



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 MARCH 16, 2026 at BAGUIO CENTRAL SCHOOL

| ITEM | UNITS | QUANTITY | DESCRIPTION AND/OR SPECIFICATION | NAME OF SUPPLIERS | | |
|--------------|-------|----------|----------------------------------|------------------------------|-------------------------|-------------------------------|
| | | | | XWORKS SALES & SERVICES INC. | MICROMEDIA TECHNOLOGIES | THE STABLE EDUCATIONAL SUPPLY |
| 1 | piece | 2 | DocuCentre S2110 Fuser Assey | P24,000.00 | P26,000.00 | P25,000.00 |
| 2 | piece | 2 | DocuCentre S2110 Drum Cartridge | P23,000.00 | P25,000.00 | P24,000.00 |
| 3 | piece | 5 | DocuCentre S2110 Retard Pad | P9,000.00 | P14,000.00 | P11,500.00 |
| 4 | piece | 5 | DocuCentre S2110 Feed Roller | P9,000.00 | P14,000.00 | P11,500.00 |
| 5 | piece | 15 | DocuCentre S2110 Toner Cartridge | P57,000.00 | P72,000.00 | P64,500.00 |
| TOTAL | | | | P 122,000.00 | P 151,000.00 | P 136,500.00 |

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

Susan C. Mateo
 NAME OF CANVASSER

Jessica S. Moc-Eng
 BAC-VICE CHAIRPERSON

Elsie V. Diwas
 BAC MEMBER

Shiela Tacloy
 BAC MEMBER

Joyce L. Lunag
 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. Walsiyen
 BAC Chairperson



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BAGUIO CENTRAL SCHOOL

BIDS AND AWARDS COMMITTEE
RESOLUTION NO. 03011, S. 2026

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 other supplies for operations with Approved Budget for the Contract (ABC) of **ONE HUNDRED TWENTY-TWO THOUSAND PESOS ONLY (Php 122,000.00)** (Annex A);

WHEREAS, on MARCH 09, 2026, 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 | QUOTATION (PESO) |
|-------------------------------|------------------|
| XWORKS SALES & SERVICES INC. | 122,000.00 |
| MICROMEDIA TECHNOLOGIES | 151,000.00 |
| THE STABLE EDUCATIONAL SUPPLY | 136,500.00 |

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


| AGENCIES | NON-COMPLIANCE |
|-------------------------------|-----------------------|
| MICROMEDIA TECHNOLOGIES | NOT THE LOWEST BIDDER |
| THE STABLE EDUCATIONAL SUPPLY | NOT THE LOWEST BIDDER |

WHEREAS, upon the post - qualification of the Technical Working Group (TWG) for other supplies and materials, **XWORKS SALES & SERVICES INC** 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, **XWORKS SALES & SERVICES INC** as the bidder with responsive bid in the total amount of **ONE HUNDRED TWENTY-TWO THOUSAND PESOS ONLY (Php 122,000.00)** 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

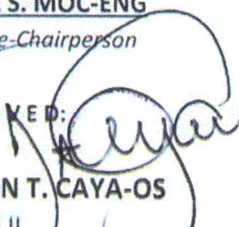

JESSICA S. MOC-ENG
 BAC Vice-Chairperson


ELSIE V. DIWAS
 BAC Member


SHIELA TACLOY
 BAC Member


JOYCE L. LUNAG
 BAC Member

APPROVED:


JACKSON T. CAYA-OS
 Principal II

Approved on MARCH 17, 2026



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

NOTICE OF AWARD

MARCH 18, 2026

WORLY B. JIMENEZ
XWORKS SALES & SERVICES INC.
Suite 602, National Life Bldg., Session Road, Baguio City

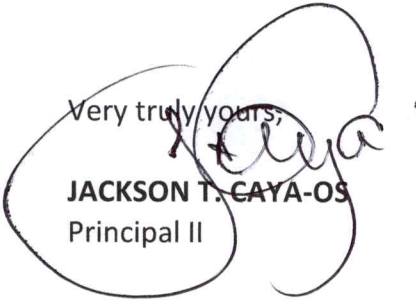
Dear Mr. Jimenez:

We are pleased to notify you that your price quotation and proposal for the Procurement of other supplies for operations in the amount of PHILIPPINE PESO ONE HUNDRED TWENTY-TWO THOUSAND PESOS ONLY (P 122,000.00) 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:



(Signature Over Printed Name)
3/18/26

(Date)

PURCHASE ORDER

| | |
|--|---|
| Supplier : XWORKS SALES & SERVICES INC. | P.O. No. : 2026-03-011 |
| Address : Suite 602, National Life Bldg., Session Road, Baguio City | Date : MARCH 19, 2026 |
| TIN : 006-220-822-000 | Mode of Procurement : SVP/Shopping |

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 MARCH 19, 2026</u> | Payment Term : <u>charge to MOOE</u> |

| Stock/ Property No. | Unit | Description | Quantity | Unit Cost | Amount |
|------------------------|-------|----------------------------------|----------|-----------|-------------------|
| 1 | piece | DocuCentre S2110 Fuser Assey | 2 | 12,000.00 | 24,000.00 |
| 2 | piece | DocuCentre S2110 Drum Catridge | 2 | 11,500.00 | 23,000.00 |
| 3 | piece | DocuCentre S2110 Retard Pad | 5 | 1,800.00 | 9,000.00 |
| 4 | piece | DocuCentre S2110 Feed Roller | 5 | 1,800.00 | 9,000.00 |
| 5 | piece | DocuCentre S2110 Toner Cartridge | 15 | 3,800.00 | 57,000.00 |
| | | | | | 122,000.00 |

(Total Amount in Words) ONE HUNDRED TWENTY-TWO THOUSAND 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.

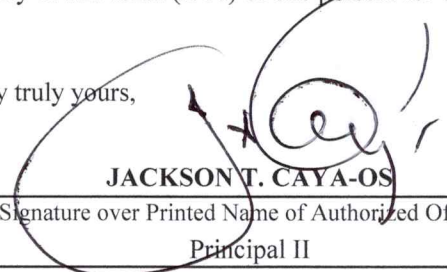
Conforme:



 Signature over Printed Name of Supplier
3/19/26

 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;">SHARON JOY C. GALERA Bookkeeper</p> | ORS/BURS No. : _____ Date of the ORS/BURS: _____ Amount : _____ |
|--|---|



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BAGUIO CITY
BAGUIO CENTRAL SCHOOL

NOTICE TO PROCEED

MARCH 23, 2026

WORLY B. JIMENEZ
XWORKS SALES & SERVICES INC.
Suite 602, National Life Bldg., Session Road, Baguio City

Dear Mr. Jimenez:

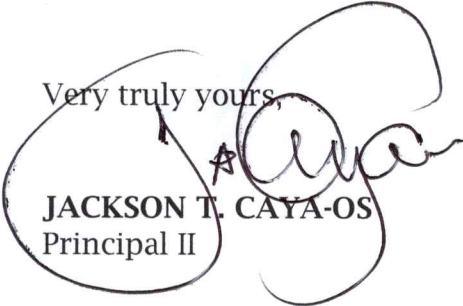
This refers to our award of contract to your company for the Procurement of other supplies for operations in the amount of PHILIPPINE PESO ONE HUNDRED TWENTY-TWO THOUSAND PESOS ONLY (P 122,000.00) inclusive of appropriate taxes and fees.

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 3/23/26

Name of the Representative of the Bidder: Worly Jimenez

Authorized Signature: _____

(Signature over printed name)