000.00	165.00	4,125.00	65.00
			<b>SUB-TOTAL</b>		<b>13,540.00</b>		<b>9,910.00</b>	
			<b>TOTAL</b>		<b>82,147.00</b>		<b>84,790.00</b>	<b>71,466.00</b>

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

CANVASSER BY:

POSTED IN PHILGEPS  
NAME OF CANVASSER

MADELYNE L. JOSE  
BAC CHAIRPERSON

MARY K. CAYAT  
BAC Member

MELANIE O. DELLOS REYES  
BAC VICE-CHAIRPERSON

AUVERY ROSE A. LANGBAYAN  
BAC Member

GLADY C. MEJIA  
BAC MEMBER

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

MADELYNE L. JOSE  
BAC CHAIRPERSON



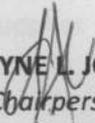
Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
SCHOOLS DIVISION OF BAGUIO CITY  
SAN CARLOS HEIGHTS ELEMENTARY SCHOOL  
PUROK 20, IRISAN, BAGUIO CITY

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**NOTICE OF AWARD**

**NOW THEREFORE**, for and in consideration of the foregoing, **We**, the Members of the Bids and Awards Committee, hereby **RECOMMEND** to the School Principal the **AWARD OF CONTRACT** via Alternative Method of Procurement – Small Value Procurement to **COKINS EVERYWEAR AND GENERAL MERCHANDISE** for the procurement of office, school and janitorial supplies in the amount of **Nine thousand nine hundred ten pesos only (₱9,910.00)** inclusive of appropriate taxes and fees.

RESOLVED, this 18<sup>th</sup> day of June 2025, San Carlos Heights Elementary School, Purok 20, Irisan, Baguio City.

  
**MADELYNE L. JOSE**  
BAC Chairperson

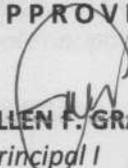
  
**MELANIE O. DELOS REYES**  
BAC Vice-Chairperson

  
**GLADYS C. MEJIA**  
BAC Member

  
**MARY K. CAYAT**  
BAC Member

  
**AUVERY ROSE A. LANGBAYAN**  
BAC Member

**APPROVED:**

  
**ELLEN F. GRANDE**  
Principal I

Approved on June 18, 2025



Address: Purok 20, Irisan, Baguio City  
Email Address: [136389@deped.gov.ph](mailto:136389@deped.gov.ph)  
Telephone No. (074) 619-1341  
Facebook page: DepEd Tayo San Carlos Heights Elementary School



Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
SCHOOLS DIVISION OF BAGUIO CITY  
SAN CARLOS HEIGHTS ELEMENTARY SCHOOL  
PUROK 20, IRISAN, BAGUIO CITY

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**RESOLUTION NO. 020, S. 2025**

**RECOMMENDING THE AWARD OF CONTRACT THROUGH ALTERNATIVE METHOD OF PROCUREMENT –SMALL VALUE PROCUREMENT TO COKINS EVERYWEAR AND GENERAL MERCHANDISE**

**WHEREAS** the Department of Education- San Carlos Heights Elementary School prepared the Purchase Request (PR) for the procurement of office, school and janitorial supplies with an Approved Budget for the Contract (ABC) Ninety-nine thousand fifteen pesos only (**₱99,015.00**) (Annex A);

**WHEREAS** on June 9, 2025, the DepEd San Carlos Heights Elementary School – 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:

<b>Supplier/Distributors</b>	<b>Quotation (Php)</b>
PANGHOI ENTERPRISES INC	13,540.00
COKINS EVERYWEAR AND GENERAL MERCHANDISE	9,910.00
RPD CHEM ENTERPRISES	53,450.00
THE STABLE EDUCATIONAL SUPPLY	23,655.00
MGF CONSUMER GOODS TRADING	9,605.00

**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 **COKINS EVERYWEAR AND GENERAL MERCHANDISE**;

**WHEREAS** upon careful examination, validation and verification of the item description that they have submitted, **COKINS EVERYWEAR AND GENERAL MERCHANDISE** has been found to be in order in all respect complying as to the item description and its found to be the **Lowest Calculated and Responsive Bidder** for items No. 2, 3, 14, 15 and 16;

**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.

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**Address:** Purok 20, Irisan, Baguio City  
**Email Address:** [136389@deped.gov.ph](mailto:136389@deped.gov.ph)  
**Telephone No.** (074) 619-1341  
**Facebook page:** DepEd Tayo San Carlos Heights Elementary School



Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
SCHOOLS DIVISION OF BAGUIO CITY  
SAN CARLOS HEIGHTS ELEMENTARY SCHOOL  
PUROK 20, IRISAN, BAGUIO CITY

**NOTICE OF AWARD**

June 19, 2025

**COKINS EVERYWEAR AND GENERAL MERCHANDISE**  
109 Kayang St., Azcko  
Baguio City

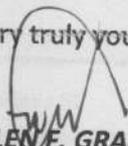
Sir/Ma'am:

We are pleased to notify you that your price quotation and proposal for the procurement of office, school and janitorial supplies in the amount of **Nine thousand nine hundred ten pesos only (Php 9,910.00)**.

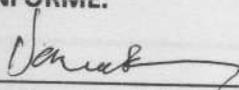
Should you agree with the award of the contract, please acknowledge receipt and acceptance of this notice by signing at the portion provided below. Keep a copy and return the original copy to this office at the soonest.

Thank you.

Very truly yours,

  
**ELLEN F. GRANDE**  
School Principal I

**CONFORME:**

  
(Signature Over Printed Name)

**COKINS EVERYWEAR AND GENERAL MERCHANDISE**  
109 Kayang St., Azcko  
Baguio City  
(Date) 6-19-2025



Address: Purok 20, Irisan, Baguio City  
Email Address: [136389@deped.gov.ph](mailto:136389@deped.gov.ph)  
Telephone No. (074) 619-1341  
Facebook page: DepEd Tayo San Carlos Heights Elementary School

**PURCHASE ORDER**  
SCHOOLS DIVISION OF BAGUIO CITY  
Entity Name

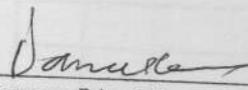
Supplier: <u>COKINS EVERYWEAR AND GENERAL MERCHANDISE</u> Address: <u>109 KAYANG ST., AZCKO, BAGUIO CITY</u> TIN: <u>165-287-294-000</u>	REGULAR MOOE P.O. No.: <u>2025-06-020</u> Date: <u>June 20, 2025</u> Mode of Procurement: <u>SMALL VALUE PROCUREMENT</u>
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Gentlemen:  
Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery: <u>SAN CARLOS HEIGHTS ELEMENTARY SCHOOL</u>		Delivery Term: <u>DELIVERY</u>			
Date of Delivery: <u>On or before June 28, 2025</u>		Payment Term: <u>AFTER DELIVERY</u>			
Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	piece	Philippine Flag, nylon, 4x8ft			
2	pad	Stainless pins, per pad/pack	10	200.00	2,000.00
3	piece	Ordinary floor mop with long handle	20	8.00	160.00
4	set	Spin Mop with Spinner and movable wheels Bucket Heavy Duty hydraulic rod 360 Easy Rotating Mop	10	150.00	1,500.00
5	gallon	Bathroom deodorizer, per gallon	5	550.00	2,750.00
<b>(Total Amount in Words)</b>			20	175.00	3,500.00
Nine thousand nine hundred ten pesos only					<b>9,910.00</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:

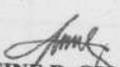
  
Signature over Printed Name of Supplier

Date

Very truly yours,

  
**ELLEN T. GRANDE**  
School Principal I  
Designation

Fund Cluster : 01  
Funds Available : 9,910.00

  
**KRISTINE R. GUNDRAN**  
Administrative Assistant III

20 JUN 2025

ORS/BURS No.: 02-101101-2025-04-001715  
Date of the ORS/BURS: 04/23/25  
Amount: ₱ 215,550.00

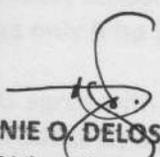


Republic of the Philippines  
**Department of Education**  
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SCHOOLS DIVISION OF BAGUIO CITY  
SAN CARLOS HEIGHTS ELEMENTARY SCHOOL  
PUROK 20, IRISAN, BAGUIO CITY

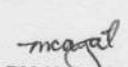
**NOW THEREFORE**, for and in consideration of the foregoing, **We**, the Members of the Bids and Awards Committee, hereby **RECOMMEND** to the School Principal the **AWARD OF CONTRACT** via Alternative Method of Procurement – Small Value Procurement to **MGF CONSUMER GOODS TRADING** for the procurement of office, school and janitorial supplies in the amount of **Nine thousand six hundred five pesos only (₱9,605.00)** inclusive of appropriate taxes and fees.

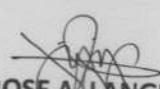
RESOLVED, this 18<sup>th</sup> day of June 2025, San Carlos Heights Elementary School, Purok 20, Irisan, Baguio City.

  
**MADELYNE L. JOSE**  
BAC Chairperson

  
**MELANIE O. DELOS REYES**  
BAC Vice-Chairperson

  
**GLADYS C. MEJIA**  
BAC Member

  
**MARY K. CAYAT**  
BAC Member

  
**AUVERY ROSE A. LANGBAYAN**  
BAC Member

APPROVED:

  
**ELLEN F. GRANDE**  
Principal I

Approved on June 18, 2025



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PUROK 20, IRISAN, BAGUIO CITY

**NOTICE OF AWARD**

June 19, 2025

**MGF CONSUMER GOODS TRADING**  
360-A, Purok 1, Pinsao Proper  
Baguio City

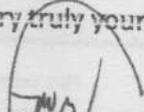
Sir/Ma'am:

We are pleased to notify you that your price quotation and proposal for the procurement of office, school and janitorial supplies in the amount of Nine thousand six hundred five pesos only (Php 9,605.00).

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,

  
**ELLEN F. GRANDE**  
School Principal I

CONFORME:

  
Rosita M. Guinsay  
(Signature Over Printed Name)

06-20-2025  
(Date)



Address: Purok 20, Irisan, Baguio City  
Email Address: [136389@deped.gov.ph](mailto:136389@deped.gov.ph)  
Telephone No. (074) 619-1341  
Facebook page: DepEd Tayo San Carlos Heights Elementary School

**PURCHASE ORDER**  
**SCHOOLS DIVISION OF BAGUIO CITY**  
**Entity Name**

**REGULAR MOOE**

Supplier: <u>MGF CONSUMER GOODS TRADING</u> Address: <u>360-A PUROK 1, PINSAO PROPER, BAGUIO CITY</u> TIN: <u>746-123-947-000</u>	P.O. No.: <u>2025-06-023</u> Date: <u>June 20, 2025</u> Mode of Procurement: <u>SMALL VALUE PROCUREMENT</u>
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Gentlemen:  
 Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery: <u>SAN CARLOS HEIGHTS ELEMENTARY SCHOOL</u> Date of Delivery: <u>On or before June 28, 2025</u>	Delivery Term: <u>DELIVERY</u> Payment Term: <u>AFTER DELIVERY</u>
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Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	bottle	Ink of Printer, GI-790, Magenta, Cyan, yellow, black (2 bottles each color)	8	370.00	2,960.00
2	bottle	Ink of Printer, GI-71s, Magenta, cyan, yellow, black (2 bottles each color)	8	385.00	3,080.00
3	pair	Rubber gloves for cleaning, size: XL	30	48.00	1,440.00
4	piece	Light bulb, 15 to 18 watts	25	85.00	2,125.00
<b>(Total Amount in Words)</b>					<b>9,605.00</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:

  
Posita H. Guinsay  
 Signature over Printed Name of Supplier  
06-23-2025  
 Date

Very truly yours,

  
ELLEN F. GRANDE  
 School Principal I  
 Designation

Fund Cluster : 01  
 Funds Available : 9,605.00

  
KRISTINE R. GUNDRAN  
 Administrative Assistant III  
 20 JUN 2025

ORS/BURS No. : 02-101101-2025-04-001115  
 Date of the ORS/BURS: 04/23/25  
 Amount : ₱ 215,550.00



Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
SCHOOLS DIVISION OF BAGUIO CITY  
SAN CARLOS HEIGHTS ELEMENTARY SCHOOL  
PUROK 20, IRISAN, BAGUIO CITY

**RESOLUTION NO. 022, S. 2025**

**RECOMMENDING THE AWARD OF CONTRACT THROUGH ALTERNATIVE METHOD OF PROCUREMENT –SMALL VALUE PROCUREMENT TO MGF CONSUMER GOODS TRADING**

**WHEREAS** the Department of Education- San Carlos Heights Elementary School prepared the Purchase Request (PR) for the procurement of office, school and janitorial supplies with an Approved Budget for the Contract (ABC) Ninety-nine thousand fifteen pesos only (**₱99,015.00**) (Annex A);

**WHEREAS** on June 9, 2025, the DepEd San Carlos Heights Elementary School – 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:

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COKINS EVERYWEAR AND GENERAL MERCHANDISE	9,910.00
RPD CHEM ENTERPRISES	53,450.00
THE STABLE EDUCATIONAL SUPPLY	23,655.00
MGF CONSUMER GOODS TRADING	9,605.00

**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 **MGF CONSUMER GOODS TRADING**;

**WHEREAS** upon careful examination, validation and verification of the item description that they have submitted, **MGF CONSUMER GOODS TRADING** has been found to be in order in all respect complying as to the item description and its found to be the **Lowest Calculated and Responsive Bidder for items No. 7, 8, 13 and 17**;

**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.



**Address:** Purok 20, Irisan, Baguio City  
**Email Address:** [136389@deped.gov.ph](mailto:136389@deped.gov.ph)  
**Telephone No.** (074) 619-1341  
**Facebook page:** DepEd Tayo San Carlos Heights Elementary School

## NOTICE OF AWARD

June 19, 2025

**PANGHOI ENTERPRISES INC**  
#54 Magsaysay Avenue, Malcolm Square  
Baguio City

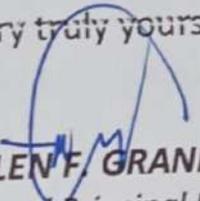
Sir/Ma'am:

We are pleased to notify you that your price quotation and proposal for the procurement of office, school and janitorial supplies in the amount of **Thirteen thousand five hundred forty pesos only (Php 13,540.00)**.

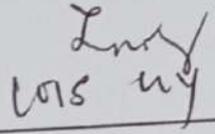
Should you agree with the award of the contract, please acknowledge receipt and acceptance of this notice by signing at the portion provided below. Keep a copy and return the original copy to this office at the soonest.

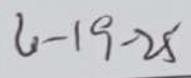
Thank you.

Very truly yours,

  
**ELLEN F. GRANDE**  
School Principal I

CONFORME:

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

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



Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
SCHOOLS DIVISION OF BAGUIO CITY  
**SAN CARLOS HEIGHTS ELEMENTARY SCHOOL,**  
PUROK 20, IRISAN, BAGUIO CITY

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## NOTICE TO PROCEED

June 23, 2025

**PANGHOI ENTERPRISES INC**  
#54 Magsaysay Avenue, Malcolm Square  
Baguio City

**Sir/Ma'am:**

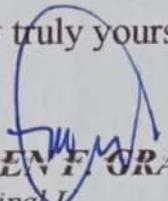
This refers to our award of contract to your company for the **procurement of office, school and janitorial supplies** in the amount of **Thirteen thousand five hundred forty pesos only (Php 13,540.00)** inclusive of appropriate taxes and fees.

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.

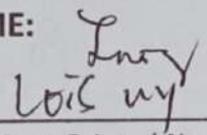
Please acknowledge receipt and acceptance of this notice by signing at the portion provided below of both copies. Keep one copy and return the other to this office at the soonest.

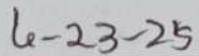
Thank you.

Very truly yours,

  
**ELLEN F. GRANDE**  
Principal I

**CONFORME:**

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

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

**PURCHASE ORDER  
SCHOOLS DIVISION OF BAGUIO CITY**  
Entity Name

REGULAR MOOE

Supplier: <u>PANGHOLENTERPRISES INC</u> Address: <u>#54 MAGSAYSAY AVENUE, MALCOLM SQUARE, BAGUIO CITY</u> TIN: <u>000-279-800-000</u>	P.O. No.: <u>2025-06-019</u> Date: <u>June 20, 2025</u> Mode of Procurement: <u>SMALL VALUE PROCUREMENT</u>
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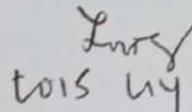
Gentlemen:  
Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery: <u>SAN CARLOS HEIGHTS ELEMENTARY SCHOOL</u>	Delivery Term: <u>DELIVERY</u>
Date of Delivery: <u>On or before June 28, 2025</u>	Payment Term: <u>AFTER DELIVERY</u>

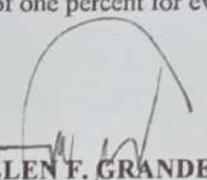
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	piece	SF9/ Report card transparent card case/ clear plastic jacket, size: 8.5" x11"(short)	800	8.00	6,400.00
2	ream	Special paper, board, cream, legal size, 180 GSM	15	275.00	4,125.00
3	ream	Special paper, board, cream, short, 8.5"x11", 180 GSM	15	201.00	3,015.00
<b>(Total Amount in Words)</b>					<b>13,540.00</b>
Thirteen thousand five hundred forty 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:

  
Lury  
 Signature over Printed Name of Supplier  
6-20-25  
 Date

Very truly yours,

  
**ELLEN F. GRANDE**  
 School Principal I  
 Designation

Fund Cluster : 01  
Funds Available : 13,540.00

  
**KRISTINE R. GUNDRAN**  
 Administrative Assistant III

20 JUN 2025

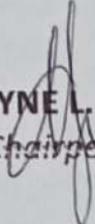
ORS/BURS No. : 02-101101-2025-04-00775  
 Date of the ORS/BURS: 04/23/25  
 Amount : ₱ 215,500.00

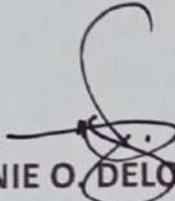
Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
SCHOOLS DIVISION OF BAGUIO CITY  
SAN CARLOS HEIGHTS ELEMENTARY SCHOOL  
PUROK 20, IRISAN, BAGUIO CITY

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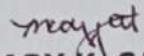
**NOW THEREFORE**, for and in consideration of the foregoing, **We**, the Members of the Bids and Awards Committee, hereby **RECOMMEND** to the School Principal the **AWARD OF CONTRACT** via Alternative Method of Procurement – Small Value Procurement to **PANGHOI ENTERPRISES INC** for the procurement of office, school and janitorial supplies in the amount of **Thirteen thousand five hundred forty pesos only (P13,540.00)** inclusive of appropriate taxes and fees.

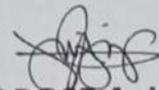
RESOLVED, this 18<sup>th</sup> day of June 2025, San Carlos Heights Elementary School, Purok 20, Irisan, Baguio City.

  
**MADELYNE L. JOSE**  
*BAC Chairperson*

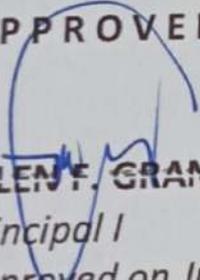
  
**MELANIE O. DELOS REYES**  
*BAC Vice-Chairperson*

  
**GLADYS C. MEJIA**  
*BAC Member*

  
**MARY K. CAYAT**  
*BAC Member*

  
**AUVERY ROSE A. LANGBAYAN**  
*BAC Member*

**APPROVED:**

  
**ELLEN F. GRANDE**  
*Principal I*

Approved on June 18, 2025



RESOLUTION NO. 019, S. 2025

**RECOMMENDING THE AWARD OF CONTRACT THROUGH ALTERNATIVE METHOD OF PROCUREMENT –SMALL VALUE PROCUREMENT TO PANGHOI ENTERPRISES INC**

**WHEREAS** the Department of Education- San Carlos Heights Elementary School prepared the Purchase Request (PR) for the procurement of office, school and janitorial supplies with an Approved Budget for the Contract (ABC) Ninety-nine thousand fifteen pesos only (**₱99,015.00**) (Annex A);

**WHEREAS** on June 9, 2025, the DepEd San Carlos Heights Elementary School – 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)
PANGHOI ENTERPRISES INC	13,540.00
COKINS EVERYWEAR AND GENERAL MERCHANDISE	9,910.00
RPD CHEM ENTERPRISES	53,450.00
THE STABLE EDUCATIONAL SUPPLY	23,655.00
MGF CONSUMER GOODS TRADING	9,605.00

**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 **PANGHOI ENTERPRISES INC;**

**WHEREAS** upon careful examination, validation and verification of the item description that they have submitted, **PANGHOI ENTERPRISES INC** has been found to be in order in all respect complying as to the item description and its found to be the **Lowest Calculated and Responsive Bidder for items No. 9, 10, 11;**

**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.



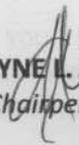


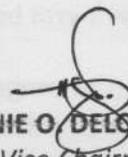
Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
SCHOOLS DIVISION OF BAGUIO CITY  
SAN CARLOS HEIGHTS ELEMENTARY SCHOOL  
PUROK 20, IRISAN, BAGUIO CITY

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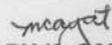
**NOW THEREFORE**, for and in consideration of the foregoing, **We**, the Members of the Bids and Awards Committee, hereby **RECOMMEND** to the School Principal the **AWARD OF CONTRACT** via Alternative Method of Procurement – Small Value Procurement to **THE STABLE EDUCATIONAL SUPPLY** for the procurement of office, school and janitorial supplies in the amount of **Twenty-three thousand six hundred fifty-five pesos only (P23,655.00)** inclusive of appropriate taxes and fees.

RESOLVED, this 18<sup>th</sup> day of June 2025, San Carlos Heights Elementary School, Purok 20, Irisan, Baguio City.

  
**MADELYNE L. JOSE**  
BAC Chairperson

  
**MELANIE O. DELOS REYES**  
BAC Vice-Chairperson

  
**GLADYS C. MEJIA**  
BAC Member

  
**MARY K. CAYAT**  
BAC Member

  
**AUVERY ROSE A. LANGBAYAN**  
BAC Member

**APPROVED:**

  
**ELLEN F. GRANDE**  
Principal I  
Approved on June 18, 2025



Address: Purok 20, Irisan, Baguio City  
Email Address: [136389@deped.gov.ph](mailto:136389@deped.gov.ph)  
Telephone No. (074) 619-1341  
Facebook page: DepEd Tayo San Carlos Heights Elementary School



Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
SCHOOLS DIVISION OF BAGUIO CITY  
SAN CARLOS HEIGHTS ELEMENTARY SCHOOL  
PUROK 20, IRISAN, BAGUIO CITY

**RESOLUTION NO. 021, S. 2025**

**RECOMMENDING THE AWARD OF CONTRACT THROUGH ALTERNATIVE METHOD OF PROCUREMENT – SMALL VALUE PROCUREMENT TO THE STABLE EDUCATIONAL SUPPLY**

**WHEREAS** the Department of Education- San Carlos Heights Elementary School prepared the Purchase Request (PR) for the procurement of office, school and janitorial supplies with an Approved Budget for the Contract (ABC) Ninety-nine thousand fifteen pesos only (**₱99,015.00**) (Annex A);

**WHEREAS** on June 9, 2025, the DepEd San Carlos Heights Elementary School – 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)
PANGHOI ENTERPRISES INC	13,540.00
COKINS EVERYWEAR AND GENERAL MERCHANDISE	9,910.00
RPD CHEM ENTERPRISES	53,450.00
THE STABLE EDUCATIONAL SUPPLY	23,655.00
MGF CONSUMER GOODS TRADING	9,605.00

**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 **THE STABLE EDUCATIONAL SUPPLY**;

**WHEREAS** upon careful examination, validation and verification of the item description that they have submitted, **THE STABLE EDUCATIONAL SUPPLY** has been found to be in order in all respect complying as to the item description and its found to be the **Lowest Calculated and Responsive Bidder for items No. 1, 4, 5, 6, and 12**;

**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.



**Address:** Purok 20, Irisan, Baguio City  
**Email Address:** [136389@deped.gov.ph](mailto:136389@deped.gov.ph)  
**Telephone No.** (074) 619-1341  
**Facebook page:** DepEd Tayo San Carlos Heights Elementary School



Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
SCHOOLS DIVISION OF BAGUIO CITY  
SAN CARLOS HEIGHTS ELEMENTARY SCHOOL  
PUROK 20, IRISAN, BAGUIO CITY

**NOTICE OF AWARD**

June 19, 2025

**THE STABLE EDUCATIONAL SUPPLY**  
12 CJ Bldg Lower Bonifacio St.,  
Baguio City

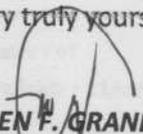
Sir/Ma'am:

We are pleased to notify you that your price quotation and proposal for the procurement of office, school and janitorial supplies in the amount of **Twenty-three thousand six hundred fifty-five pesos only (Php 23,655.00)**.

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,

  
**ELLEN F. GRANDE**  
School Principal I

**CONFORME:**

**THE STABLE EDUCATIONAL SUPPLY**  
12 LOWER BONIFACIO ST, BAGUIO CITY  
(Signature Over Printed Name) TEL NO. 9665; GLOBE 091 757 7722  
Email: march\_weldon@yahoo.com  
6-19-25 TIN 915-251-234  
(Date) MARCH WELDON O. MA - 2002



**Address:** Purok 20, Irisan, Baguio City  
**Email Address:** [136389@deped.gov.ph](mailto:136389@deped.gov.ph)  
**Telephone No.** (074) 619-1341  
**Facebook page:** DepEd Tayo San Carlos Heights Elementary School



Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
SCHOOLS DIVISION OF BAGUIO CITY  
SAN CARLOS HEIGHTS ELEMENTARY SCHOOL  
PUROK 20, IRISAN, BAGUIO CITY

**NOTICE TO PROCEED**

June 23, 2025

**THE STABLE EDUCATIONAL SUPPLY**  
12 CJ Bldg Lower Bonifacio St.,  
Baguio City

**Sir/Ma'am:**

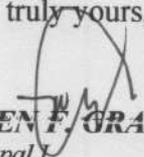
This refers to our award of contract to your company for the **procurement of office, school and janitorial supplies** in the amount of **Twenty-three thousand six hundred fifty-five pesos only (Php 23,655.00)** inclusive of appropriate taxes and fees.

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,

  
**ELLEN F. GRANDE**  
Principal

**CONFORME:**

**THE STABLE EDUCATIONAL SUPPLY**

12 LOWER BONIFACIO ST, BAGUIO CITY  
(Signature Over Printed Name)

TEL: (074) 449365; GLOBE 09175777222  
e-mail: march\_weldon@yahoo.com.ph  
6-23-25 TIN: 14-251-234

(Date) MARCH WELDON O. MA - PROPRIETOR



**Address:** Purok 20, Irisan, Baguio City  
**Email Address:** [136389@deped.gov.ph](mailto:136389@deped.gov.ph)  
**Telephone No.** (074) 619-1341  
**Facebook page:** DepEd Tayo San Carlos Heights Elementary School

**PURCHASE ORDER**  
SCHOOLS DIVISION OF BAGUIO CITY  
Entity Name

**REGULAR MOOE**

Supplier: <u>THE STABLE EDUCATIONAL SUPPLY</u>	P.O. No. : <u>2025-06-022</u>
Address : <u>12 CJ BLDG LOWER BONIFACIO ST., BAGUIO CITY</u>	Date : <u>June 20, 2025</u>
TIN : <u>915-251-234</u>	Mode of Procurement : <u>SMALL VALUE PROCUREMENT</u>

Gentlemen:  
Please furnish this Office the following articles subject to the terms and conditions contained herein:

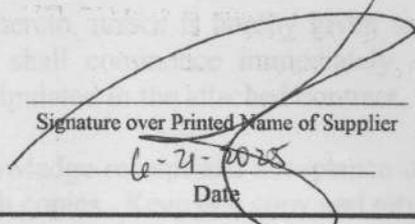
Place of Delivery : <u>SAN CARLOS HEIGHTS ELEMENTARY SCHOOL</u>	Delivery Term : <u>DELIVERY</u>
Date of Delivery : <u>On or before June 28, 2025</u>	Payment Term : <u>AFTER DELIVERY</u>

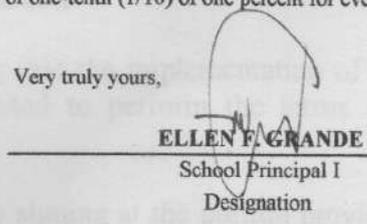
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	piece	Folder with tab, long, 8.5"x13"	500	3.60	1,800.00
2	roll	Magnetic plastic cover, transparent, 48"x50m/roll	1	1,380.00	1,380.00
3	bottle	Ink of printer, #664, black, cyan, magenta, yellow	20	260.00	5,200.00
4	bottle	Ink of printer, #003, black, cyan, magenta, yellow	40	260.00	10,400.00
5	can	Floorwax, per can, 450g	39	125.00	4,875.00
<b>(Total Amount in Words)</b> Twenty-three thousand six hundred fifty-five pesos only					<b>23,655.00</b>

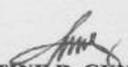
In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Conforme:

Very truly yours,

  
 \_\_\_\_\_  
 Signature over Printed Name of Supplier  
6-24-2025  
 Date

  
 \_\_\_\_\_  
**ELLEN F. GRANDE**  
 School Principal I  
 Designation

Fund Cluster : <u>01</u> Funds Available : <u>23,655.00</u>  Very truly yours,  <b>KRISTINE R. GUNDRAN</b> Administrative Assistant III	ORS/BURS No. : <u>02-101101-2025-04-00976</u> Date of the ORS/BURS: <u>04/20/25</u> Amount : <u>215,550.00</u>
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CONFORME:  
 THE STABLE EDUCATIONAL SUPPLY  
 Signature over Printed Name of Supplier  
 (Date)