



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY
DOÑA AURORA ELEMENTARY SCHOOL

BIDS AND AWARDS COMMITTEE
RESOLUTION NO. 003, S. 2026

Recommending the Award of Contract through Small Value Procurement to **Sean Print and Wait Printing Services** for the procurement of graduation, moving up, and recognition materials.

WHEREAS the Department of Education (Doña Aurora Elementary School) prepared request for the procurement of graduation, moving up, and recognition materials with an approved budget for the contract (ABC) of **Eighty-Eight Thousand Six Hundred Ninety-Five pesos (₱ 88,695)** (Annex A);

WHEREAS on **February 16, 2026** the Dep Ed – 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.)
Sean Print and Wait Printing Services	₱ 81,676
Print Expert.Com	₱ 82,712

WHEREAS per evaluation, all are compliant with the specifications set forth in the TOR:

WHEREAS the Technical Working Group (TWG) and End – user conducted qualification, evaluation, and detailed examination of the item description provided in the Purchase Request of the lowest calculated bidder **Sean Print and Wait Printing Services** and submitted on February 24, 2026.

WHEREAS the proposal of **Sean Print and Wait Printing Services** is found to be the most compliant with the PR, most responsive, and its price quotation amounting to **Eighty-One Thousand Six Hundred Seventy-Six pesos (₱ 81,676)** is the most advantageous to the Government, thereby rendering the same as the most responsive bid;

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 her duly authorized representative.

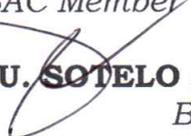
NOW THEREFORE, for and in consideration of the foregoing, We, the Members of the Bids and Awards Committee, hereby **RECOMMEND** to the School Head the **AWARD OF CONTRACT** via Negotiated Procurement to **Sean Print and Wait Printing Services** for the procurement of **graduation, moving up, and recognition materials** for **Eighty-One Thousand Six Hundred Seventy-Six pesos (₱ 81,676)** inclusive of appropriate taxes and fees.

RESOLVED, this 25th day of February, 2026 in Doña Aurora Elementary School, Baguio City.


ANNA LIZA C. SEGUIN
BAC Member


GEMMA T. TABAO-IC
BAC Member


AMY B. CANUTO
BAC Vice - Chairperson


VICTOR U. SOTELO JR.
BAC Chairperson

A P P R O V E D :


ESTRELLA B. BULAY EdD
School Head



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NOTICE OF AWARD

February 25, 2026

The Manager

Sean Print and Wait Printing Services
ID - 040 Betag, La Trinidad, Benguet

Dear Sir/Madam:

We are pleased to inform you that your price quotation and proposal for the procurement of Graduation, moving up, and recognition materials amounting to **Eighty-One Thousand Six Hundred Seventy-Six pesos (P81,676)** inclusive of all applicable 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 as soon as possible.

Thank you.

Very truly yours,


ESTRELLA B. BULAY
School Head

CONFORME:


SAMSON P. MANUEL
(Signature Over Printed Name)

Feb. 25, 2026
Date:

PURCHASE ORDER
DOÑA AURORA ELEMENTARY SCHOOL
Entity Name

Supplier: Sean Print and Wait Printing Services

P.O. No. : 2026-003-02

Address : ID - 040 Betag, La Trinidad, Benguet

Date : February 26, 2026

TIN : 926-694-320-000

Mode of Procurement : Shopping

Gentlemen:

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

Place of Delivery : _ DAES

Delivery Term : Delivery

Date of Delivery : On or before March 20, 2026

Payment Term : _____

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pc	Diploma/Certificate Holder, Kinder, 9x12	151	40	6040.00
2	pc	Diploma/Certificate Holder, G6, 9x12	176	40	7040.00
3	pc	Diploma/Certificate and Printing with adhesive seal, Kinder, 9x12	151	20	3020.00
4	pc	Diploma/Certificate and Printing with adhesive seal, G6, 9x12	176	20	3520.00
5	pc	Souvenir Program/laser printing, colored front, black and white inner pages, Kinder	161	60	9660.00
6	pc	Souvenir Program/laser printing, colored front, black and white inner pages, G6	191	60	11460.00
7	pc	Button Pins, Kinder	150	15	2250.00
8	pc	Button Pins, G6	222	15	3330.00
9	pc	Ribbons, Kinder	750	15	11250.00
10	pc	Ribbons, G6	280	15	4200.00
11	pc	Medal, Gold, (6cm, 30g, emerald green lace with printed name of school)	1	45	45.00
12	pc	Medal, Silver, (6cm, 30g, emerald green lace with printed name of school)	25	45	1125.00
13	pc	Medal, Bronze, (6cm, 30g, emerald green lace with printed name of school)	258	45	11610.00
14	pc	Tarpaulin, 8' x 16'	3	1792	5376.00
15	pc	Lei	5	150	750.00
16	pc	Token	1	1000	1000.00
Total					₱ 81,676.00

Eighty-One Thousand Six Hundred Seventy-Six pesos (₱81,676)

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

SA. MANUEL
 Date Feb. 26, 2026

Date

Very truly yours,

ESTRELLA B. BULAY EdD
 School Head

Fund Cluster : _____

Funds Available : _____

APRIL MAE B. COTENG FOY-OS
 Bookkeeper

ORS/BURS No. : 2026-02-133

Date of the ORS/BURS: 2/24/26

Amount : 407,540.93



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DOÑA AURORA ELEMENTARY SCHOOL

NOTICE TO PROCEED

February 27, 2026

The Manager

Sean Print and Wait Printing Services
ID – 040 Betag, La Trinidad, Benguet

Dear Ma'am/Sir:

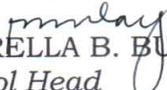
This refers to our award of contract to your company for the procurement of graduation, moving up, and recognition materials amounting to **Eighty-One Thousand Six Hundred Seventy-Six pesos (P81,676)** inclusive of all applicable taxes and fees.

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

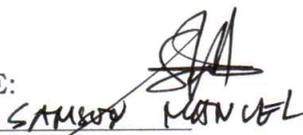
Please acknowledge receipt and acceptance of this notice by signing at the portion provided below of both copies. Keep one copy and return the other to this office at the soonest.

Thank you.

Very truly yours,


ESTRELLA B. BULAY EdD
School Head

CONFORME:


SAMUEL MANUEL
(Signature Over Printed Name)

Date:

Feb. 27, 2026