



Republic of the Philippines

## Department of Education

CORDILLERA ADMINISTRATIVE REGION

**SCHOOLS DIVISION OF BAGUIO CITY**

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### NOTICE OF AWARD

**September 5, 2025**

**ION HOTEL**

Potiel Resort Mgmt. Inc

56 Legarda Road, Burnham-Legarda, Baguio City

Dear Sir/Ma'am:

We are pleased to notify you that your price quotation and proposal for the **Procurement of meals and snacks for the conduct of Division Learner's Convergence on September 26 and 27, 2025** in the amount of PHILIPPINE PESOS **Three Hundred Twenty Two Thousand Four Hundred Pesos Only (P322,400.00)** 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.

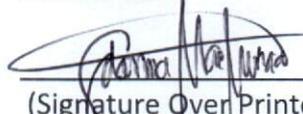
Thank you.

Very truly yours,

**SORAYA T. FACULO, PhD, CESO VI**

*Schools Division Superintendent*

**CONFORME:**

  
\_\_\_\_\_  
(Signature Over Printed Name)  
September 12, 2025  
\_\_\_\_\_  
(Date)

09/05/2025

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

***NOTICE TO PROCEED***

September 9, 2025

**ION HOTEL**

Potiel Resort Mgmt. Inc  
56 Legarda Road, Burnham-Legarda, Baguio City

Dear Sir/Ma'am:

This refers to our award of contract to your company for the **Procurement of meals and snacks for the conduct of Division Learner's Convergence on September 26 and 27, 2025** in the amount of PHILIPPINE PESOS **Three Hundred Twenty Two Thousand Four Hundred Pesos Only (₱322,400.00)** inclusive of appropriate taxes and fees.

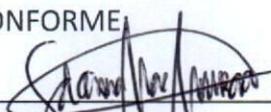
In relation thereto, notice is hereby given to your company that the implementation of the said project shall commence immediately. You are expected to perform the terms and conditions stipulated in the attached contract.

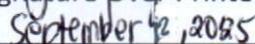
Please acknowledge receipt and acceptance of this notice by signing at the portion provided below of both copies. Keep one copy and return the other to this office at the soonest. Thank you.

Very truly yours,

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

CONFORME

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

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

09/09/2025  
pjn

DepEd, Division of Baguio

Supplier <b>ION HOTEL</b>	P.O. No. 2025-09-216
Address 56 Legarda Road, Burnham-Legarda, Baguio City	Date: September 8, 2025
TIN: 614-715-449-0000	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: 7 days after NTP
Date of Delivery: <b>7 days after NTP</b>	Payment Term: after delivery

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
1	pax	Day 0 <b>September 26, 2025</b> Lunch: In-house menu composed of 1 plain rice, 1 meat, 1 vegetable, 1 dessert	46	400.00	18,400.00
2	pax	PM Snacks: Preferably pastry/muffin/Filipino dishes (eg. Turon, bilo-bilo, etc)	46	100.00	4,600.00
		Day 1 <b>September 27, 2025</b> <b>Meals and snacks and use of function hall good for approx. 500 pax</b>			0.00
3	pax	AM Snack	499	100.00	49,900.00
4	pax	Lunch	499	400.00	199,600.00
5	pax	PM Snacks	499	100.00	49,900.00
		*Specifications for function hall: *Availability of 3 wireless microphones, speakers, 3 projectors with white screen *Set up tables and chairs for 499 pax *Access to internet Wi-Fi 8Areas for the 4-5 managed/assisted buffets, drinks and condiments *Set-up of 4 rectangular tables before the entrance of the hall for registration/attendance purposes *Within Baguio City			
		***NOTHING FOLLOWS***			

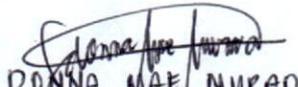
**Meals and Snacks for the conduct of Division Learner's Convergence on September 26 and 27, 2025**

TOTAL 322,400.00

Total Amount in Words: Three Hundred Twenty Two Thousand Four Hundred 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:

  
DONNA MAE MURAO  
ION HOTEL  
September 9, 2025  
Date

Very truly yours,

  
SORAYA T. FACULO Ph.D. CESO VI  
Schools Division Superintendent

Fund Cluster: 01	ORS/BURS No: 2025-09-01241
Funds Available: ₱322,400.00	Date of the ORS/BURS: 9/25/25
LILIBETH S. DECSI Accountant III	Amount: 322,400.00



**Republic of the Philippines**  
**Cordillera Administrative Region**  
**SCHOOLS DIVISION OF BAGUIO CITY**  
**RESOLUTION NO. 246, S. 2025**

**RECOMMENDING THE AWARD OF CONTRACT THROUGH SMALL VALUE PROCUREMENT TO ION HOTEL**

WHEREAS the Department of Education prepared the Purchase Request (PR) for the Procurement of meals and snacks for the conduct of Division Learner's Convergence with an Approved Budget for the Contract (ABC) of Three Hundred Twenty Two Thousand Four Hundred Pesos Only (P322, 400.00) (Annex A);

WHEREAS on August 19, 2025, 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)
ION HOTEL	₱ 322,400.00
THE ORCHARD HOTEL BAGUIO CITY	₱ 23,000.00
THE PLAZA LODGE BAGUIO INC	Not Available

WHEREAS per evaluation, below are non-compliant with the specification set forth in the TOR:

Supplier/Distributors	Non-Compliance
THE ORCHARD HOTEL BAGUIO CITY	Non-responsive due to incomplete bid and cannot meet required specifications since it can not accommodate 499 pax
THE PLAZA LODGE BAGUIO INC	Non-responsive due to unavailability of bid and it cannot accommodate 499 pax

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 ION HOTEL and submitted on September 3, 2025 at Baguio City;

WHEREAS upon careful examination, validation and verification of the item description that they have submitted, ION HOTEL 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 42 of the IRR 31 12009 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 ION HOTEL for the Procurement of meals and snacks for the conduct of Division Learner's Convergence in the amount of Three Hundred Twenty Two Thousand Four Hundred Pesos Only (P322, 400.00) inclusive of appropriate taxes and fees.

RESOLVED, this 4<sup>th</sup> day of September, 2025, at the Baguio Division Office Conference Hall, Baguio City.

Digitally signed by Carmel F. Meris  
Date: 2025.09.11 15:42:10 +08'00'

**CARMEL F. MERIS**  
BAC Chairperson

Digitally signed by Nieves D. Ebanio  
Date: 2025.09.11 15:13:42 +08'00'

**NIEVES D. EBANIO**  
BAC Vice-Chairperson

**VIMA G. CADUNGOG**  
BAC Member

**BELEN R. TOMIN**  
BAC Member

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

APPROVED:

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

(date of approval)

