



Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
SCHOOLS DIVISION OF BAGUIO CITY  
DISTRICT 6  
JOSEFA CARIÑO ELEMENTARY SCHOOL

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**NOTICE OF AWARD**

February 18, 2026

**AIDA VICTORIA D. JIMENEZ**

Print Expert.com  
3 Noble Bldg., Calderon St., Harrison  
Baguio City

Dear Ms. Jimenez:

We are pleased to notify you that your price quotation and proposal for the procurement of *other supplies and materials for the conduct of the Year-End Programs (Graduation, Completion and Recognition Activities)* in the amount of PHILIPPINE PESOS *One Hundred Fourteen Thousand Four Hundred Thirty Five Pesos Only (Php 114,435.00)* inclusive of appropriate taxes and fees, has been accepted.

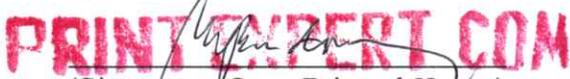
Should you agree with the award of the contract, please acknowledge receipt and acceptance of this notice by signing at the portion provided below. Keep a copy and return the original copy to this office at the soonest.

Thank you.

Very truly yours,

  
**LIGAYA N. ANNAWI**  
Principal II

**CONFORME:**

  
(Signature/Over Printed Name)  
2/18/2026  
(Date)



Address: F. Yandoc St., Baguio City

Telephone No.: (074) 442-3149

E-mail: josefacarinoelemschool@gmail.com/ 136385@deped.gov.ph

Facebook Page: DepEd Tayo Josefa Cariño ES



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 SCHOOLS DIVISION OF BAGUIO CITY  
 JOSEFA CARIÑO ELEMENTARY SCHOOL  
 F. YANDOC ST., BAGUIO CITY



### PURCHASE ORDER

Supplier: **PRINT EXPERT.COM** P.O. No.: 2026-02-001  
 Address: 3 Noble Bldg., Calderon St., Harrison, Baguio City Date: February 19, 2026  
 TIN: 934-202-142 Mode of Procurement: SVP

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

Place of Delivery: Josefa Cariño Elementary School Delivery Term: Delivery to the school  
 Date of Delivery: March 30-31, 2026 Payment Term: Check; After delivery

| Stock/ Property No.  | Unit  | Description  | Quantity | Unit Cost | Amount             |
|--|-------|--|----------|-----------|--------------------|
| 1  | piece | Gold Medal, with DepEd seal, 5cm diameter, 25g, 1 inch ribbon lace with name of the school   | 50       | 75.00     | ₱3,750.00          |
| 2  | piece | Gold Medal, with DepEd seal, 6cm diameter, 30g, 1 inch ribbon lace with name of the school   | 5        | 75.00     | ₱375.00            |
| 3  | piece | Silver Medal, with DepEd seal, 6cm diameter, 30g, 1 inch ribbon lace with name of the school   | 10       | 75.00     | ₱750.00            |
| 4  | piece | Bronze Medal, with DepEd seal, 6cm diameter, 30g, 1 inch ribbon lace with name of the school   | 250      | 75.00     | ₱18,750.00         |
| 5  | piece | Ribbons for Grade 6 graduates with pin, inabel cloth, with school logo and school name   | 180      | 20.00     | ₱3,600.00          |
| 6  | piece | Ribbons for Kinder completers with pin, inabel cloth, with school logo and school name   | 175      | 20.00     | ₱3,500.00          |
| 7  | piece | Ribbons for Parents with pin, inabel cloth, with school logo and school name (Kinder=175 pax and Grade 6=180 pax)  | 355      | 20.00     | ₱7,100.00          |
| 8  | piece | Ribbons for Employees with pin, inabel cloth, with school logo and school name (Faculty=56, Non-teaching Personnel=7)  | 63       | 20.00     | ₱1,260.00          |
| 9  | piece | Elementary Certificate (Grade 6), colored with gold notarial seal  | 180      | 25.00     | ₱4,500.00          |
| 10   | piece | Kindergarten Certificate, colored with gold notarial seal  | 175      | 25.00     | ₱4,375.00          |
| 11   | piece | Diploma Holder (Kinder and Grade 6), color: dark green   | 355      | 45.00     | ₱15,975.00         |
| 12   | piece | Kindergarten Moving-up Program, colored cover, black and white inside pages, 8.5"x11", folded, with class pictures and solo pictures, on site picture taking, inclusive of layout, draft should be checked before final printing | 185      | 100.00    | ₱18,500.00         |
| 13   | piece | Graduation Exercises Program, colored cover, black and white inside pages, 8.5"x11", folded, with class pictures and solo pictures, on site picture taking, inclusive of layout, draft should be checked before final printing   | 190      | 100.00    | ₱19,000.00         |
| 14   | piece | Token for the Guests   | 5        | 1,000.00  | ₱5,000.00          |
| 15   | piece | Lei, inabel lace, school logo printed in the core (Resource Speaker & Confirming Official)   | 6        | 150.00    | ₱900.00            |
| 16   | piece | Tarpaulin, 13 ft x 6 ft  | 2        | 1,700.00  | ₱3,400.00          |
| 17   | piece | Tarpaulin, 15 ft x 10 ft   | 1        | 3,700.00  | ₱3,700.00          |
|  |       | ~NOTHING FOLLOWS~  |          |           |                    |
| <b>One Hundred Fourteen Thousand Four Hundred Thirty Five Pesos Only</b> |       |  |          |           | <b>₱114,435.00</b> |

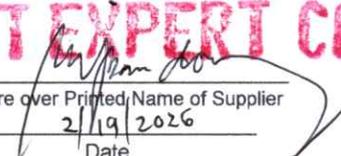
In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Very truly yours,

  
 LIGAYA N. ANNAWI  
 Principal II

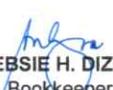
Conforme:

**PRINT EXPERT.COM**

  
 Signature over Printed Name of Supplier  
 2/19/2026  
 Date

Fund Cluster : 01  
 Funds Available : 114,435.00

ORS/BURS No. : 02-101101-2026-01-00104  
 Date of the ORS/BURS: 1/26/26  
 Amount : 729,975.00

  
 BEESIE H. DIZON  
 Bookkeeper

2/19/26



Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
SCHOOLS DIVISION OF BAGUIO CITY  
DISTRICT 6  
JOSEFA CARIÑO ELEMENTARY SCHOOL

**NOTICE TO PROCEED**

February 20, 2026

**AIDA VICTORIA D. JIMENEZ**

Print Expert.com

3 Noble Bldg., Calderon St., Harrison  
Baguio City

Dear Ms. Jimenez:

This refers to our award of contract to your company for the procurement of *supplemental other supplies and materials for the conduct of the Year-End Programs (Graduation, Completion and Recognition Activities)* in the amount of PHILIPPINE PESOS *One Hundred Fourteen Thousand Four Hundred Thirty Five Pesos Only (Php 114,435.00)* 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.

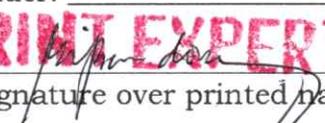
Very truly yours,

  
**LIGAYA N. ANNAWI**  
Principal II

**CONFORME:**

I acknowledge receipt of this Notice on 2/20/2026

Name of the Representative of the Bidder: \_\_\_\_\_

Authorized Signature:  **PRINT EXPERT COM**  
(Signature over printed name)



Address: F. Yandoc St., Baguio City  
Telephone No.: (074) 442-3149  
E-mail: josefacarinoelemschool@gmail.com/ 136385@deped.gov.ph  
Facebook Page: DepEd Tayo Josefa Cariño ES



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 DISTRICT 6  
 JOSEFA CARIÑO ELEMENTARY SCHOOL

**RESOLUTION NO. 010, s. 2026**

**RECOMMENDING THE AWARD OF CONTRACT THROUGH ALTERNATIVE MODE OF PROCUREMENT  
- SMALL VALUE PROCUREMENT TO PRINT EXPERT.COM**

**WHEREAS** the Department of Education prepared the Purchase Request (PR) for the procurement of *other supplies and materials for the conduct of the Year-End Programs (Graduation, Completion and Recognition Activities)* with an Approved Budget for the Contract (ABC) of *One Hundred Fourteen Thousand Four Hundred Thirty Five Pesos Only (Php 114,435.00)* (Annex A);

**WHEREAS** on *February 3, 2026*, the DepEd – 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> |
|------------------------------|------------------------|
| BENSA PUBLISHING             | Php 138,885.00         |
| <b>PRINT EXPERT.COM</b>      | <b>Php 114,435.00</b>  |
| DAGUPAN COPY CENTER          | Php 150,660.00         |

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

| <b>Supplier/Distributors</b> | <b>Non-Compliance</b> |
|------------------------------|-----------------------|
| BENSA PUBLISHING             | Quoted above ABC      |
| DAGUPAN COPY CENTER          | Quoted above ABC      |

**WHEREAS** the Technical Working Group (TWG) and End-User conducted post qualification, evaluation and detailed examination of **PRINT EXPERT.COM**, the *lowest calculated bidder*, based on the item description provided in the Purchase Request and post-qualification documents submitted on *February 13, 2026* at Baguio City;

**WHEREAS** upon careful examination, validation and verification of the item description submitted by **PRINT EXPERT.COM**, the bidder has been found to be in order in all respects, complying with the item description requirements, and its price quotation of *One Hundred Fourteen Thousand Four Hundred Thirty Five Pesos Only (Php 114,435.00)* determined to be the *Lowest Calculated and Responsive Bid*;

**WHEREAS** Section 42 of the IRR 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.

**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 *Small Value Procurement* to **PRINT EXPERT.COM** for the procurement of *other supplies and materials for the conduct of the Year-End Programs (Graduation, Completion and Recognition Activities)* in the amount of *One Hundred Fourteen Thousand Four Hundred Thirty Five Pesos Only (Php 114,435.00)* inclusive of appropriate taxes and fees.



**Address:** F. Yandoc St., Baguio City

**Telephone No.:** (074) 442-3149

**E-mail:** josefacarinoelemschool@gmail.com/ 136385@deped.gov.ph

**Facebook Page:** DepEd Tayo Josefa Cariño ES



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RESOLVED, this *February 16, 2026*, *Josefa Cariño Elementary School, Baguio City*.

**ROSARIO R. CAWILAN**  
BAC Chairperson

**RHODORA B. ESTOLERO**  
BAC Vice-Chairperson

**MARY B. RAYOSEN**  
BAC Member

**MARY ANN R. BUNNOL**  
BAC Member

**MARISSA J. JORVINA**  
BAC Member

**APPROVED:**

**LIGAYA N. ANNAWI**  
Principal II

Approved on *February 16, 2026*

Abstract of Bids or Quotations under CIRCULAR PROPOSAL NO. \_\_\_\_\_ opened on February 13, 2026, at Josefa Cariño Elementary School, Baguio City

| ITEM | UNIT  | QUANTITY | DESCRIPTION AND/OR SPECIFICATION   | BENSA PUBLISHING |             | PRINT EXPERT.COM |             | DAGUPAN COPY CENTER |             |
|------|-------|----------|--|------------------|-------------|------------------|-------------|---------------------|-------------|
|      |       |          |  | Unit Price       | Total Price | Unit Price       | Total Price | Unit Price          | Total Price |
| 1    | piece | 50       | Gold Medal, with DepEd seal, 5cm diameter, 25g, 1 inch ribbon lace with name of the school   | ₱80.00           | ₱4,000.00   | ₱75.00           | ₱3,750.00   | ₱85.00              | ₱4,250.00   |
| 2    | piece | 5        | Gold Medal, with DepEd seal, 6cm diameter, 30g, 1 inch ribbon lace with name of the school   | ₱80.00           | ₱400.00     | ₱75.00           | ₱375.00     | ₱85.00              | ₱425.00     |
| 3    | piece | 10       | Silver Medal, with DepEd seal, 6cm diameter, 30g, 1 inch ribbon lace with name of the school   | ₱80.00           | ₱800.00     | ₱75.00           | ₱750.00     | ₱85.00              | ₱850.00     |
| 4    | piece | 250      | Bronze Medal, with DepEd seal, 6cm diameter, 30g, 1 inch ribbon lace with name of the school   | ₱80.00           | ₱20,000.00  | ₱75.00           | ₱18,750.00  | ₱85.00              | ₱21,250.00  |
| 5    | piece | 180      | Ribbons for Grade 6 graduates with pin, inabel cloth, with school logo and school name   | ₱30.00           | ₱5,400.00   | ₱20.00           | ₱3,600.00   | ₱35.00              | ₱6,300.00   |
| 6    | piece | 175      | Ribbons for Kinder completers with pin, inabel cloth, with school logo and school name   | ₱30.00           | ₱5,250.00   | ₱20.00           | ₱3,500.00   | ₱35.00              | ₱6,125.00   |
| 7    | piece | 355      | Ribbons for Parents with pin, inabel cloth, with school logo and school name (Kinder=175 pax and Grade 6=180 pax)  | ₱30.00           | ₱10,650.00  | ₱20.00           | ₱7,100.00   | ₱35.00              | ₱12,425.00  |
| 8    | piece | 63       | Ribbons for Employees with pin, inabel cloth, with school logo and school name (Faculty=56, Non-teaching Personnel=7)  | ₱30.00           | ₱1,890.00   | ₱20.00           | ₱1,260.00   | ₱35.00              | ₱2,205.00   |
| 9    | piece | 180      | Elementary Certificate (Grade 6), colored with gold notarial seal  | ₱30.00           | ₱5,400.00   | ₱25.00           | ₱4,500.00   | ₱35.00              | ₱6,300.00   |
| 10   | piece | 175      | Kindergarten Certificate, colored with gold notarial seal  | ₱30.00           | ₱5,250.00   | ₱25.00           | ₱4,375.00   | ₱35.00              | ₱6,125.00   |
| 11   | piece | 355      | Diploma Holder (Kinder and Grade 6), color: dark green   | ₱55.00           | ₱19,525.00  | ₱45.00           | ₱15,975.00  | ₱60.00              | ₱21,300.00  |
| 12   | piece | 185      | Kindergarten Moving-up Program, colored cover, black and white inside pages, 8.5"x11", folded, with class pictures and solo pictures, on site picture taking, inclusive of layout, draft should be checked before final printing | ₱120.00          | ₱22,200.00  | ₱100.00          | ₱18,500.00  | ₱125.00             | ₱23,125.00  |
| 13   | piece | 190      | Graduation Exercises Program, colored cover, black and white inside pages, 8.5"x11", folded, with class pictures and solo pictures, on site picture taking, inclusive of layout, draft should be checked before final printing   | ₱120.00          | ₱22,800.00  | ₱100.00          | ₱19,000.00  | ₱125.00             | ₱23,750.00  |
| 14   | piece | 5        | Token for the Guests   | ₱1,200.00        | ₱6,000.00   | ₱1,000.00        | ₱5,000.00   | ₱1,250.00           | ₱6,250.00   |
| 15   | piece | 6        | Lei, inabel lace, school logo printed in the core (Resource Speaker & Confirming Official)   | ₱170.00          | ₱1,020.00   | ₱150.00          | ₱900.00     | ₱180.00             | ₱1,080.00   |

| ITEM | UNIT  | QUANTITY | DESCRIPTION AND/OR SPECIFICATION | BENSA PUBLISHING |                    | PRINT EXPERT.COM |                    | DAGUPAN COPY CENTER |                    |
|------|-------|----------|----------------------------------|------------------|--------------------|------------------|--------------------|---------------------|--------------------|
|      |       |          |                                  | Unit Price       | Total Price        | Unit Price       | Total Price        | Unit Price          | Total Price        |
| 16   | piece | 2        | Tarpaulin, 13 ft x 6 ft          | ₱1,900.00        | ₱3,800.00          | ₱1,700.00        | ₱3,400.00          | ₱1,950.00           | ₱3,900.00          |
| 17   | piece | 1        | Tarpaulin, 15 ft x 10 ft         | ₱4,500.00        | ₱4,500.00          | ₱3,700.00        | ₱3,700.00          | ₱5,000.00           | ₱5,000.00          |
|      |       |          | <b>~NOTHING FOLLOWS~</b>         |                  |                    |                  |                    |                     |                    |
|      |       |          | <b>Total</b>                     |                  | <b>₱138,885.00</b> |                  | <b>₱114,435.00</b> |                     | <b>₱150,660.00</b> |

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

Canvassed by:

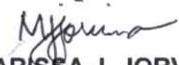
  
MIGUEL B. DAPLI  
 Canvasser

BAC MEMBERS:

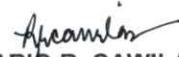
  
RHODORA B. ESTOLERO  
 BAC Vice Chairperson

  
MARY B. RAYOSEN  
 BAC Member

  
MARY ANN R. BUNNOL  
 BAC Member

  
MARISSA J. JORVINA  
 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.

  
ROSARIO R. CAWILAN  
 BAC Chairperson