



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. 004, S. 2026

Recommending the Award of Contract through Small Value Procurement to **Tarlac Mac Enterprises Inc. and MGF Consumer Goods Trading for the procurement of office supplies and materials and semi - expandable 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 **Seventy-Two Thousand Seven Hundred Thirty-Three pesos (₱ 72,733)** (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:

<b>Supplier/Distributors</b>	<b>Quotation (Php.)</b>
Tarlac Mac Enterprises, Inc.	₱ 58,400
MGF Consumer Goods Trading	₱ 72,706

**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 **Tarlac Mac Enterprises Inc. and MGF Consumer Goods Trading** submitted on February 24, 2026.

**WHEREAS** the proposal of **Tarlac Mac Enterprises Inc. for items 5 and 6**, with the PR, most responsive, and its price quotation amounting to **Fifty-eight thousand four hundred pesos (₱ 58,400)** is the most advantageous to the Government, thereby rendering the same as the most responsive bid;

**WHEREAS** the proposal of **MGF Consumer Goods Trading** for items **1,2,3,4, and 7** is found to be the most compliant with the PR, most responsive, and its price quotation amounting to **Six Thousand Five Hundred Forty – four pesos (₱ 6, 544)** 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 **Tarlac Mac Enterprises Inc.** for the procurement of **office supplies and materials and semi – expandable materials** to **Tarlac Mac Enterprises Inc.** for **Fifty-eight thousand four hundred pesos (₱ 58,400) and MGF Consumer Goods Trading Six Thousand Five Hundred Forty – four pesos (₱ 6, 544)** inclusive of appropriate taxes and fees.

**RESOLVED**, this 25<sup>th</sup> day of February, 2026 in Doña Aurora Elementary School, Baguio City.



**ANNA LIZA C. SEGUIN**  
*BAC Member*



**GEMMA T. TABAO-IC**  
*BAC Member*

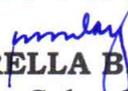


**AMY B. CANUTO**  
*BAC Vice - Chairperson*



**VICTOR G. SOTELO JR.**  
*BAC Chairperson*

**A P P R O V E D:**



**ESTRELLA B. BULAY EdD**  
*School Head*



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

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## NOTICE OF AWARD

February 25, 2026

**The Manager**

MGF Consumer Goods Trading  
#360 Pinsao Proper, Baguio City

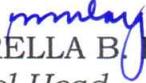
Dear Sir/Madam:

We are pleased to inform you that your price quotation and proposal for the procurement of office supplies and materials amounting **Six Thousand Five Hundred Forty – four pesos (₱ 6, 544)** 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: 

(Signature Over Printed Name)

Date:

2/25/2026 P.C.

**PURCHASE ORDER**  
**DOÑA AURORA ELEMENTARY SCHOOL**  
**Entity Name**

Supplier: TARLAC MAC ENTERPRISES, INC.

P.O. No. : 2026-004-02

Address : Ocampos Building, Abanao st., AZCKO

Date : February 26, 2026

TIN :216-156-371-022

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 19,2026

Payment Term : \_\_\_\_\_

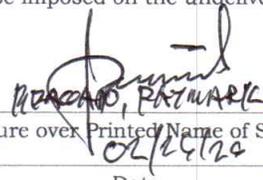
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pc	Printer	4	8900	35600.00
2	pc	Smart TV, 55"	1	22800	22800.00
Total					<b>₱ 58,400.00</b>

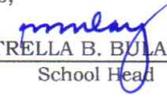
**Fifty-eight thousand four hundred pesos (₱ 58,400)**

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:

Very truly yours,

  
 Signature over Printed Name of Supplier

  
 ESTRELLA B. BULAY EdD  
 School Head

Date

Fund Cluster : \_\_\_\_\_

Funds Available : \_\_\_\_\_

  
 APRIL MAE B. COTENG FOY-OS  
 Bookkeeper

ORS/BURS No. : 2026-02-103

Date of the ORS/BURS: 2/4/26

Amount : 407,540.93



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

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## NOTICE TO PROCEED

February 27, 2026

**The Manager**

MGF Consumer Goods Trading  
#360 Pinsao Proper, Baguio City

Dear Ma'am/Sir:

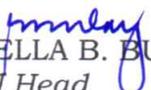
This refers to our award of contract to your company for the procurement of semi – expandable materials amounting to **Six Thousand Five Hundred Forty – four pesos (P 6, 544)** inclusive of all applicable taxes and fees.

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.

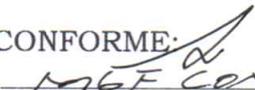
Please acknowledge receipt and acceptance of this notice by signing at the portion provided below of both copies. Keep one copy and return the other to this office at the soonest.

Thank you.

Very truly yours,

  
ESTRELLA B. BULAY EdD  
School Head

CONFORME:

  
(Signature Over Printed Name) MGF CONSUMER GOODS TRADING

2/27/2026  
Date:



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SCHOOLS DIVISION OF BAGUIO CITY  
DOÑA AURORA ELEMENTARY SCHOOL

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## NOTICE OF AWARD

February 25, 2026

**The Manager**

TARLAC MAC ENTERPRISES, INC.  
Ocampos Building, Abanao st., AZCKO

Dear Sir/Madam:

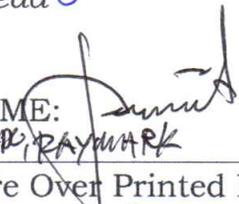
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Should you agree with the award of the contract, please acknowledge receipt and acceptance of this notice by signing at the portion provided below. Keep a copy and return the original copy to this office as soon as possible.

Thank you.

Very truly yours,

  
ESTRELLA B. BULAY  
School Head

CONFORME:   
RAFAEL RAYMARK  
(Signature Over Printed Name)

02/25/2024  
Date:

**PURCHASE ORDER**  
**DOÑA AURORA ELEMENTARY SCHOOL**  
**Entity Name**

Supplier : MGF Consumer Goods Trading  
 Address : #360 Pinsao Proper, Baguio City  
 TIN : 746-123-947-000

P.O. No. : 2026-005-02  
 Date : February 26, 2026  
 Mode of Procurement : Shopping

Gentlemen:

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

Place of Delivery : \_ DAES

Date of Delivery : \_ On or before March 13, 2026

Delivery Term : Delivery

Payment Term : \_\_\_\_\_

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	jar	GLUE, All Purpose	2	295	590
2	set	Acrylic Paint Basic and Pastel Colors	10	185	1850
3	pack	1 pack (100 pcs Color Paper) Color : Assorted Colors Size : A4	3	135	405
4	box	crayons (24 pcs)	2	60	120
7	pc	2000 VA Automatic Voltage Regulator	1	3579	3579
<b>Total</b>					<b>6544.00</b>

**Six Thousand Five Hundred Forty – four pesos (P 6, 544)**

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

Date

360A Pinsao, B.C.

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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**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
SCHOOLS DIVISION OF BAGUIO CITY  
DOÑA AURORA ELEMENTARY SCHOOL

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## NOTICE TO PROCEED

February 27, 2026

**The Manager**

TARLAC MAC ENTERPRISES, INC.  
Ocampos Building, Abanao st., AZCKO

Dear Ma'am/Sir:

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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*  
ESTRELLA B. BULAY EdD  
School Head

CONFORME *Primo*  
*Prasado, Raymark U.*  
PRASADO, RAYMARK U.  
(Signature Over Printed Name)

*02/27/26*  
Date: