



Republic of the Philippines  
**Department of Education**  
 Region XIII  
**SCHOOLS DIVISION OF SOUTH COTABATO**

**ABSTRACT OF QUOTATIONS**

End User: DepEd-Schools Division of South Cotabato - OSDS - Supply Office  
 Quotation No. DSC-23-03-017  
 Date Opened: March 10, 2023  
 Venue: BAC Office  
 Mode of Procurement: NP-SVP  
 ABC: 64,000.00

Lot No.	QTY.	UNIT	ITEMS AND DESCRIPTIONS	BIDDERS' NAME/S AND PRICE QUOTATIONS	
1	1 LOT		<b>Supply and delivery of Office Equipment</b>		
	2	unit	Trolley Hand Truct Haul Expert, HD 10x 1 Angular Type	24,000	13,000
	1	unit	Safety Vault, Fire and Burglary Resistant safe	35,500	49,000
			<i>x-x-x-x-x nothing follows x-x-x-x-x</i>		
<b>TOTAL PRICES</b>				59,500	62,000
<b>Remarks</b>					

**RECOMMENDATION:**  
 Award to Fun Tradeys Insurer as the supplier with the lowest/single calculated and responsive quotation.

**Bids and Awards Committee**

- |   |                                       |                                    |   |
|---|---------------------------------------|------------------------------------|---|
| <u>RONALD JIM S. SOMERA</u><br>BAC Member | <u>DAISY I. DARROCA</u><br>BAC Member | <u>CRISTOPHER T. FRUSA</u><br>(OS) | <u>LALAINE S.J. MANUNTAG, PhD</u><br>BAC Vice Chairperson |
| <u>BAC Alternate Member</u>               | <u>BAC Alternate Member</u>           |                                    | <u>JASMINE P. ISLA</u><br>BAC Chairperson                 |

# PURCHASE ORDER

Department of Education - Schools Division of South Cotabato

Supplier: <b>SURR TRADEPRO CONSUMER GOODS TRADING</b>	P.O. No.: <b>23-023</b>
	Date: <b>March 10, 2023</b>
Address: Brgy. GPS, Koronadal City, South Cotabato	PR No.: <b>DSC-23-03-017</b>
TIN No.: 732-728-319-000	Mode of Procurement: <b>NP - SMALL VALUE PROCUREMENT</b>

Gentlemen:

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

Place of Delivery: <b>DepEd-Schools Division Office, Koronadal City, South Cotabato</b>	Delivery Term: <b>(Seven) 7 Calendar day/s</b>
Date of Delivery: <b>Upon Receipt of P.O</b>	Payment Term: <b>(Fifteen) 15 Calendar day/s</b>

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	lot	<b>Supply and Delivery of Office Equipment for Property and Supply Section.</b>	1		<b>59,800.00</b>
	unit	Trolley Hand Truck Haul Expert, HD 10 x 1 Angular Type	2	12,000.00	<b>24,000.00</b>
	unit	Safety Vault, Fire and Burglary Resistant safe - Brand: Soter	1	35,800.00	<b>35,800.00</b>

x-x-x-x-x-x-x-x-x-x Nothing follows x-x-x-x-x-x-x-x-x-x

**TOTAL: Php 59,800.00**

**(Total Amount in Words) Fifty-Nine Thousand Eight Hundred Pesos**

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 to undelivered items.

Very truly yours,

Conforme:

**DR. RUTH L. ESTACIO, CESO VI**

Schools Division Superintendent  
Head of the Procuring Entity (HoPE)

**SURR TRADEPRO CONSUMER GOODS TRADING**

Signature over Printed Name

3/22/23

Date

Fund Cluster: 101

Funds Available: 59,800.00

ORS/BURS No. : 2023-03-00883

Date of the ORS/BURS : MAR 16 2023

Amount : 59,800.00

**CARLO P. DIVEDOR, CPA**

Signature over Printed Name

3/17/23



<b>OBLIGATION REQUEST AND STATUS</b>  DepEd, Division of South Cotabato  <b>Entity Name</b>	Serial No. : 02-101101-2023 -07-00887  Date : <u>MAR 16 2023</u>  Fund Cluster <u>01</u>
---	--

Payee	<b>SURR TRADEPRO CONSUMER GOODS TRADING</b>			
Office	Brgy. GPS, Koronadal City, South Cotabato			
Address	Koronadal City, South Cotabato			
Description of Transaction	Supply and Delivery of Office Equipment for Property and Supply Section			
Responsibility Center	Particular/s	MFO/PAP	UACS Object Code	Amount
070010812003	Office Equipment - <i>Semi-Expendable</i>	100000100001000	<u>5020721002</u>	59,800.00
Total				<b>59,800.00</b>

<b>A. Certified:</b> Charges to appropriation/allotment are necessary, lawful and under my direct supervision; and supporting documents valid, proper and legal  Signature : _____ Printed Name: <u>RAY O. LLOREN</u> Position : <u>Administrative Officer IV</u> Date : <u>March 15, 2023</u>	<b>B. Certified:</b> Allotment available and obligated for the purpose/adjustment necessary as indicated above  Signature : _____ Printed Name: <u>MAY GRACE T. DUPA</u> Position : <u>Administrative Officer V (Budget)</u> Date : <u>MAR 16 2023</u>
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<b>C. STATUS OF OBLIGATION</b>							
Reference			Amount				
Date	Particulars	ORS/JEV/Check/ADA/TRA No.	Obligation	Payable	Payment	Balance	
			(a)	(b)	(c)	Not Yet Due (a-b)	Due and Demandable (b-c)
<u>MAR 16 2023</u>	Supply and Delivery of Office Equipment for Property and Supply Section	02-101101- <u>2023</u> <u>-07-00887</u>	59,800.00				

**RECEIVED**  
**MAR 17 2023**  
 BY: u/lls



Republic of the Philippines  
**Department of Education**  
 REGION XII  
 SCHOOLS DIVISION OF SOUTH COTABATO

**NOTICE TO PROCEED**

MAR 21 2023

**THE MANAGER**  
**SURR TRADEPRO CONSUMER GOODS TRADING**  
 Brgy. GPS, Koronadal City, South Cotabato

Dear Sir/Madam:

The attached Purchase Order having been approved, notice is hereby given to **SURR TRADEPRO CONSUMER GOODS TRADING** delivery may proceed on **Supply and Delivery of Office Equipment for Property and Supply Section.** with reference no. DSC-23-03-017.

Contract Price: **Fifty-Nine Thousand Eight Hundred Pesos (Php 59,800.00)**

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return other to the **DepEd- Schools Division of South Cotabato, Koronadal City.**

Date to Start:	MAR 23 2023
Date of Completion:	APR 06 2023

Very truly yours,

**DR. RUTH L. ESTACIO, CESO VI**  
 Schools Division Superintendent  
 Head of the Procuring Entity

I acknowledge receipt of this notice : 3/22/23  
 (date)

Name of Bidder or Representative: REJELYN FEBRE BULADAS

Authorized Signature:

IKHO/NTP-Supply and Delivery of Office Equipment for Property and Supply Section.







Republic of the Philippines  
**Department of Education**  
REGION XII  
SCHOOLS DIVISION OF SOUTH COTABATO

**NOTICE OF AWARD**

March 10, 2023

**THE MANAGER**  
**SURR TRADEPRO CONSUMER GOODS TRADING**  
Brgy. GPS, Koronadal City, South Cotabato


Dear Sir/Madam:

We are happy to notify you that the **Supply and Delivery of Office Equipment for Property and Supply Section**, with reference no. DSC-23-03-017 is hereby awarded to you as the supplier with the Lowest Calculated and Responsive Quotation.

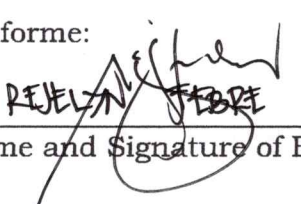
Contract Price: **Fifty-Nine Thousand Eight Hundred Pesos (Php 59,800.00)**

You are therefore required, within three (3) days from the receipt of this Notice of Award, to formally enter into contract with us, and to submit the Omnibus Sworn Statement in prescribed form stipulated in Section 25.3 of the IRR of RA 9184.

Very truly yours,

  
**DR. RUTH L. ESTACIO, CESO VI**  
Schools Division Superintendent  
Head of the Procuring Entity

Conforme:

  
**REJELYN FEBRER BNLADK**  
\_\_\_\_\_  
(Name and Signature of Bidder or Representative):

Date: 3/21/23

IKHO/NOA-Supply and Delivery of Office Equipment for Property and Supply Section.

SDOSC-OSDS-BAC-NOA-v2.0r0.0, effective 04/06/2020



Address: Alunan Avenue, Koronadal City, South Cotabato 9506  
Telephone Number: (083)228-3801  
Email Address: [south.cotabato@deped.gov.ph](mailto:south.cotabato@deped.gov.ph)





Republic of the Philippines  
**Department of Education**  
REGION XII  
SCHOOLS DIVISION OF SOUTH COTABATO

**NOTICE OF AWARD**

March 10, 2023

**THE MANAGER**  
**SURR TRADEPRO CONSUMER GOODS TRADING**  
Brgy. GPS, Koronadal City, South Cotabato

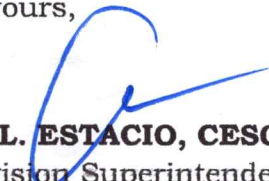
Dear Sir/Madam:

We are happy to notify you that the **Supply and Delivery of Office Equipment for Property and Supply Section**, with reference no. DSC-23-03-017 is hereby awarded to you as the supplier with the Lowest Calculated and Responsive Quotation.

Contract Price: **Fifty-Nine Thousand Eight Hundred Pesos (Php 59,800.00)**

You are therefore required, within three (3) days from the receipt of this Notice of Award, to formally enter into contract with us, and to submit the Omnibus Sworn Statement in prescribed form stipulated in Section 25.3 of the IRR of RA 9184.

Very truly yours,

  
**DR. RUTH L. ESTACIO, CESO VI**  
Schools Division Superintendent  
Head of the Procuring Entity

Conforme:

  
REYLAN FEBRE BULADAS  
\_\_\_\_\_  
(Name and Signature of Bidder or Representative):

Date: 3/21/23

IKHO/NOA-Supply and Delivery of Office Equipment for Property and Supply Section.

SDOSC-OSDS-BAC-NOA-v2.0r0.0, effective 04/06/2020



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Telephone Number: (083)228-3801  
Email Address: [south.cotabato@deped.gov.ph](mailto:south.cotabato@deped.gov.ph)





## Omnibus Sworn Statement (Revised)

REPUBLIC OF THE PHILIPPINES  
CITY OF KORONADAL CITY

### AFFIDAVIT

I, **SHEENA MAE P. SINADJAN**, of legal age, single, Filipino, and residing at Poticar Extension Brgy. GPS Koronadal City, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the sole proprietor or authorized representative of **SURR TRADEPRO CONSUMER GOODS TRADING** with office address at Unit 5, Poticar Extension Brgy. GPS Koronadal City;
2. As the owner and sole proprietor, or authorized representative of **SURR TRADEPRO CONSUMER GOODS TRADING**, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for **[Supply and Delivery of Office Equipment for Property and Supply Section PO No.23-023]** of the **DEPARTMENT OF EDUCATION – SCHOOLS DIVISION OF SOUTH COTABATO** as shown in the attached duly notarized Special Power of Attorney;
3. **SURR TRADEPRO CONSUMER GOODS TRADING** is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. **SURR TRADEPRO CONSUMER GOODS TRADING** is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
7. **SURR TRADEPRO CONSUMER GOODS TRADING** complies with existing labor laws and standards; and
8. **SURR TRADEPRO CONSUMER GOODS TRADING** is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the

- Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the **[Supply and Delivery of Office Equipment for Property and Supply Section PO No.23-023]**.
9. **SURR TRADEPRO CONSUMER GOODS TRADING** did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this 13th day of February, 2023 at Koronadal City, South Cotabato, Philippines.

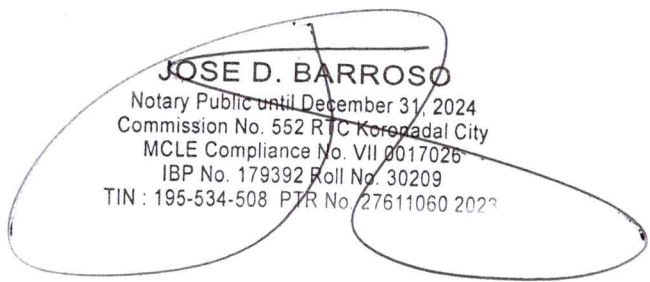
16  
  
SHEENA MAE P. SINADJAN  
PROPRIETOR  
Affiant

PRC No. 1652055

[Jurat]

SUBSCRIBED AND SWORN to before me  
this MAR 22 2023 at the City of Koronadal,  
South Cotabato, affiant/s exhibiting to me his/her/their  
valid identification card as shown below his/her/their  
typewritten name/s.

Doc. No. 308 ;  
Page No. 62 ;  
Book No. 11 ;  
Series of 2023.

  
JOSE D. BARROSO  
Notary Public until December 31, 2024  
Commission No. 552 RTC Koronadal City  
MCLE Compliance No. VII 0017026  
IBP No. 179392 Roll No. 30209  
TIN : 195-534-508 PTR No. 27611060 2023





Republic of the Philippines  
**Department of Education**  
 REGION XII  
 SCHOOLS DIVISION OF SOUTH COTABATO

**A RESOLUTION TO AWARD THE SUPPLY AND DELIVERY OF OFFICE EQUIPMENT TO SURR TRADEPRO CONSUMER GOODS TRADING AS THE SUPPLIER WITH THE LOWEST CALCULATED AND RESPONSIVE QUOTATION (LCRQ) AND RECOMMENDING FOR THE APPROVAL OF THE HEAD OF THE PROCURING ENTITY (HOPE)**

**RESOLUTION NO.: 2023-03-009**

**WHEREAS**, the Department of Education, Schools Division of South Cotabato, requested for the **Supply and Delivery of Office Equipment for Property and Supply Section** (DSC-23-03-017/9537635) with the approved budget for the contract (ABC) amounting to **Sixty-Four Thousand Pesos (Php 64,000.00)**;

**WHEREAS**, the Bids and Awards Committee (BAC) thru its Secretariat posted the request for quotation (per lot) at the websites of Philippine Government Electronic Procurement System (PhilGEPS) and DepEd South Cotabato on March 4, 2023, and posted the same at the conspicuous place at the premises of the division office;

**WHEREAS**, the BAC invited three (3) suppliers of known qualifications to submit quotation;

**WHEREAS**, the BAC received two (2) quotations and opened the same on March 10, 2023, 10:00 a.m.;

**WHEREAS**, the BAC, upon careful deliberation and evaluation of the submitted price quotation, found the offer of **SURR TRADEPRO CONSUMER GOODS TRADING** as the lowest calculated and responsive quotation detailed as follows;

Item/ Lot No.	ABC	No./ Unit	Item	Price	Awarded To
1	64,000.00		<b>Supply and Delivery of Office Equipment for Property and Supply Section</b>  Trolley – 2 units Safety Vault – 1 unit	59,800.00	<b>SURR TRADEPRO CONSUMER GOODS TRADING</b>
<b>TOTAL</b>	<b>P 64,000.00</b>			<b>P 59,800.00</b>	

**WHEREFORE**, premises considered and upon the unanimous sponsorship by the BAC members let it be;

*SDOSC-OSDS-RES-v2.0r0.0, effective 04/06/2020*



Address: Alunan Avenue, Koronadal City, South Cotabato 9506  
 Telephone Number: (083)228-3801  
 Email Address: [south.cotabato@deped.gov.ph](mailto:south.cotabato@deped.gov.ph)





Republic of the Philippines  
**Department of Education**  
REGION XII  
SCHOOLS DIVISION OF SOUTH COTABATO

**RESOLVED** as it is hereby **RESOLVED** to recommend the award of the contract for the above-stated procurement to **SURR TRADEPRO CONSUMER GOODS TRADING** as the supplier with the lowest calculated and responsive quotation;

**RESOLVED FURTHER**, to recommend to the Head of the Procuring Entity (HOPE) of the Department of Education, Division of South Cotabato the approval of the said procurement;

**PASSED** and **CARRIED** this 10<sup>th</sup> day of March 2023, at the BAC Office, Division of South Cotabato, City of Koronadal.

Prepared by:

**RODEL H. CATUBAY**  
BAC Secretariat Head

*manun*  
**DAISY I. DARROCA**  
BAC Member

(O.B.)  
**CRISTOPHER T. FRUSA**  
BAC Member

*RJS*  
**RONALD JIM S. SOMERA**  
BAC Member

(O.B.)  
**LALAINÉ SJ. MANUNTAG, Ph.D**  
BAC Vice Chairperson

*JPI*  
**JASMIN P. ISLA**  
BAC Chairperson

APPROVED:

*RLE*  
**DR. RUTH L. ESTACIO, CESO VI**  
Schools Division Superintendent  
Head of the Procuring Entity (HOPE)

SDOSC-OSDS-RES-v2.0r0.0, effective 04/06/2020



Address: Alunan Avenue, Koronadal City, South Cotabato 9506  
Telephone Number: (083)228-3801  
Email Address: [south.cotabato@deped.gov.ph](mailto:south.cotabato@deped.gov.ph)







Republic of the Philippines  
**Department of Education**  
 Region XII  
**SCHOOLS DIVISION OF SOUTH COTABATO**

**ABSTRACT OF QUOTATIONS**

End User: DepEd-Schools Division of South Cotabato - OSDS - Supply Office  
 Quotation No. DSC-23-03-017  
 Date Opened: March 10, 2023  
 Venue: BAC Office  
 Mode of Procurement: NP-SVP  
 ABC: 64,000.00

Lot No.	QTY.	UNIT	ITEMS AND DESCRIPTIONS	BIDDERS' NAME/S AND PRICE QUOTATIONS	
1	1 LOT		<b>Supply and delivery of Office Equipment</b>		
	2	unit	Trolley Hand Tract Haul Expert, HD 10x 1 Angular Type	24,000	13,000
	1	unit	Safety Vault, Fire and Burglary Resistant safe	31,800	49,000
			<i>x-x-x-x-x nothing follows x-x-x-x-x-x</i>		
			<b>TOTAL PRICES</b>	59,800	62,000

**RECOMMENDATION:**

Award to none *Tradeys Insured with Trading*, as the supplier with the lowest/single calculated and responsive quotation.

**Bids and Awards Committee**

- |   |                                      |  |   |
|---|--------------------------------------|--|---|
| <u>RONALD JIM S. SOMERA</u><br>BAC Member | <u>DAISY I DARROCA</u><br>BAC Member | <u>CRISTOPHER T. FRUSA</u><br>BAC Member | <u>LALAINA S.J. MANUNTAG, PhD</u><br>BAC Vice Chairperson |
| <u>BAC Alternate Member</u>               | <u>BAC Alternate Member</u>          |  | <u>JASMIN P. ISLA</u><br>BAC Chairperson                  |



Republic of the Philippines  
**Department of Education**  
 REGION XII  
 SCHOOLS DIVISION OF SOUTH COTABATO

**MASTERLIST OF DEALERS/SUPPLIERS/BIDDERS SERVED**

THIS IS TO CERTIFY that I/we received a copy of canvass/bidding papers for the articles listed in the Purchase Request No. **DSC-23-03-017 dated March 3, 2023** for which I/we am/are interested to participate.

NAME OF DEALERS	ADDRESS	CONTACT NO.	SIGNATURE/DATE
1. <u>Super Trade Pro Company</u> <u>Goods trading</u>	<u>Koronadal City</u>	<u>083 228 98 09</u> <u>0917129 38 69</u>	<u>Received thru email</u> <u>3/7/23</u> <u>9:25AM</u>
2. <u>ANDTEX MEDICAL AND LABORATORY</u> <u>SUPPLIES</u>		<u>(083) 310-3242</u>	<u>[Signature]</u> <u>3/7/2023</u>
3. <u>Starbright office depot.</u>	<u>K.C.</u>		<u>[Signature]</u>
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____

[Signature]  
 IDA KONU SPEGAND  
 Canvasser

SDOSC-OSDS-BAC-ML-v2.0r0.0, effective 04/06/2020



**Address:** Alunan Avenue, Koronadal City, South Cotabato 9506  
**Telephone Number:** (083)228-3801  
**Email Address:** [south.cotabato@deped.gov.ph](mailto:south.cotabato@deped.gov.ph)







**PhilGEPS**

Philippine Government Electronic Procurement System

Central Portal for  
Philippine Government  
Procurement Opportunities

[Help](#)

## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9537635  
**Procuring Entity** DEPARTMENT OF EDUCATION - DIVISION OF SOUTH COTABATO  
**Title** Supply and delivery of Office Equipment for the use of OSDS-PSS for safekeeping of documents  
**Area of Delivery** South Cotabato

<b>Solicitation Number:</b>	DSC-23-03-017	<b>Status</b>	<b>Closed</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	2
<b>Category:</b>	Office Equipment	<b>Date Published</b>	04/03/2023
<b>Approved Budget for the Contract:</b>	PHP 64,000.00	<b>Last Updated / Time</b>	04/03/2023 00:00 AM
<b>Delivery Period:</b>	7 Day/s	<b>Closing Date / Time</b>	07/03/2023 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	RODEL H CATUBAY BAC Secretariat Chairperson Alunan Avenue, Koronadal City Koronadal City South Cotabato Philippines 9506 63-083-2289224  bac.southcotabato@deped.gov.ph		

**Description**

ABC: 64,000.00

Supply and delivery of Office Equipment

2 units

"Trolly Hand Truct Haul Expert, HD  
10x 1 Angular Type"

1 unit

Safety Vault, Fire and Burglary Resistant safe  
x-x-x-x-x nothing follows x-x-x-x-x-x

**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Office Equipment	Supply and delivery of Office Equipment for the use of OSDS-PSS for safekeeping of documents	1	Lot	64,000.00

**Created by** RODEL H CATUBAY

**Date Created** 03/03/2023

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.

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## PURCHASE REQUEST

Entity Name: **DepEd-Division of South Cotabato**

Fund Cluster: 01

Office/Section: Property and Supply Section

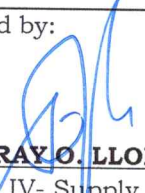
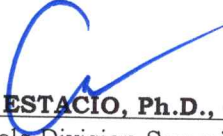
PR No.: DC-23-03-017


Date: February 22, 2023

Responsibility Center Code: \_\_\_\_\_

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	unit	Trolley Hand Truck Haul Expert HD 10 x 1 Angular Type	2	9,500.00	19,000.00
2	unit	Safety Vault Fire and Burglary Resistant Safe	1	45,000.00	45,000.00
<i>xxxxxxxxxxxxxxxxxxxxxxxx nothing follows xxxxxxxxxxxxxxxxxxxxxxxxxxx</i>					
<b>TOTAL</b>					<b>64,000.00</b>

**Purpose:** For the use of OSDS-PSS, for the safekeeping of documents and hauling of supplies and materials.

Requested by:  Signature:  Printed Name: <b>RAY O. LOREN</b> Designation: AO IV- Supply Officer	Approved by:   <b>RUTH L. ESTACIO, Ph.D., CESO VI</b> OIC-Schools Division Superintendent
--	--

Received   
 3/3/2023 10:54 AM

RECEIVED

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

SOUTH COTABATO DIVISION

3/3/2023 10:54 AM

**PURCHASE REQUEST**

Entity Name: **DepEd-Division of South Cotabato**

Fund Cluster: 01

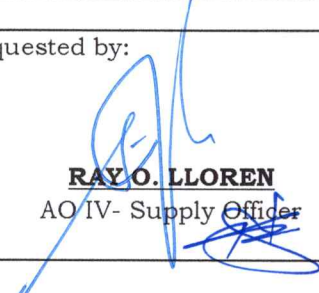
Office/Section: Property and Supply Section

PR No.: SC-22-03-017 Date: February 22, 2023

Responsibility Center Code: \_\_\_\_\_

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	unit	Trolley Hand Tract Haul Expert HD 10 x 1 Angular Type	2	9,500.00	19,000.00
2	unit	Safety Vault Fire and Burglary Resistant Safe	1	45,000.00	45,000.00
<i>xxxxxxxxxxxxxxxxxxxxxxxx nothing follows xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx</i>					
<b>TOTAL</b>					<b>64,000.00</b>

**Purpose:** For the use of OSDS-PSS, for the safekeeping of documents and hauling of supplies and materials.

Requested by:  Signature:  Printed Name: <b>RAY O. LOREN</b> Designation: AO IV- Supply Officer	Approved by:   <b>RUTH L. ESTACIO, Ph.D., CESO VI</b> OIC-Schools Division Superintendent
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Republic of the Philippines  
**Department of Education**  
DIVISION OF SOUTH COTABATO

**REQUISITION AND ISSUE SLIP**

Entity Name : **DepEd. - Division Office of South Cotabato**

Fund Cluster : **01**

Division : <b>SOUTH COTABATO</b>				Responsibility Center Code : _____			
Office : OSDS-PSS				RIS No. : _____			
<b>Requisition</b>				<b>Stock Available?</b>		<b>Issue</b>	
Stock No.	Unit	Description	Quantity	Yes	No	Quantity	Remarks
1	unit	Trolley Hand Tract Haul Expert HD 10 x 1 Angular	2		<b>x</b>		
2	unit	Safety Vault Fire and Burglary Resistant Safe	1		<b>x</b>		
<b>***Nothing Follows***</b>							
Purpose: <u>For the use of OSDS-PSS, for the safekeeping of documents and hauling of supplies and materials.</u>							
Signature :	<b>Requested by:</b> 		<b>Approved by:</b> 		<b>Issued by:</b>		<b>Received by:</b>
Printed Name :	<b>ERVIN S. HECHANOVA</b>		<b>RAY O. LOREN</b>				
Designation :	ADA-VI		AO IV- Supply Officer				
Date :	<b>22-Feb-23</b>		<b>22-Feb-23</b>				



Republic of the Philippines  
**Department of Education**  
DIVISION OF SOUTH COTABATO

**REQUISITION AND ISSUE SLIP**

Entity Name : **DepEd. - Division Office of South Cotabato**

Fund Cluster : **01**

Division : <b>SOUTH COTABATO</b>	Responsibility Center Code : _____
Office : OSDS-PSS	RIS No. :

<i>Requisition</i>				<i>Stock Available?</i>		<i>Issue</i>	
Stock No.	Unit	Description	Quantity	Yes	No	Quantity	Remarks

1	unit	Trolley Hand Tract Haul Expert HD 10 x 1 Angular	2		X		
2	unit	Safety Vault Fire and Burglary Resistant Safe	1		X		

\*\*\*Nothing Follows\*\*\*


Purpose: For the use of OSDS-PSS, for the safekeeping of documents and hauling of supplies and materials.

Signature :	<b>Requested by:</b> 	<b>Approved by:</b> 	<b>Issued by:</b>	<b>Received by:</b>
Printed Name :	<b>ERVIN S. HECHANOVA</b>	<b>RAY O. LLOREN</b>		
Designation :	ADA-VI	AO IV- Supply Officer		
Date :	<b>22-Feb-23</b>	<b>22-Feb-23</b>		



Republic of the Philippines  
**Department of Education**  
 DIVISION OF SOUTH COTABATO

**REQUISITION AND ISSUE SLIP**

Entity Name : **DepEd. - Division Office of South Cotabato**

Fund Cluster : **01**

Division : <b>SOUTH COTABATO</b> Office : OSDS-PSS	Responsibility Center Code : _____ RIS No. :
---	---

Requisition				Stock Available?		Issue	
Stock No.	Unit	Description	Quantity	Yes	No	Quantity	Remarks
1	unit	Trolley Hand Tract Haul Expert HD 10 x 1 Angular	2		x		
2	unit	Safety Vault Fire and Burglary Resistant Safe	1		x		
<b>***Nothing Follows***</b>							

Purpose: For the use of OSDS-PSS, for the safekeeping of documents and hauling of supplies and materials.

	<b>Requested by:</b>	<b>Approved by:</b>	<b>Issued by:</b>	<b>Received by:</b>
Signature :				
Printed Name :	<b>ERVIN S. HECHANOVA</b>	<b>RAY O. LLOREN</b>		
Designation :	ADA-VI	AO IV- Supply Officer		
Date :	<b>22-Feb-23</b>	<b>22-Feb-23</b>		





Republic of the Philippines

**Department of Education**

DIVISION OF SOUTH COTABATO

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**  
SUPPLEMENTAL

End-User / Unit: OSDS-PSS

**Charged to: GAA**  
**Projects, Programs and Activities (PAPs)**

Item #	Code	General Description	Qty.		Estimated Budget	Mode of Procurement	Schedule / Milestone of Activities												
			Size				Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.	
1		Trolley Hand Truct Haul Espert HD 10 x 1 Angular Type	2		19,000.00	NP-SVP													
2		Safety Vault Fire and Burglary Resistant Safe	1		45,000.00	NP-SVP													
<b>TOTAL BUDGET</b>					<b>64,000.00</b>														

**Note:** Technical Specification for each item/Project being proposed shall be submitted as part of the PPMP.

Prepared:

**RAY O. LLOREN**

Administrative Officer IV - PSS

Approved:

**RUTH L. ESACIO, PhD - CESO VI**

Schools Division Superintendent

## PURCHASE REQUEST

Entity Name: **DepEd-Division of South Cotabato**

Fund Cluster: 01

Office/Section: Property and Supply Section

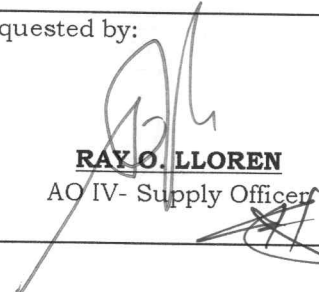
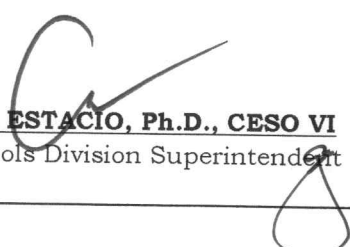
PR No.: DC-23-02-017


Date: February 22, 2023

Responsibility Center Code: \_\_\_\_\_


Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	unit	Trolley Hand Tract Haul Expert HD 10 x 1 Angular Type	2	9,500.00	19,000.00
2	unit	Safety Vault Fire and Burglary Resistant Safe	1	45,000.00	45,000.00
<i>xxxxxxxxxxxxxxxxxxxxxxxx nothing follows xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx</i>					
<b>TOTAL</b>					<b>64,000.00</b>

**Purpose:** For the use of OSDS-PSS, for the safekeeping of documents and hauling of supplies and materials.

Requested by:  Signature:  Printed Name: <b>RAY O. LLOREN</b> Designation: AO IV- Supply Officer	Approved by:   <b>RUTH L. ESTACIO, Ph.D., CESO VI</b> OIC-Schools Division Superintendent
---	--

Received   
 3/3/2023 10:54 AM

RECEIVED



3/3/2023 10:54 AM



Republic of the Philippines  
**Department of Education**  
DIVISION OF SOUTH COTABATO

*REQUISITION AND ISSUE SLIP*

**Entity Name : DepEd. - Division Office of South Cotabato**

**Fund Cluster : 01**

Division : <b>SOUTH COTABATO</b> Office : OSDS-PSS				Responsibility Center Code : _____ RIS No. :			
<i>Requisition</i>				<i>Stock Available?</i>		<i>Issue</i>	
Stock No.	Unit	Description	Quantity	Yes	No	Quantity	Remarks
1	unit	Trolley Hand Tract Haul Expert HD 10 x 1 Angular	2		X		
2	unit	Safety Vault Fire and Burglary Resistant Safe	1		X		
<b>***Nothing Follows***</b>							
Purpose: <u>For the use of OSDS-PSS, for the safekeeping of documents and hauling of supplies and materials.</u>							
Signature :		Approved by:		Issued by:		Received by:	
Printed Name :	<b>ERVIN S. HECHANOVA</b>		<b>RAY O. LLOREN</b>				
Designation :	ADA-VI		AO IV- Supply Officer				
Date :	<b>22-Feb-23</b>		<b>22-Feb-23</b>				





Republic of the Philippines

Department of Education

DIVISION OF SOUTH COTABATO

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)  
SUPPLEMENTAL

End-User / Unit: OSDS-PSS

[Empty box]

Charged to: GAA  
Projects, Programs and Activities (PAPs)

Item #	Code	General Description	Qty.		Estimated Budget	Mode of Procurement	Schedule / Milestone of Activities												
			Size				Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.			
1		Trolley Hand Tract Haul Expert HD 10 x 1 Angular Type	2		19,000.00	NP-SVP													
2		Safety Vault Fire and Burglary Resistant Safe	1		45,000.00	NP-SVP													
<b>TOTAL BUDGET</b>					<b>64,000.00</b>														

Note: Technical Specification for each item/Project being proposed shall be submitted as part of the PPMP.

Prepared:

**RAY O. LOREN**

Administrative Officer IV - PSS

Approved:

**RUTH L. ESACIO, PH.D. CESO VI**

Schools Division Superintendent



Republic of the Philippines  
**Department of Education**  
REGION XII  
SCHOOLS DIVISION OF SOUTH COTABATO

**NOTICE OF AWARD**

March 10, 2023

**THE MANAGER**  
**SURR TRADEPRO CONSUMER GOODS TRADING**  
Brgy. GPS, Koronadal City, South Cotabato

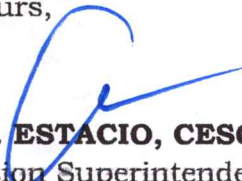
Dear Sir/Madam:

We are happy to notify you that the **Supply and Delivery of Office Equipment for Property and Supply Section**, with reference no. DSC-23-03-017 is hereby awarded to you as the supplier with the Lowest Calculated and Responsive Quotation.

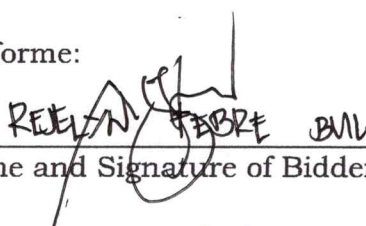
Contract Price: **Fifty-Nine Thousand Eight Hundred Pesos (Php 59,800.00)**

You are therefore required, within three (3) days from the receipt of this Notice of Award, to formally enter into contract with us, and to submit the Omnibus Sworn Statement in prescribed form stipulated in Section 25.3 of the IRR of RA 9184.

Very truly yours,

  
**DR. RUTH L. ESTACIO, CESO VI**  
Schools Division Superintendent  
Head of the Procuring Entity

Conforme:

  
REUBEN FABRE BULADAS  
(Name and Signature of Bidder or Representative):

Date: 3/21/23

IKHO/NOA-Supply and Delivery of Office Equipment for Property and Supply Section.

SDOSC-OSDS-BAC-NOA-v2.0r0.0, effective 04/06/2020



Address: Alunan Avenue, Koronadal City, South Cotabato 9506  
Telephone Number: (083)228-3801  
Email Address: [south.cotabato@deped.gov.ph](mailto:south.cotabato@deped.gov.ph)





Republic of the Philippines  
**Department of Education**  
 REGION XII  
 SCHOOLS DIVISION OF SOUTH COTABATO

**NOTICE TO PROCEED**

MAR 21 2023

**THE MANAGER**  
**SURR TRADEPRO CONSUMER GOODS TRADING**  
 Brgy. GPS, Koronadal City, South Cotabato

Dear Sir/Madam:

The attached Purchase Order having been approved, notice is hereby given to **SURR TRADEPRO CONSUMER GOODS TRADING** delivery may proceed on **Supply and Delivery of Office Equipment for Property and Supply Section**. with reference no. DSC-23-03-017.

Contract Price: **Fifty-Nine Thousand Eight Hundred Pesos (Php 59,800.00)**

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return other to the **DepEd- Schools Division of South Cotabato, Koronadal City.**

Date to Start:	MAR 23 2023
Date of Completion:	APR 06 2023

Very truly yours,

**DR. RUTH L. ESTACIO, CESO VI**  
 Schools Division Superintendent  
 Head of the Procuring Entity

I acknowledge receipt of this notice : 3/22/23  
 (date)

Name of Bidder or Representative: REJELYN FERRE BULADKS

Authorized Signature:

IKHO/NTP-Supply and Delivery of Office Equipment for Property and Supply Section.





# PURCHASE ORDER

**Department of Education - Schools Division of South Cotabato**

<b>Supplier: SURR TRADEPRO CONSUMER GOODS TRADING</b>	P.O. No.: <b>23-023</b>
	Date: <b>March 10, 2023</b>
Address: Brgy. GPS, Koronadal City, South Cotabato	PR No.: <b>DSC-23-03-017</b>
TIN No.: 732-728-319-000	Mode of Procurement: <b>NP - SMALL VALUE PROCUREMENT</b>

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

Place of Delivery: <b>DepEd-Schools Division Office, Koronadal City, South Cotabato</b>	Delivery Term: <b>(Seven) 7 Calendar day/s</b>
Date of Delivery: <b>Upon Receipt of P.O</b>	Payment Term: <b>(Fifteen) 15 Calendar day/s</b>

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	lot	<b>Supply and Delivery of Office Equipment for Property and Supply Section.</b>	1		<b>59,800.00</b>
	unit	Trolley Hand Tract Haul Expert, HD 10 x 1 Angular Type	2	12,000.00	<b>24,000.00</b>
	unit	Safety Vault, Fire and Burglary Resistant safe - Brand: Soter	1	35,800.00	<b>35,800.00</b>

x-x-x-x-x-x-x-x-x-x Nothing follows x-x-x-x-x-x-x-x-x-x

**TOTAL: Php 59,800.00**

**(Total Amount in Words) Fifty-Nine Thousand Eight Hundred Pesos**

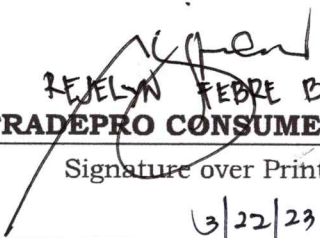
In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed to undelivered items.


Very truly yours,

**DR. RUTH L. ESTACIO, CESO VI**

Conforme:

Schools Division Superintendent  
Head of the Procuring Entity (HoPE)

  
**REJELYN FEDRE BULADAS**  
**SURR TRADEPRO CONSUMER GOODS TRADING**  
 Signature over Printed Name  
 3/22/23  
 Date

Fund Cluster: <u>161</u> Funds Available: <u>59,800.00</u>	ORS/BURS No. : <u>2023-03-00883</u> Date of the ORS/BURS : <u>MAR 16 2023</u> Amount : <u>59,800.</u>
 <b>CARLO P. DIVEDOR, CPA</b> Signature over Printed Name	



Republic of the Philippines

# Department of Education

REGION XII

SCHOOLS DIVISION OF SOUTH COTABATO

**A RESOLUTION TO AWARD THE SUPPLY AND DELIVERY OF OFFICE EQUIPMENT TO SURR TRADEPRO CONSUMER GOODS TRADING AS THE SUPPLIER WITH THE LOWEST CALCULATED AND RESPONSIVE QUOTATION (LCRQ) AND RECOMMENDING FOR THE APPROVAL OF THE HEAD OF THE PROCURING ENTITY (HOPE)**

**RESOLUTION NO.: 2023-03-009**

**WHEREAS**, the Department of Education, Schools Division of South Cotabato, requested for the **Supply and Delivery of Office Equipment for Property and Supply Section** (DSC-23-03-017/9537635) with the approved budget for the contract (ABC) amounting to **Sixty-Four Thousand Pesos (Php 64,000.00)**;

**WHEREAS**, the Bids and Awards Committee (BAC) thru its Secretariat posted the request for quotation (per lot) at the websites of Philippine Government Electronic Procurement System (PhilGEPS) and DepEd South Cotabato on March 4, 2023, and posted the same at the conspicuous place at the premises of the division office;

**WHEREAS**, the BAC invited three (3) suppliers of known qualifications to submit quotation;

**WHEREAS**, the BAC received two (2) quotations and opened the same on March 10, 2023, 10:00 a.m.;

**WHEREAS**, the BAC, upon careful deliberation and evaluation of the submitted price quotation, found the offer of **SURR TRADEPRO CONSUMER GOODS TRADING** as the lowest calculated and responsive quotation detailed as follows;

Item/ Lot No.	ABC	No./ Unit	Item	Price	Awarded To
1	64,000.00		<b>Supply and Delivery of Office Equipment for Property and Supply Section</b>  <b>Trolley – 2 units</b> <b>Safety Vault – 1 unit</b>	59,800.00	<b>SURR TRADEPRO CONSUMER GOODS TRADING</b>
<b>TOTAL</b>	<b>P 64,000.00</b>			<b>P 59,800.00</b>	

**WHEREFORE**, premises considered and upon the unanimous sponsorship by the BAC members let it be;

*SDOSC-OSDS-RES-v2.0r0.0, effective 04/06/2020*



Address: Alunan Avenue, Koronadal City, South Cotabato 9506  
Telephone Number: (083)228-3801  
Email Address: [south.cotabato@deped.gov.ph](mailto:south.cotabato@deped.gov.ph)







Republic of the Philippines  
**Department of Education**  
REGION XII  
SCHOOLS DIVISION OF SOUTH COTABATO

**RESOLVED** as it is hereby **RESOLVED** to recommend the award of the contract for the above-stated procurement to **SURR TRADEPRO CONSUMER GOODS TRADING** as the supplier with the lowest calculated and responsive quotation;

**RESOLVED FURTHER**, to recommend to the Head of the Procuring Entity (HOPE) of the Department of Education, Division of South Cotabato the approval of the said procurement;


**PASSED** and **CARRIED** this 10<sup>th</sup> day of March 2023, at the BAC Office, Division of South Cotabato, City of Koronadal.

Prepared by:

  
**RODEL H. CATUBAY**  
BAC Secretariat Head

  
**DAISY I. DARROCA**  
BAC Member


(O.B.)  
**CRISTOPHER T. FRUSA**  
BAC Member

  
**RONALD JIM S. SOMERA**  
BAC Member

(O.B.)  
**LALAINÉ S.J. MANUNTAG, Ph.D**  
BAC Vice Chairperson

  
**JASMIN P. ISLA**  
BAC Chairperson

APPROVED:

  
**DR. RUTH L. ESTACIO, CESO VI**  
Schools Division Superintendent  
Head of the Procuring Entity (HOPE)

SDOSC-OSDS-RES-v2.0r0.0, effective 04/06/2020



Address: Alunan Avenue, Koronadal City, South Cotabato 9506  
Telephone Number: (083)228-3801  
Email Address: [south.cotabato@deped.gov.ph](mailto:south.cotabato@deped.gov.ph)

