



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

Abstract of Bids or Quotations under CIRCULAR PROPOSAL NO. \_\_\_\_\_ opened on NOVEMBER 27, 2025 at BAGUIO CENTRAL SCHOOL

ITEM		UNITS	QUANTITY	DESCRIPTION AND/OR SPECIFICATION	MJC OFFICE AND SCHOOL SUPPLIES	MGF CONSUMER GOODS TRADING	BAGUIO PRINCE ENTERPRISES
1	pack	40	Laminating Film, Long, 125mic		P17,000.00	P17,120.00	P20,000.00
2	roll	55	Tape, Transparent, 1"		P935.00	P962.50	P1,045.00
3	ream	20	Certificate Paper, A4, 180gsm, white		P5,900.00	P5,900.00	P6,000.00
4	piece	30	Stapler with staple wire remover		P3,300.00	P3,360.00	P3,600.00
5	box	35	Staple Wire 3/16		P1,050.00	P1,120.00	P1,400.00
6	pack	1	Folder Long, Kraft, Brown, with tab, 100s		P465.00	P469.00	P500.00
7	bottle	30	Epson 003, Magenta		P9,150.00	P9,240.00	P9,600.00
8	bottle	24	Epson T661 Cyan		P6,960.00	P7,056.00	P7,680.00
9	bottle	24	Epson T661 Yellow		P6,960.00	P7,056.00	P7,680.00
10	bottle	24	Epson T661 Magenta		P6,960.00	P7,056.00	P7,680.00
11	piece	150	Marker Whiteboard, black, refillable		P5,025.00	P5,250.00	P6,000.00
				<b>TOTAL</b>	<b>P 63,605.00</b>	<b>P 64,589.50</b>	<b>P 71,185.00</b>

Quotation No.: 2025-11-069 ABC: NAME OF SUPPLIERS

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

*Jessica A. Navarro*  
**JESSICA A. NAVARRO**  
 NAME OF CANVASSER

*Jessica S. Moc-Eng*  
**JESSICA S. MOC-ENG**  
 BAC-VICE CHAIRPERSON

*Elsie V. Diwas*  
**ELSIE V. DIWAS**  
 BAC MEMBER

*Shiela L. Tacloy*  
**SHIELA L. TACLOY**  
 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.

*Carina G. Wal-Siyen*  
**CARINA G. WAL-SIYEN**  
 BAC Chairperson



Republic of the Philippines  
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**SCHOOLS DIVISION OF BAGUIO CITY**  
**BAGUIO CENTRAL SCHOOL**

**BIDS AND AWARDS COMMITTEE**  
**RESOLUTION NO. 11069, S. 2025**

**RECOMMENDING THE AWARD OF CONTRACT FOR SMALL VALUE PROCUREMENT OF GOODS AND SERVICES**

**WHEREAS**, the Baguio Central School advertised the Invitation to Bid for the Procurement of supplies for the implementation of Academic Recovery and Accessible Learning (ARAL) program with Approved Budget for the Contract (ABC) of **SEVENTY-FOUR THOUSAND THREE HUNDRED SEVENTY-SEVEN PESOS ONLY (Php 74,377.00)** (Annex A);

**WHEREAS**, on **NOVEMBER 24, 2025**, BCS - Bids and Awards Committee (BAC) posted and 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/ proposals;

SUPPLIER / DISTRIBUTORS	BID AMOUNT
MJC OFFICE AND SCHOOL SUPPLIES	63,605.00
MGF CONSUMER GOODS TRADING	64,589.50
BAGUIO PRINCE ENTERPRISES	71,185.00

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

SUPPLIER / DISTRIBUTORS	NON-COMPLIANCE
MGF CONSUMER GOODS TRADING	NOT THE LOWEST BIDDER
BAGUIO PRINCE ENTERPRISES	NOT THE LOWEST BIDDER

**WHEREAS**, upon the post - qualification of the Technical Working Group (TWG) for office supplies, **MJC OFFICE AND SCHOOL SUPPLIES** as the winning bidder who was found to have complied with and responsive to all requirements and conditions in the bidding documents;

**NOW, THEREFORE**, We the members of the Bids and Awards Committee, hereby **RESOLVE** as it hereby **FINALLY RESOLVED** to declare, **MJC OFFICE AND SCHOOL SUPPLIES** as the bidder with responsive bid in the total amount of **SIXTY-THREE THOUSAND SIX HUNDRED FIVE PESOS ONLY (Php 63,605.00)** through the small value procurement process and to recommend to the School Head of Baguio Central School the award of contract at its respective price.

  
**CARINA G. WALSIYEN**  
 BAC Chairperson

  
**JESSICA S. MOC-ENG**  
 BAC Vice-Chairperson

  
**ELSIE V. DIWAS**  
 BAC Member

  
**SHIELA TACLOY**  
 BAC Member

  
**JOYCE L. LUNAG**  
 BAC Member

APPROVED:

  
**JACKSON T. CAYA-OS**  
 Principal II

Approved on **NOVEMBER 28, 2025**



Republic of the Philippines

**Department of Education**  
**CORDILLERA ADMINISTRATIVE REGION**  
**SCHOOLS DIVISION OF BAGUIO CITY**  
**BAGUIO CENTRAL SCHOOL**

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**NOTICE OF AWARD**

DECEMBER 01, 2025

**MONTGOMERY CO**  
**MJC OFFICE & SCHOOL SUPPLIES**  
115-C Kayang Street, Baguio City

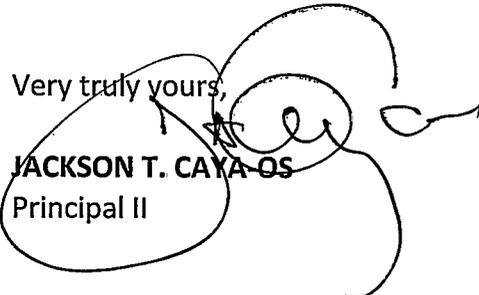
Dear Mr. Co:

We are pleased to notify you that your price quotation and proposal for the Procurement of supplies for the implementation of Academic Recovery and Accessible Learning (ARAL) program in the amount of PHILIPPINE PESO SIXTY-THREE THOUSAND SIX HUNDRED FIVE PESOS ONLY (Php 63,605.00) 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,

  
**JACKSON T. CAYA-OS**  
Principal II

CONFORME:

  
**MJC**  
Office of the School Division Office - Cordillera Region  
(Signature Over Printed Name)  
115-C Kayang Street, Baguio City  
\_\_\_\_\_  
(Date)

# PURCHASE ORDER

Supplier : <b>MJC OFFICE AND SCHOOL SUPPLIES</b> Address : <b>115-C Kayang Street, Baguio City</b> TIN :	P.O. No. : <b>2025-11-069</b> Date : <b>DECEMBER 02, 2025</b> Mode of Procurement : <b>SVP/Shopping</b>
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Gentlemen:

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

Place of Delivery : <u>BAGUIO CENTRAL SCHOOL</u>	Delivery Term : <u>on the dates specified</u>
Date of Delivery : <u>ON OR BEFORE DECEMBER 10, 2025</u>	Payment Term : <u>charge to ARAL Fund-B2</u>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pack	Laminating Film, Long, 125mic	40	425.00	17,000.00
2	roll	Tape, Transparent, 1"	55	17.00	935.00
3	ream	Certificate Paper, A4, 180gsm, white	20	290.00	5,800.00
4	piece	Stapler with staple wire remover	30	110.00	3,300.00
5	box	Staple Wire 3/16	35	30.00	1,050.00
6	pack	Folder Long, Kraft, Brown, with tab, 100s	1	465.00	465.00
7	bottle	Epson 003, Magenta	30	305.00	9,150.00
8	bottle	Epson T661 Cyan	24	290.00	6,960.00
9	bottle	Epson T661 Yellow	24	290.00	6,960.00
10	bottle	Epson T661 Magenta	24	290.00	6,960.00
11	piece	Marker Whiteboard, black, refillable	150	33.50	5,025.00
					<b>63,605.00</b>

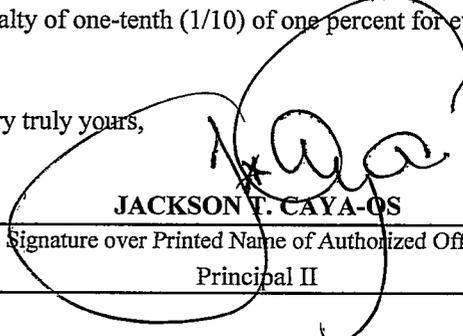
**(Total Amount in Words) SIXTY-THREE THOUSAND SIX HUNDRED FIVE PESOS ONLY**

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:

  
 \_\_\_\_\_  
 Signature over Printed Name of Supplier  
 Office \_\_\_\_\_ City \_\_\_\_\_  
 Date \_\_\_\_\_

Very truly yours,

  
 \_\_\_\_\_  
 JACKSON T. CAYA-OS  
 Signature over Printed Name of Authorized Official  
 Principal II

Fund Cluster : <u>01</u> Funds Available :  <p style="text-align: center;"><b>SHARON JOY C. GALERA</b> Bookkeeper</p>	ORS/BURS No. : <u>02-101101-2025-_____</u> Date of the ORS/BURS: _____ Amount : _____
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Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
SCHOOLS DIVISION OFFICE OF BAGUIO CITY  
BAGUIO CENTRAL SCHOOL

## NOTICE TO PROCEED

DECEMBER 03, 2025

**MONTGOMERY CO**  
**MJC OFFICE & SCHOOL SUPPLIES**  
115-C Kayang Street, Baguio City

Dear Mr. Co:

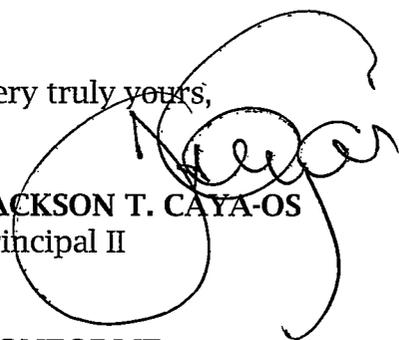
This refers to our award of contract to your company for the Procurement of supplies for the implementation of Academic Recovery and Accessible Learning (ARAL) program in the amount of PHILIPPINE PESO SIXTY-THREE THOUSAND SIX HUNDRED FIVE PESOS ONLY (Php 63,605.00) inclusive of appropriate taxes and 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/PO.

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

Thank you.

Very truly yours,

  
**JACKSON T. CAYA-OS**  
Principal II

**CONFORME:**

I acknowledge receipt of this Notice on \_\_\_\_\_

Name of the Representative of the Bidder: MJC

Authorized Signature: \_\_\_\_\_  
Office of \_\_\_\_\_, Baguio City

115- (Signature over printed name)