



Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
 SCHOOLS DIVISION OF BAGUIO CITY
 DISTRICT 10

DOÑA AURORA H. BUENO ELEMENTARY SCHOOL

**BIDS AND AWARDS COMMITTEE
 RESOLUTION NO. 041b, S. 2025**

RECOMMENDING THE AWARD OF CONTRACT THROUGH SMALL VALUE TO SYNCHRONIC SYSTEMS CORPORATION FOR THE PROCUREMENT OF JANITORIAL SERVICES TO MAINTAIN SCHOOL FACILITIES AND PROMOTE A SAFE AND HEALTHY LEARNING ENVIRONMENT

WHEREAS Doña Aurora H. Bueno Elementary School prepared the Purchase Request (PR) for the **procurement of janitorial services to maintain school facilities and promote a safe and healthy learning environment** with an Approved Budget for the Contract (ABC) of **two hundred seven thousand pesos only (₱207,000.00)** (Annex A);

WHEREAS on December 16, 2025, the Doña Aurora H. Bueno Elementary School – Bids and Awards Committee (BAC) posted/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, *to wit*:

Supplier/Distributors	Quotation (Php)
SYNCHRONIC SYSTEMS CORPORATION	₱206,173.68
ALZIMA MANPOWER AGENCY	₱216,000.00
ELYU CLEANERS	₱210,000.00

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

Supplier/Distributors	Non-Compliance
ALZIMA MANPOWER AGENCY	Quote above ABC
ELYU CLEANERS	Quote above ABC

WHEREAS the proposal of **SYNCHRONIC SYSTEMS CORPORATION** was found to be the most compliant with the PR, and its price quotation amounting to **two hundred six thousand one hundred seventy-three pesos and sixty-eight centavos only (₱206,173.68)** calculated responsive bid;

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.

NOW THEREFORE, for and in consideration of the foregoing, **We**, the Members of the Bids and Awards Committee, hereby **RECOMMEND** to the School Head the **AWARD OF CONTRACT** via Negotiated Procurement– Small Value Procurement to **SYNCHRONIC SYSTEMS CORPORATION** for the payment of **procurement of janitorial services to maintain school facilities and promote a safe and healthy learning environment** in the amount of **two hundred six thousand one hundred seventy-three pesos and sixty-eight centavos only (₱206,173.68)** inclusive of appropriate taxes and fees.

January 6, 2026, at Doña Aurora H. Bueno Elementary School, Camp 8, Baguio City.


EDMUND Y. OCYO
 BAC Chairperson


MIMI Y. CHAGYOWEN
 BAC Vice-Chairperson


ANNALIZA H. CHEGYEM
 BAC Member


MARIANE P. YODONG
 BAC Member


FELICITAS L. DATUL
 BAC Member

Approved:


FLORIDA F. CAEL
 School Head





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NOTICE OF AWARD

January 6, 2026

THE MANAGER
SYNCHRONIC SYSTEMS CORPORATION

Dear Sir/Ma'am:

We are pleased to notify you that your price quotation and proposal for the **procurement of janitorial services to maintain school facilities and promote a safe and healthy learning environment** in the amount of **two hundred six thousand one hundred seventy-three pesos and sixty-eight centavos only (₱206,173.68)** inclusive of appropriate taxes and fees, has been accepted.

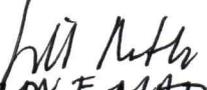
Should you agree with the award of the contract, please acknowledge receipt and acceptance of this notice by signing at the portion provided below. Keep a copy and return the original copy to this office at the soonest.

Thank you.

Very truly yours,


FLORIDA F. CAEL
School Head

CONFORME:


JIM DAVON F. MATUAZ
(Signature Over Printed Name)

JAN. 6. 2026
(Date)

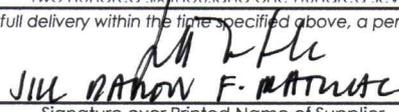


School ID: **136408**
Address: **Purok 1, Camp 8, Baguio City**
Telephone: **(074) 442-4070**
Email: **136408@deped.gov.ph / donaurorahbueno@gmail.com**
Facebook: **DepEd Tayo Dona Aurora H. Bueno Elementary School**



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DOÑA AURORA H. BUENO ELEMENTARY SCHOOL

PURCHASE ORDER					
* REGULAR MOOE					
Supplier: SYNCHRONIC SYSTEMS CORPORATION			P.O. No.: 2025-041-12		
Address: LOT 44D PINE ROAD, PEZA, LOAKAN, BAGUIO CITY			Date: January 7, 2026		
TIN: 297-040-694-000			Mode of Procurement: Small Value Procurement		
Sir/Madam: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery: Doña Aurora H. Bueno Elementary School				Delivery Term: pick up	
Date of Delivery: ten (10) working days upon receipt of the notice to proceed				Payment Term: cheque payment	
Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	pax/es	UTILITY PERSONNEL (for January 1, 2026 to December 31, 2026)	1	206,173.68	₱206,173.68
		Schedule of Duty:			
		Mondays to Fridays including legal and special holidays			
		Duty Hours:			
		7:30 AM - 4:30 PM			
		Other Specifications:			
		a. the personnel must be visible at all times			
		b. the personnel must adhere to policies of the school			
		c. the personnel must possess basic maintenance and repair skills			
		d. the agency is required to submit proof of remittance or payment of contribution to Social Security System (SSS), Philippine Health Insurance Corporation (PhilHealth), Pagtutulungan sa Kinabukasan: Ikaw, Bangko, Industriya at Gobyerno Home Development Mutual Fund (Pag-IBIG HDMF) of the utility personnel			
two hundred six thousand one hundred seventy three pesos and sixty eight centavos only					₱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 on the undelivered item/s.					
Conforme:  Signature over Printed Name of Supplier JILL NATHAN F. MATUTE Date JAN 7, 2026			Very truly yours,  FLORIDA F. CAEL School Head		
Fund Cluster: 01		Funds Available: ₱206,173.68		ORS/BURS No.: 02-101101-2026-01-0008	
		 SHARON JOY C. GALERA Administrative Assistant III		Date of the ORS/BURS: 01/22/2024	
				Amount: 31,897.74	





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NOTICE TO PROCEED

January 8, 2026

THE MANAGER
SYNCHRONIC SYSTEMS CORPORATION

Dear Sir/Ma'am:

This refers to our award of contract to your company for the **procurement of janitorial services to maintain school facilities and promote a safe and healthy learning environment** in the amount of **two hundred six thousand one hundred seventy-three pesos and sixty-eight centavos only (P206,173.68)** 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.

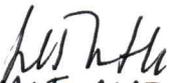
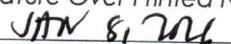
Please acknowledge receipt and acceptance of this notice by signing at the portion provided below of both copies. Keep one copy and return the other to this office at the soonest.

Thank you.

Very truly yours,


FLORIDA F. CAEL
School Head

CONFORME:


JIM NAZIM F. MATNUZ
(Signature Over Printed Name)

(Date)



School ID: **136408**
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