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

NOTICE TO PROCEED

September 28, 2026

MEANVI M. AUSTRIA
FNB EDUCATIONAL, INC.

Dear Ms. Austria:

This refers to our award of contract to your company for the **PROCUREMENT OF MULTI-FUNCTION PRINTERS, INK AND TONERS FOR THE PRINTING AND DELIVERY OF READING MATERIALS FOR KEY STAGE 1 (KINDERGARTEN TO GRADE 3) LEARNERS** in the Total amount of PHILIPPINE PESOS **Four Hundred Ninety One Thousand Eight Hundred Pesos Only (₱491,800.00)** 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.

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,

SORAYA T. FACULO, PhD, CESO V
Schools Division Superintendent

CONFORME: Per a.

c/o Revan Magbanua
(Signature Over Printed Name)

16-5-2024
(Date)

09/28/2026
pjn

PURCHASE ORDER

DepEd, Division of Baguio

Supplier **FNB EDUCATIONAL, INC.**	P.O. No. **2026-09-171**
Address 202 Quirino Highway, Baesa District 6, Quezon City	Date : September 28, 2026
TIN: 206-149-524--021	Mode of Procurement: **SMALL VALUE PROCUREMENT**

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

Place of Delivery : DepEd, Division Office Baguio	Delivery Term : 10 days after reciept NTP of
Date of Delivery : ***10 days after reciept of NTP***	Payment Term : after delivery

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
1	unit	MULTIFUNCTION LASERJET PRINTER (PRINT, SCAN,COPY) FUNCTIONS: can print, copy, scan / multi-tasking supported - YES COPY FUNCTIONS: Copy Speed (A4/Letter/Folio): up to 30/31 cpm Copy Resolution: at least 600 x 600 dpi Reduction / Enlargement Ratio: 25%-400% in 1% increments Copy Features: N in 1 SCAN FUNCTIONS: Scan Speed (Mono/Colour): at least 27 /21 ipm (A4), 39/22 ipm (Letter) Scan Technology: CIS Resolution (Optical): Max 1200 x 1200 dpi Resolutions (Interpolated): Max 19,200 x 19,200 dpi Scan to Functions: Sharepoint, Email, Email Server, Image, OCR, File, FTP, SFTP, network, USB PAPER HANDLING: Input tray (Standard): 250 sheets Multipurpose Tray/ Manual Slot: 30 sheets/ Envelope: 3 envelopesup to 6mm thick Output Tray (Face Down): 150 sheets (80g/㎡) / 1 sheet face up (straight paper path) Automatic Document Feeder (ADF): 50 sheets Media weights (Standard Tray / MP Tray) - 60 to 163 g/㎡ (16-43lb) Media size (standar tray): A4, Letter, Legal, Mexican Legal, India Legal, Executive,A5, A5 Long Edge, A6, JIS, B5, Letter, Folio OTHERS: Processor Speed: Main- Cortex-A53800 MHz / Sub ARM 946133 MHz Memory: 512 MB Display: at least 3.5" TFT Colour LCD Utilities & Solutions: Bradmin light, webbased management Security Features: Setting lock, secure functions lock, secure print, active directory, LDAP Power Consumption (Printing / Sleep): Printing average approx: 620w / Sleep Mode: average approx 10w Power sources: 220-240 v / AC50/60 Hz Noise Level (Printing): approx LpAM= 48dB (A) SUPPLIES Standard Yield Toner - Black- approximately 1, 500 pages, Cyan, Magenta, Yellow (CMY): approx 1, 200 pages High Yied Toner - Black - approximately 3, 000 pages / CMY - 2, 300 pages Drum - approximately 20, 000 pages (1 page / job) / approximately 30, 000 pages (3 pages / job) DIMENSIONS AND WEIGHT: Dimension (WxDxH): 410 X 462 X 401 MM Weight without carton, with toner/drum: ASA: 21.6kg | PHL: 21.4 kg Inclusions: *Black, Cyan, Yellow and Magenta toner cartridges *Compact Disc (with software and electronic documentation installation guide), power cord, USB cable *One year warranty *Eco highlights: Reduce energy use with instant on technology and instant on copy. *Energy star qualified *auto off capabilities subject to printer settings *compared with products that use traditional fusing and cold cathode flourescent lamp (CCFL) copying	3	**34,500.00**	**103,500.00**

2	cart	TONER CARTRIDGE, black, TN -269XLBK , Black	10	5,100.00	51,000.00
3	cart	TONER CARTRIDGE, black, TN -269XLC, Cyan	8	5,100.00	40,800.00
4	cart	TONER CARTRIDGE, black, TN -269XLY,Yellow	8	5,100.00	40,800.00
5	cart	TONER CARTRIDGE, black, TN -269XLM, Magenta	8	5,100.00	40,800.00
6	unit	INK TANK SYSTEM PRINTERS Printer Type: Print, Scan, Copy, ADF Printing *at least Precision core Printhead * Nozzle Configuration - 400 x 1 nozzles (Black), 128 x 1 nozzles per Colour (Cyan, Magenta, Yellow) *Print speed: Draft Text Memo, A4 (Black / Colour) - up to 37 ppm / 23.0 ppm, ISO 24734, A4 (Black / Colour) - Simplex: Up to 17ipm / 9.5 ipm | Duplex: Up to 7.5 ipm / 5.0 ipm, First Page Out Time (Black / Colour)- Simplex: up to 7.0 sec / 11.0 sec Printing Language: ES / P-R, ESC-P raster Automatic 2 sided printing capable Copying: Copy Speed: ISO 29183, A4 (Black / Colour), flat bed | ISO 24735, A4 (Black / Colour),ADF Maximum copies from standalone: 99 copies Reduction / Enlargement: 25 to 400% Maximum Copy Resolution: 600 x 600 dpi Maximum copy size: Legal Scanning: Scanner Type: Flatbed colour image scanner Sensor Type: Contact Image Sensor (CIS) Optical resolution: 1200 x 2400 dpi Maximum Scan Area: 216 x 297mm Scanner Bit Depth: Colour - 48 bit input, 24 bit output | Grayscale: 16 bit input, 8 bit output | Black & white: 16 bit input, 1 bit output Scanbed (Flatbed / ADF (Simplex)): Monchrome 200 dpi - flatbed up to 12sec / ADF - up to 6.0 ipm | Colour 200 dpi - flatbed: Up to 27sec / ADF: up to 5.0 ipm ADF Function: Support Paper Thickness: 64-95 g/㎡ Paper Capacity- 35 sheets (A4 Paper), 10 sheets (Legal) Paper Handling: Number of Paper Trays - 2 (Front 1, Rear 1) Paper Hold Capacity: Input capacity - Casette 1: Up to 250 sheets of plain paper (80g/㎡), up to 20 sheets of Premium Glossy Photo Paper | Rear Slot: 1 sheet (80g/㎡) | Output Capacity: up to 30 sheets of plain paper (80g/㎡), up to 20 sheets of Premium glossy photo paper Paper size: Legal, Indian Legal, Letter, A4, 16k (195 x 270mm), B5, A5, B6, A6, Hagaki (100 x 148mm), 8.5 x 13", 5x 7", 4x6", Legal (8.5 x 14"), Envelopes: #10, DL, C6 Maximum Paper size: 215.9 x 1200mm Print Margin- 3mm top, left, right, bottom via custom settings in printer driver MOBILE AND CLOUD PRINTING Control Panel: 2.4" Colour LCD Touch Screen Printer software: Windows XP/Professional/ Vista/ 7/8 /8.1/ 10, Windows Server 2003/ 2008/ 2012/ 2016, MAC OS X 10.6.8 or later Electrical Specifications: Rated Voltage: AC 220 -240V Rated Frequency: 50-60Hz Power Consumption: 12.0W (Operating), 54.0W (standby), 0.9W (Sleep), 0.2W (Power Off) Noise Level PC Printing / Plain Paper Default: Sound Power (Black / Colour) 6.4 / 6.8 B(A), Sound Pressure (Black / Colour), 51/55dB (A) Consumables: *Black Ink Bottle *Cyan Ink Bottle *Magenta Ink Bottle *Yellow Ink Bottle *User Replaceable Maintenance box	10	21,490.00	214,900.00
		NOTHING FOLLOWS			

MULTI-FUNCTION PRINTERS, INK AND TONERS FOR THE PRINTING AND DELIVERY OF READING MATERIALS FOR KEY STAGE 1 (KINDERGARTEN TO GRADE 3) LEARNERS					
				TOTAL	**491,800.00**

Total Amount in Words: Four Hundred Ninety One Thousand Eight Hundred 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:

Gil Revin Magbanua

FNB EDUCATIONAL, INC.

10-5-2024

Date

Very truly yours,

SORAYA T. FACULO PhD. CESO V
Schools Division Superintendent

Fund Cluster: 01

Funds Available : ₱491,800.00

LILIBETH G. DEGSI
Accountant III

ORS/BURS No: _____

Date of the ORS/BURS: _____

Amount: _____

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

NOTICE OF AWARD

23 September 2026

MS. MEANVI M. AUSTRIA
Authorized Representative
FNB EDUCATIONAL, INC.
202 Quirino Highway, Baesa District 6, Quezon City

Dear Ms. Austria:

We are pleased to notify you that your price quotation and proposal for the **PROCUREMENT OF MULTI-FUNCTION PRINTERS, INK AND TONERS FOR THE PRINTING AND DELIVERY OF READING MATERIALS FOR KEY STAGE 1 (KINDERGARTEN TO GRADE 3) LEARNERS** in the amount of **Four Hundred Ninety One Thousand Eight Hundred Pesos (PhP 491, 800.00)**, 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,

SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent

CONFORME:

c/o Reuvir Magbanua
(Signature Over Printed Name)

9-23-2026
(Date)

Republic of the Philippines

Department of Education

Cordillera Administrative Region

SCHOOLS DIVISION OF BAGUIO CITY

RESOLUTION NO 168, S. 2026

RECOMMENDING THE AWARD OF CONTRACT THROUGH SMALL VALUE PROCUREMENT TO PROCUREMENT OF MULTI-FUNCTION PRINTERS, INK AND TONERS FOR THE PRINTING AND DELIVERY OF READING MATERIALS FOR KEY STAGE 1 (KINDERGARTEN TO GRADE 3) LEARNERS

WHEREAS, the Department of Education-Schools Division of Baguio City prepared the Purchase Request (PR) for the **Small Value Procurement** of the **PROCUREMENT OF MULTI-FUNCTION PRINTERS, INK AND TONERS FOR THE PRINTING AND DELIVERY OF READING MATERIALS FOR KEY STAGE 1 (KINDERGARTEN TO GRADE 3) LEARNERS** with an Approved Budget for the Contract (ABC) of **Four Hundred Ninety One Thousand Eight Hundred Eight Pesos and Sixty Centavos (PhP 491, 808.60)** (Annex A);

WHEREAS, Rule IV Section 26.1 (f) of the IRR of R.A. 12009, otherwise known as "The New Government Procurement Act", provides for Small Value Procurement as one of the modes of procurement consistent with the Fit-for-Purpose procurement;

WHEREAS, on September 4, 2026, the bid opportunity for the said procurement project specifying the technical specifications and quantity was posted wherein the following suppliers/contractors acknowledges the availability of the item/s, to wit:

Supplier/Distributors	Bid Offer (in PHP)	Remarks
FNB EDUCATIONAL, INC.	491, 800.00	WITHIN ABC / WITH ATTACHED PERMIT, OSS AND PHILGEPS
NEED INK SALES & SERVICES INC.	399, 300.00	WITHIN ABC / WITH ATTACHED PERMIT, OSS AND PHILGEPS
HEXACOM ENTERPRISES	462, 900.00	WITHIN ABC / WITH NO ATTACHED PERMIT, OSS AND PHILGEPS
THE LEARNLAB BY LEARNOVATE, INC.	491, 800.00	WITHIN ABC / WITH ATTACHED PERMIT, OSS AND PHILGEPS

WHEREAS, the Bids and Awards Committee evaluated the bid proposals received and based on evaluation, NEED INK SALES & SERVICES INC. emerged as the Lowest Calculated Bid (LCB), thus, said bidder was endorsed for post qualification to ascertain its compliance to the technical requirements, legal and financial requirements for the project;

WHEREAS, based on the post qualification conducted by the end user and the TWG, the following were their findings:

Supplier/Distributors	Bid Offer (in PHP)	Remarks
FNB EDUCATIONAL, INC.	491, 800.00	COMPLYING
NEED INK SALES & SERVICES INC.	399, 300.00	NOT COMPLYING
HEXACOM ENTERPRISES	462, 900.00	NOT COMPLYING
THE LEARNLAB BY LEARNOVATE, INC.	491, 800.00	NOT COMPLYING

WHEREAS, NEED INK SALES & SERVICES INC. , HEXACOM ENTERPRISES and THE LEARNLAB BY LEARNOVATE, INC. were found not complying with the technical requirements of the projects thus, a notice of post disqualification was forwarded to them in which, they signified that they will no longer be filing for the request for reconsideration;

Address: 82 Military Cutoff Rd, Baguio, Benguet, 260
Telephone No.: (074) 665-1231
Email Address: baguio.city@deped.gov.ph
DepEd Tayo Baguio City https://depedpines.cor

WHEREAS, FNB EDUCATIONAL, INC. complied with the requirements set by the end user as such, its bid proposal was declared responsive based on the post qualification report submitted by the end user and TWG;

WHEREAS, the Bids and Awards Committee found merit to the report submitted by the end user and Technical Working Group therefore, **FNB EDUCATIONAL, INC.** was declared as the Lowest Calculated and Responsive Bid (LCRB);

WHEREAS, Section 42 of the IRR of R.A. 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 Schools Division Superintendent the **AWARD OF CONTRACT** through **SMALL VALUE PROCUREMENT** to **FNB EDUCATIONAL, INC.** for the **PROCUREMENT OF MULTI-FUNCTION PRINTERS, INK AND TONERS FOR THE PRINTING AND DELIVERY OF READING MATERIALS FOR KEY STAGE 1 (KINDERGARTEN TO GRADE 3) LEARNERS** with the contract cost amounting to **Four Hundred Ninety One Thousand Eight Hundred Pesos (PhP 491, 800.00)** inclusive of all appropriate taxes and fees.

RESOLVED, this 23rd day of September 2026, at the Schools Division of Baguio City, No. 82, Military Cut Off, Baguio City.

BIDS AND AWARDS COMMITTEE

SAMUEL T. EGSAEN JR.
Chairperson

on leave
NIEVES D. EBANIO
Vice-Chairperson

HARRIS G. DIZON JR.
Member

VINA G. CADUNGOG
Member

BELEN R. TOMIN
Member

APPROVED:

SORAYA T. FACULO, PhD, CESO V
Schools Division Superintendent

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