



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
Schools Division of Baguio City  
**PINSAO ELEMENTARY SCHOOL**

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## NOTICE OF AWARD

January 6, 2026

**MS. JILL DAREN F. MATULAC**  
Synchronic Systems Corporation  
PEZA, Loakan, Baguio City

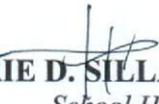
Madam:

We are pleased to notify you that your price quotation and proposal for the procurement of janitorial services for CY 2026 in the amount of **Two Hundred Six Thousand One Hundred Seventy-Three Pesos and Sixty Eight Centavos Only (Php 206,173.68)** inclusive of appropriate taxes and fees, has been accepted.

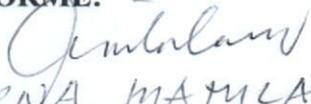
Should you agree with the award of the contract, please acknowledge receipt and acceptance of this notice by signing at the portion provided below. Keep a copy and return the original copy to this office at the soonest.

Thank you.

Very truly yours,

  
**MARIE D. SILLATOC, EdD**  
*School Head*

CONFORME:

  
**LORNA MATULAC**  
(Signature Over Printed Name)

01/06/2026  
(Date)



Address: Purok 3 Pinsao Pilot Project, Baguio City 2600

Telephone No: (074) 442-4039

Email Address: 136397@deped.gov.ph

 DepEdTayo Pinsao ES  pinsaoelementary@gmail.com



Republic of the Philippines  
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**PINSAO ELEMENTARY SCHOOL**

**PURCHASE ORDER**

Entity Name : PINSAO ELEMENTARY SCHOOL

Supplier: <b>SYNCHRONIC SYSTEMS CORPORATION</b>	P.O. No. : <b>2026-01-01</b>
Address: <b>PEZA, Loakan, Baguio City</b>	Date: <b>January 7, 2026</b>
TIN: <b>297-040-694-000</b>	Mode of Procurement: <b>SVP</b>

Gentlemen:

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

Place of Delivery: **Pinsao Elementary School**  
 Date of Delivery: **Jan to Dec 2026**

Delivery Term: **Complete**  
 Payment Term: **Check**

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	pax	<b>Utility Personnel</b> January 2026 to December 2026 8 hours duty; 8:30am to 5:30pm Mondays to Fridays including legal and special holidays  Utility Personnel must be: a. Visible at all times b. Adhere to the policies of the school c. Preferably male who have the knowledge on basic carpentry and electrical repairs  Agency must submit the following: a. Utility Plan (Jan 2026 to Dec 2026) b. Proof of monthly remittances/payment of SSS, PhilHealth and Pag-ibig of the personnel)	1	206,173.68	206,173.68

Two Hundred Six Thousand One Hundred Seventy-Three Pesos and Sixty Eight Centavos Only

**TOTAL** 206,173.68

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.

Very truly yours,

**MARIE D. SILLATOC, EdD**  
 School Head

Conforme:

*[Signature]*  
**SYNCHRONIC SYSTEMS CORPORATION**

Signature over Printed Name of Supplier

Date: Jan 7, 2026

Fund Cluster: 01

Funds Available: 206,173.68

ORS/BURS No: 02-101101-2026-01-00047

Date of the ORS/BURS: 1/19/26

Amount: 1/9,200.-

**BEBSIE H. DIZON**

Administrative Assistant III (Bookkeeper) 1/7/26





Republic of the Philippines  
**Department of Education**  
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**PINSAO ELEMENTARY SCHOOL**

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## NOTICE TO PROCEED

January 9, 2026

**MS. JILL DAREN F. MATULAC**  
Synchronic Systems Corporation  
PEZA, Loakan, Baguio City

Madam:

This refers to our award of contract to your company for the procurement of janitorial services for CY 2026 in the amount of **Two Hundred Six Thousand One Hundred Seventy-Three Pesos and Sixty Eight Centavos Only (Php 206,173.68)** 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.

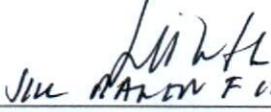
Please acknowledge receipt and acceptance of this notice by signing at the portion provided below of both copies. Keep one copy and return the other to this office at the soonest.

Thank you.

Very truly yours,

  
**MARIE D. SILLATOC, EdD**  
*School Head*

CONFORME:

  
**JILL DAREN F. MATULAC**  
(Signature Over Printed Name)

JAN 9, 2026  
(Date)



Address: Purok 3 Pinsao Pilot Project, Baguio City 2600

Telephone No: (074) 442-4039

Email Address: 136397@deped.gov.ph

 DepEdTayo Pinsao ES  pinsaoelementary@gmail.com



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**BIDS AND AWARDS COMMITTEE**  
**Resolution No. 01-001, s. 2026**

**RECOMMENDING THE AWARD OF CONTRACT THROUGH SMALL VALUE PROCUREMENT TO  
SYNCHRONIC SYSTEMS CORPORATION  
FOR THE PROCUREMENT OF JANITORIAL SERVICES FOR CY 2026**

**WHEREAS**, there is an approved Purchased Request (PR) No. **2025-12-37** dated **December 10, 2025** with estimated total cost of **Two Hundred Sixteen Thousand Pesos Only (Php 216,000.00)** for the procurement of Janitorial Services for CY 2026;

**WHEREAS**, on **December 12, 2025**, the Pinsao Elementary School – Bids and Awards Committee (BAC) floated/posted the Request for Quotation (RFQ) for the said procurement. The following suppliers/distributors signified their intent to participate by submitting their respective quotations/proposals, to wit;

Supplier/Distributor	Bid Amount (Php)	Amount to be Awarded
Synchronic Systems Corporation	<b>206,173.68</b>	<b>Below ABC</b>
Colada Cleaners and Supplies OPC	<b>207,762.65</b>	<b>Below ABC</b>
Catay Enterprises	<b>228,000.00</b>	<b>Above ABC</b>
Alzima Manpower Agency	<b>216,000.00</b>	<b>Within ABC</b>

**WHEREAS**, the Pinsao Elementary School BAC, after its due deliberation of the submitted price quotations & post qualification report; found that, the price offered by **SYNCHRONIC SYSTEMS CORPORATION** is the most advantageous and economical to the Government, thereby rendering the same as the lowest calculated responsive bid;

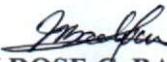
**WHEREAS**, Section 42 of the IRR of RA No. 12009 mandates that the BAC shall recommend the award of the contract to the Head of the Procuring Entity or his/her duly authorized representative;

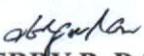
**WHEREAS**, in the light of the foregoing facts, the Pinsao Elementary School BAC hereby **RECOMMEND** to the Office of the Elementary School Principal:

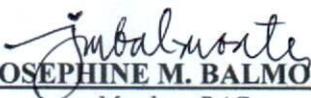
- a. **AWARD OF CONTRACT (PR No. 2025-12-37)** through Small Value Procurement to **SYNCHRONIC SYSTEMS CORPORATION** for the procurement of Janitorial Services for CY 2026 amounting to **Two Hundred Six Thousand One Hundred Seventy-Three Pesos and Sixty Eight Centavos Only (Php 206,173.68)** inclusive of appropriate taxes and fees.

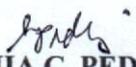
**RESOLVED**, at Pinsao Elementary School, this 5<sup>th</sup> day of January 2026.

  
**BEBERLY G. LENGWA**  
Chairperson, BAC

  
**MARY ROSE C. BACKIAN**  
Vice-chairperson, BAC

  
**CHERRY B. DANGWILAN**  
Member, BAC

  
**JOSEPHINE M. BALMONTE**  
Member, BAC

  
**SONIA C. PEDLING**  
Member, BAC

Approved:

  
**MARIE D. SILLATOC, EdD**  
School Head

Approved on: 01.05.26