PDSI-24-321

Republic of the Philippines

Department of Education

Cordillera Administrative Region

SCHOOLS DIVISION OF BAGUIO CITY

RESOLUTION NO 172, S. 2026

RECOMMENDING THE AWARD OF CONTRACT THROUGH SMALL VALUE PROCUREMENT TO CATERING SERVICES FOR THE STRATEGIC TECHNICAL ASSISTANCE (STRATA 4.2)

WHEREAS, the Department of Education-Schools Division of Baguio City prepared the Purchase Request (PR) for the **Small Value Procurement** of the **CATERING SERVICES FOR THE STRATEGIC TECHNICAL ASSISTANCE (STRATA 4.2)** with an Approved Budget for the Contract (ABC) of **Three Hundred Sixty Thousand Pesos (PhP 360, 000.00)** (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 9, 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
ANAYA'S CATERING SERVICES	321, 130.00	WITHIN ABC / WITH ATTACHED PERMIT, OSS AND PHILGEPS
MAPORHAT CAFÉ	321, 480.00	WITHIN ABC / WITH ATTACHED PERMIT, OSS AND PHILGEPS
H100 ECOLODGE	504, 000.00 (AS CALCULATED) / 602, 000.00 (AS READ)	ABOVE ABC

WHEREAS, the Bids and Awards Committee evaluated the bid proposals received and based on evaluation, ANAYA'S CATERING SERVICES 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
ANAYA'S CATERING SERVICES	321, 130.00	COMPLYING

WHEREAS, ANAYA'S CATERING SERVICES 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, **ANAYA'S CATERING SERVICES** 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;

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

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 **ANAYA'S CATERING SERVICES** for the **CATERING SERVICES FOR THE STRATEGIC TECHNICAL ASSISTANCE (STRATA 4.2)** with the contract cost amounting to **Three Hundred Twenty One Thousand One Hundred Thirty Pesos (PhP 321, 130.00)** inclusive of all appropriate taxes and fees.

RESOLVED, this 24th 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

NIEVES D. EBANIO
Vice-Chairperson

HARRIS G. DIZON JR.
Member

VIMA G. CADUNGOG
Member

BELEN R. TOMIN
Member

APPROVED:

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

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

NOTICE OF AWARD

24 September 2026

MR. ARTHUR LICYAYO
Proprietor
ANAYA'S CATERING SERVICES
Marcos Highway, Baguio City

Dear Mr. Licyayo:

We are pleased to notify you that your price quotation and proposal for the **CATERING SERVICES FOR THE STRATEGIC TECHNICAL ASSISTANCE (STRATA 4.2)** in the amount of **Three Hundred Twenty One Thousand One Hundred Thirty Pesos (PhP 321, 130.00)**, 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:

ARTHUR LICYAYO
(Signature Over Printed Name)

09-24-26
(Date)

Address: 82 Military Cutoff Rd, Baguio, Benguet, 2600
Telephone No.: (074) 665-1231
Email Address: baguio.city@deped.gov.ph
DepEd Tayo Baguio City https://depedpines.com

PURCHASE ORDER

DepEd, Division of Baguio

Supplier **ANAYA'S CATERING SERVICES**	P.O. No. **2026-09-164**
Address Marcos Highway, Baguio City	Date : September 25, 2026
TIN: 259-080-238	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 : day of activity
Date of Delivery : ***September 29-30, 2026 and October 1-2, 2026***	Payment Term : after delivery

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		Catering Services for the Strategic Technical Assistance (STRATA 4.2)			
1	pax	DAY 1 AM SNACK: Special Chicken Pansit with 2 pieces shanghai lumpia, canned juice LUNCH: Beef and mushroom braised stew, stir fry mixed vegetables (broccoli, green peas, carrots, caulli flower, bell peper), ginataang crispy bangus belly, creamy chicken soup, mixed fruits (4 kinds) PM SNACK: Fresh lumpia with a cup of potato salad and 240 ml pineapple juice	215	**449.00**	**96,535.00**
2	pax	DAY 2 AM SNACK: Creamy Macaroni Salad with medium sized orange and canned juice LUNCH: Beef broccoli with oyster sauce, ginataang laing with 3 pieces of sliced pork kiniing, grilled chiken (quarter leg), pumpkin soup and Caesar Salad PM SNACK: Champorado with boneless dilis	215	**449.00**	**96,535.00**
3	pax	DAY 3 AM SNACK:Chicken Waldorf salad with medium sized orange and canned juice LUNCH: Beef brisket with potato marbles, steamed vegetables (broccoli, green peas, carrots, caulli flower and bell pepper), Grilled tuna with special sauce, cream of asparagus soup, mango graham PM SNACK: Special lomi with whole egg and chicken strip, canned juice	215	**439.00**	**94,385.00**
4	pax	DAY 4 AM SNACK:Chicken Waldorf salad with medium sized apple and canned juice LUNCH: Beef brisket with potato marbles, steamed vegetables (broccoli, green peas, carrots, caulli flower and bell pepper), Grilled chicken (quarterleg), cream of asparagus soup, mixed fruits (4 kinds) PM SNACK: Special lomi with whole egg and chicken strip, canned juice	75	**449.00**	**33,675.00**
		Inclusion: With brewed coffeee, drinking water (hot and cold) available for the whole duration of the activity. Relevant to the Pansanopen Program of the City Government of Baguio City, the supplier shall not use plastic materials during the activity.			
		NOTHING FOLLOWS			

Catering Services for the Strategic Technical Assistance (STRATA 4.2)

TOTAL	**321,130.00**

Total Amount in Words: Three Hundred Twenty One Thousand One Hundred Thirty 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:

ARTHUR LIGAYO

ANAYA'S CATERING SERVICES

10-05-26

Date

Very truly yours,

SORAYA T. FACULO PhD. CESO V
Schools Division Superintendent

Fund Cluster: 01

Funds Available : ₱ 321,130.00

LILIBETH G. DEGSI
Accountant III

ORS/BURS No:

Date of the ORS/BURS:

Amount:

pjn

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

NOTICE TO PROCEED

September 28, 2026

ARTHUR LICYAYO
Anaya's Catering Services

Dear Mr. Licyayo:

This refers to our award of contract to your company for the **Procurement of Catering Services for the Strategic Technical Assistance (STRATA 4.2)** in the Total amount of PHILIPPINE PESOS **Three Hundred Twenty One Thousand One Hundred Thirty Pesos Only (₱321,130.00)** 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:

ARTHUR LICYAYO
(Signature Over Printed Name)

10-05-26
(Date)

09/28/2026
pjn

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

CONTRACT FOR THE CATERING SERVICES FOR THE STRATEGIC TECHNICAL ASSISTANCE (STRATA 4.2)
(PO No. 2026-09-164)

This **CONTRACT** executed on the 5th day of October 2026 by and between:

DEPARTMENT OF EDUCATION - SCHOOLS DIVISION OF BAGUIO CITY, a government agency of the Republic of the Philippines, hereinafter called "**the Entity**";

-and-

ANAYA'S CATERING SERVICES, a sole proprietorship duly registered under the laws of the Republic of the Philippines, with principal office at Marcos Highway, Baguio City hereinafter called "**the Supplier**";

WHEREAS, the Entity intends to procure certain goods and services, specifically through Direct Acquisition for the **CATERING SERVICES FOR THE STRATEGIC TECHNICAL ASSISTANCE (STRATA 4.2);**

WHEREAS, the Supplier has agreed to supply and deliver the said goods and services and has been awarded the contract for the procurement in the total amount of **Three Hundred Twenty One Thousand One Hundred Thirty Pesos (PhP 321, 130.00)** hereinafter referred to as the "Contract Price."

NOW, THEREFORE, for and in consideration of the foregoing premises, the parties hereby agree as follows:

1. Unless otherwise stated, terms and expressions used in this Contract shall have the same meanings as those assigned to them in the Conditions of Contract, which form an integral part of this Contract.

2. The following documents as required by the Implementing Rules and Regulations of Republic Act No. 12009 shall form part and be read and construed as integral parts of this Contract, *viz.*:

a. Purchase Order for Procurement of Goods
b. Documentary Requirements and all other documents or statements submitted;
c. Notice of Award of Contract and the Supplier's Conforme thereto; and
d. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the Purchase Request, such as but not limited to the Notice to Proceed.

3. In consideration of the **Contract Price** of **Three Hundred Twenty One Thousand One Hundred Thirty Pesos (PhP 321, 130.00)**, or such other sums as may be determined in accordance with the terms of the Contract, the Supplier agrees to deliver and perform the items and related services for the **CATERING SERVICES FOR THE STRATEGIC TECHNICAL ASSISTANCE (STRATA 4.2)** described herein in accordance with the terms and conditions specified in the Contract and its annexed documents.

4. **The DEPARTMENT OF EDUCATION - SCHOOLS DIVISION OF BAGUIO CITY** agrees to pay the above-mentioned sum to the Supplier in accordance with the schedule and manner provided in the Purchase Order and in this Contract as follows:

a. Provide Meals and Snacks for the number of participants in accordance with the conformed Purchase Order as stated above:

DAY 1
AM SNACK: Special Chicken Pansit with 2 pieces shanghai lumpia, canned juice
LUNCH: Beef and mushroom braised stew, stir fry mixed vegetables (broccoli, green peas, carrots, caulli flower, bell peper), ginataang crispy bangus belly, creamy chicken soup, mixed fruits (4 kinds)
PM SNACK: Fresh lumpia with a cup of potato salad and 240 ml pineapple juice

DAY 2
AM SNACK: Creamy Macaroni Salad with medium sized orange and canned juice
LUNCH: Beef broccoli with oyster sauce, ginataang laing with 3 pieces of sliced pork kiniing, grilled chiken (quarter leg), pumpkin soup and Caesar Salad
PM SNACK: Champorado with boneless dilis

DAY 3
AM SNACK:Chicken Waldorf salad with medium sized orange and canned juice
LUNCH: Beef brisket with potato marbles, steamed vegetables (broccoli, green peas, carrots, caulli flower and bell pepper), Grilled tuna with special sauce, cream of asparagus soup, mango graham
PM SNACK: Special lomi with whole egg and chicken strip, canned juice

DAY 4
AM SNACK:Chicken Waldorf salad with medium sized apple and canned juice
LUNCH: Beef brisket with potato marbles, steamed vegetables (broccoli, green peas, carrots, caulli flower and bell pepper), Grilled chicken (quarterleg), cream of asparagus soup, mixed fruits (4 kinds)
PM SNACK: Special lomi with whole egg and chicken strip, canned juice

Inclusion: With brewed coffee, drinking water (hot and cold) available for the whole duration of the activity. Relevant to the Pansanopen Program of the City Government of Baguio City, the supplier shall not use plastic materials during the activity.

c. 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 as liquidated damages shall be imposed on the undelivered item/s.

d. The Supplier shall be held accountable for any damages if the menu outlined during the post-qualification phase cannot be fulfilled. Additionally, the Supplier shall incur an extra thirty percent (30%) liability for damages if the items are not delivered in accordance with the specifications outlined in the contract and within the agreed timeframe.

5. Any dispute, difference, or claim arising out of or relating to this Contract, including its existence, validity, interpretation, breach, or termination thereof, may be submitted to arbitration or other form of alternative dispute resolution in accordance with the applicable law, such as Republic Act No. 9285 (Alternative Dispute Resolution Act of 2004) or Executive Order No 1008, series 1985 (Construction Industry Arbitration Law).

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

For the Procuring Entity
Head of the Procuring Entity.

SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent

For the Supplier
Duly authorized to sign the Contract for and behalf of the Supplier

Authorized Representative

Signed in the presence of:

NIÑO M. TIBANGAY
CEF - SGOD
Witness – Procuring Entity

Witness- Supplier