

PURCHASE ORDER


Department of Social Welfare and Development
Cordillera Administrative Office

| | | | | | | | |
|---|-------------|---|------------|----------------------------|-------------------|--------------------------------|----------------------|
| Supplier | | THE STABLE EDUCATIONAL SUPPLY | | Purchase Order No. | | 2025-07-435 | |
| Address | | 12 LOWER BONIFACIO ST, BAGUIO CITY | | Date | | 31-Jul-25 | |
| | | | | Mode of Procurement | | SVP | |
| Please furnish this office the following articles subject to the terms and conditions herein. | | | | | | | |
| Place of Delivery | | | | AS INDICATED | | Delivery Term: Complete | |
| Date of Delivery | | | | AS INDICATED | | Payment Term: Charge | |
| ITEM NO. | Unit | Description | QTY | Unit Cost | Total Cost | | |
| Purchase and Delivery of Office and Other Supplies for DSWD-CAR CY 2025(STAMP) | | | | | | | |
| 1 | piece | STAMP, Self-Inking with refillable ink pad, Black, 10mm x 28mm (min), "Accounting Copy" | 2 | 332.00 | 664.00 | | |
| 2 | piece | STAMP, Self-Inking with refillable ink pad, Black, 10mm x 28mm (min), "COA Copy" | 2 | 332.00 | 664.00 | | |
| 3 | piece | STAMP, Self-Inking with refillable ink pad, Black, 10mm x 28mm (min), "PSS Copy" | 6 | 332.00 | 1,992.00 | | |
| 4 | piece | STAMP, Self-Inking with refillable ink pad, Black, 10mm x 28mm (min), "Certified True Copy" | 127 | 332.00 | 42,164.00 | | |
| 5 | piece | STAMP, Self-Inking with refillable ink pad, Black, 10mm x 28mm (min), "Paid" | 142 | 332.00 | 47,144.00 | | |
| 6 | piece | STAMP, Self-Inking with refillable ink pad, Black, 10mm x 28mm (min), "Received" | 10 | 332.00 | 3,320.00 | | |
| OTHER REQUIREMENTS | | | | | | COMPLIANCE | |
| | | | | | | CAN COMPLY | CANNOT COMPLY |
| Delivery of Goods is 1st Delivery: within 20 calendar day after receipt of Purchase Order and 2nd Delivery: 90 calendar days after the deadline of the 1st Delivery. Please see attached schedule of delivery. Delivery place at DSWD FO CAR, #40 NORTH Drive, Baguio City. If the last day of delivery falls on Saturday/Sunday/Holiday, the delivery of goods can be moved to the next working day. | | | | | | / | |
| Service Provider must have Active Landbank Account for Payment Purposes. For other banks, service charge will be deducted upon payment on the account. | | | | | | / | |
| PAYMENT SHALL BE MADE THRU LANDBANK OF THE PHILIPPINES | | | | | | | |
| | | | | | | TOTAL | 95,948.00 |
| (Amount in words) | | Ninety-Five Thousand Nine Hundred Forty-Eight 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:

THE STABLE EDUCATIONAL SUPPLY
12 LOWER BONIFACIO ST, BAGUIO CITY

(Signature over Printed Name)  Date 8/8/25
TEL NO (074) 4449665, GLOBE 0917577722
e-mail: march_weldon@yahoo.com.ph
Bank Account Name _____ Bank Account Number _____

Very truly yours,

MARIA A. CATBAGAN-APLATEN, PhD
Signature over Printed Name of Authorized Official
Director IV, Regional Director
Designation

TIN Number *please tick tax type
[] vat
[] non-vat

Date of BIR Registration

| | |
|---|---|
| Fund Cluster: <u>01 CMF 60166 60</u> | ORS/ BURS No.: <u>02-10261-2025-07-0298</u> |
| Funds Available: <u>95,948.00</u> | Date of the ORS/ BURS: <u>JUL 31 2025</u> |
| WILBOURN B. BACOLONG ACCOUNTANT III | Amount: <u>95,948.00</u> |

MMAWA/belle

Commission on Audit
RECEIVED
11 AUG 2025
Date: _____ Time: _____

Procurement Section
06 AUG 2025
Date: _____ Time: 11:40

BIDS AND AWARDS COMMITTEE (BAC)
Resolution No. 2025-07-585

**BAC RESOLUTION DECLARING LOWEST CALCULATED RESPONSIVE QUOTATION
AND RECOMMENDING AWARD**

RFQ NO. 2025-06-572
PP/PR NO. 2025-06-561

WHEREAS, the Department of Social Welfare and Development-Cordillera Administrative Region (DSWD-CAR) has appropriations for procurement of the project, **Purchase and Delivery of Office and Other Supplies for DSWD-CAR CY 2025(STAMP)**, with an Approved Budget for the Contract (ABC) amounting to **One Hundred Seventy-Three Thousand One Hundred Fifty-Seven Pesos Only (P173,157.00)**;

WHEREAS, in consonance with the Republic Act 9184 and its Implementing Rules and Regulations, a Project Procurement Management Plan (PPMP) which has been consolidated into the Annual Procurement Plan (APP) is in order for the programs, activities and projects for Calendar Year 2025;

WHEREAS, Republic Act 9184, otherwise known as the Government Procurement Reform Act, in its Implementing Rules and Regulations under Section 10, provides that "all procurement shall be done through competitive bidding, except as provided in Rule XVI";

WHEREAS, Section 48.1 of the IRR of the above cited act stipulates that "[s]ubject to prior approval of the Head of Procuring entity and whenever justified by the conditions provided in this Act, the procuring entity may, in order to promote economy and efficiency may resort to any of the alternative mode of procurement" and **Negotiated Procurement – 53.9 – Small Value Procurement** was the identified mode of procurement that was applicable on this procurement at hand;

WHEREAS, the Bids and Awards Committee (BAC) through the BAC Secretariat advertised the Request for Quotations (RFQ) at the DSWD-CAR website, Philippine Government Electronic Procurement System (PhilGEPS), and the Procuring Entity's Social Media Account, posted at the DSWD-CAR Bulletin Board located at the main entrance of the Field Office, and were endorsed for floating to eligible suppliers/service providers from **26th day of June 2025 to 1st day of July 2025 at 12:00NN**;

WHEREAS, upon opening of the Request for Quotations on the **2nd day of July 2025**, summary of details was listed below:

| NAME OF BIDDER | AS READ (IN PHP) | AS CALCULATED (IN PHP) | REMARKS |
|---------------------------------|------------------|------------------------|------------|
| THE STABLE EDUCATIONAL SUPPLY | N/A | 95,948.00 | WITHIN ABC |
| SCP STAMP SALES AND SERVICES | N/A | 130,050.00 | WITHIN ABC |
| GDP TRADING | N/A | 164,730.00 | WITHIN ABC |
| LOW COST CONSUMER GOODS TRADING | NO QUOTATION | | |
| PANGHOI ENTERPRISES INC. | | | |

WHEREAS, upon evaluation of the Bids and Awards Committee (BAC), the bid from **THE STABLE EDUCATIONAL SUPPLY** emerged to be the lowest calculated quotation. However, to ascertain the compliance of the bidder, the BAC recommended for the conduct of Post Qualification;

WHEREAS, on 14th day of July 2025 the post qualification report was presented to the BAC. The report states that **THE STABLE EDUCATIONAL SUPPLY** was found to be compliant with the technical, legal and financial, requirements of the project thus responsive;

WHEREAS, the BAC deliberated the result of post-qualification and found merit to the findings and unanimously declared, **THE STABLE EDUCATIONAL SUPPLY** as the **Lowest Calculated Responsive Quotation (LCRQ)** upon determination that the bidder has passed all the criteria for post-qualification. With this, an Omnibus Sworn Statement (OSS) is required prior to issuance of award to the winning bidder;

WHEREAS, on the 22nd day of July 2025 an Omnibus Sworn Statement was submitted to the Bids and Awards Committee (BAC);

NOW, THEREFORE, foregoing premises considered, We, the Members of the Bids and Awards Committee, hereby **RESOLVED** as it is hereby resolved to:

- Declare the bid of **THE STABLE EDUCATIONAL SUPPLY** as the **Lowest Calculated Responsive Quotation** for the project, **Purchase and Delivery of Office and Other Supplies for DSWD-CAR CY 2025(STAMP)** with contract cost amounting to **Ninety-Five Thousand Nine Hundred Forty-Eight Pesos Only (P95,948.00)** inclusive of all applicable taxes and fees;
- Recommend to the Head of the Procuring Entity (HOPE) the award of contract to **THE STABLE EDUCATIONAL SUPPLY**; and
- For approval of the HOPE;

Resolved at DSWD-CAR, Baguio City, Philippines this **22nd day of July 2025**.

BIDS AND AWARDS COMMITTEE



JESSIE F. CHELIM
AO V / PSS

Provisional Member (End User)




WALT DERFLEE DALANG
AA II / PSS

Provisional Member (Expert)



NORIE C. CASTAÑEDA
SAO / FMD
Regular Member

on leave
RINA CLAIRE L. REYES
CAO / HRMDD
Vice Chairperson



ENRIQUE H. GASCON JR.
DIR. IV / OARDA
Chairperson

Approved () Disapproved



MARIA A. CATBAGAN-APLATEN, PhD
Director IV, Regional Director

(per Special Order No. 1763, Series of 2024)
Authorized Representative/Head of the Procuring Entity

MMAWA/RENCH
