



Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

**NOTICE TO AWARD**

November 29, 2021

**RUDY H. TAN**

**Owner**

**LUCENA DIGITAL TRADING AND COPY CENTER**

Miramart Bldg. Zamora St., Corner Quezon Ave.

Barangay VI, Lucena City

Dear Mr. Tan:

We are pleased to inform you that your quotation for the **Procurement of Supplies and Other Materials for Gender Sensitivity Training of Division Office Personnel Cum Division Launching of 18 Day Campaign to End VAWC at DepED Division of Quezon** for the Contract Price equivalent to **Sixty Four Thousand Five Hundred Nineteen Pesos and 00/100 (P64,519.00)** as corrected and modified in accordance with the instruction to Bidder is hereby accepted.

A Purchase Order shall be issued at the soonest possible time.

Please return the original copy of this Notice to the **DepED- Division of Quezon** through its **BAC Secretariat located at Talipan Pagbilao, Quezon** within **two (2) days** from date of receipt..

Very truly yours,

**ELIAS A. ALICAYA JR., EdD**

Assistant Schools Division Superintendent

Officer in Charge- Office of the Schools Division Superintendent

CONFORME:


**RUDY H. TAN**

**Owner**

**LUCENA DIGITAL TRADING AND COPY CENTER**

12-01-2021

(Date)

 DEPED - QUEZON ICT UNIT <b>UPLOADED</b> Date/Time: <b>December 1, 2021</b> By: <b>Cristell</b> Ref. No.: _____
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DEPEDQUEZON-TM-SDS-04-0025-003



*"Creating Possibilities, Inspiring Innovations"*

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon

Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321

Email Address: quezon@deped.gov.ph

Website: www.depedquezon.com.ph



Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

**Bids and Awards Committee**  
**BAC Resolution Declaring the Single Calculated and Responsive Quotation (SCRQ)**  
**and Recommending Approval**  
Resolution No. 2021-11-26-174

Series of 2021

**WHEREAS**, the *Department of Education, Division of Quezon* posted a Request for Quotation on Philgeps and at conspicuous place of the premises of *DepED Division of Quezon* for the **Procurement of Supplies and Other Materials for Gender Sensitivity Training of Division Office Personnel Cum Division Launching of 18 Day Campaign to End VAWC at Deped Division of Quezon** for the priority project at SDO Quezon and posted invitation on Philgeps and at conspicuous place of the premises of *DepEd Division of Quezon* continuously for 3 days.

**WHEREAS**, in response to the said requests/advertisements, one (1) bidder/ supplier submitted a quotation on November 26, 2021

**WHEREAS**, said bidder/supplier were found to be complying for the Eligibility and Technical Components of the quotation;

**WHEREAS**, the assessment of the proposal of the Bidder / Supplier resulted in the following quotation:

Lot No.	Name of Bidder/Supplier	Bid Amount (As Read)
1	LUCENA DIGITAL TRADING AND COPY CENTER	P64,519.00

**WHEREAS**, the detailed evaluation of the bids conducted on the same day resulted in the following:

Lot No.	Name of Bidder/ Supplier	Bid Amount (As Read)	% Variance from ABC
1	LUCENA DIGITAL TRADING AND COPY CENTER	P64,519.00	-0.15%

**WHEREAS**, upon careful examination, validation and verification of all the eligibility, technical and financial requirements submitted by the bidder with the Single Calculated/Rated Quotation, it has been found to be responsive;

**NOW, THEREFORE**, We, the Members of the Bids and Awards Committee, hereby **RESOLVE** as it is hereby **RESOLVED**:

Page 1 of 2

DEPEDQUEZON-TM-SDS-04-025-003



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To declare **LUCENA DIGITAL TRADING AND COPY CENTER** as the Bidder/Supplier with the Single Calculated/Rated and Responsive Quotation for the **Procurement of Supplies and Other Materials for Gender Sensitivity Training of Division Office Personnel Cum Division Launching of 18 Day Campaign to End VAWC at Deped Division of Quezon.**

To recommend for approval by the Schools Division Superintendent of the Division of Quezon the foregoing findings.

**RESOLVED**, at the Division of Quezon, this 26th day of November 2021.

  
GREGORIO A. CO, JR.  
BAC Chairman

  
HERBERT D. PEREZ  
Vice Chairperson

  
ELIZABETH M. DE VILLA  
Member

  
MARIA DOLORES D. ATIENZA  
Member

  
LORENA S. WALANGSUMBAT  
Member

**APPROVED:**  


**ELIAS A. ALICAYA JR. EdD**  
Assistant Schools Division Superintendent  
Officer in Charge- Office of the Schools Division Superintendent



Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

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**NOTICE TO PROCEED**

December 1, 2021

**RUDY H. TAN**  
Owner  
**LUCENA DIGITAL TRADING AND COPY CENTER**  
Miramart Bldg. Zamora St., Corner Quezon Ave.  
Barangay VI, Lucena City

Dear Mr. Tan:

The attached Contract Agreement having been approved, notice is hereby given to **RUDY H. TAN** of **LUCENA DIGITAL TRADING AND COPY CENTER** that the work may commence on **Procurement of Supplies and Other Materials for Gender Sensitivity Training of Division Office Personnel Cum Division Launching of 18 Day Campaign to End VAWC at DepEd Division of Quezon** effective on the date reckoned from receipt of this notice.

Upon receipt hereof, you are responsible of performing the services under the terms and condition of the Agreement and in accordance with the Implementation Schedule.

Please acknowledge receipt and acceptance of this notice by signing at the portion provided below. Kindly return the original copy to DepEd- Division of Quezon.

Very truly yours,

**ELIAS A. ALICAYA JR., EdD**  
Assistant Schools Division Superintendent  
Officer in Charge- Office of the Schools Division Superintendent

RECEIVED BY:



**RUDY H. TAN**  
Owner  
**LUCENA DIGITAL TRADING AND COPY CENTER**

12-01-2021  
(Date)

DEPEDQUEZON-TM-SDS-04-0025-003

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# PURCHASE ORDER

## DEPARTMENT OF EDUCATION DIVISION OF QUEZON

Supplier: LUCENA DIGITAL TRADING COPY CENTER P.O. No.: S11-421-21  
 Address: LUCENA CITY Date: 01-Dec-21  
 TIN: 153-338-750-000 Mode of Procurement: Negotiated Small Value Procurement

Gentlemen:

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

Place of Delivery DEPED DIVISION OF QUEZON Delivery Term FOB Destination  
 Date of Delivery 5days upon receipt of NTP Payment Term 30days after the date of delivery

Stock No.	Unit	Item Description	Quantity	Unit Cost	Amount
	piece	<b>Glass Certificate Holder</b> Size - 8.5x11 inches (Frame size) Materials - Clear Glass with wood-like outer frame	15	1,800.00	27,000.00
	piece	<b>Balloons</b> Color - Orange Size - 12 inches diameter Materials - latex	150	25.00	3,750.00
	piece	<b>Ballons Sticks</b> Size - 24 inches Color - white Materials - molded plastic with white cip (on stick)	150	40.00	6,000.00
	yard	<b>Geena Satin fabric</b> Size - yard size (60inches width; 36 inches length) Color - Orange Material - Geena satin fabric	4	30.00	120.00
	piece	<b>Polo shirt with DepEd Quezon GAD logo</b> Color - white Material - Cotton fabric	23	500.00	11,500.00

( TOTAL Amount In Words)

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:

  
**LUCENA DIGITAL TRADING COPY CENTER**

Signature over Printed Name of Supplier

12-01-2021  
Date

Very truly yours,

  
**ELIAS A. ALICAYA, JR.**

OIC-Schools Division Superintendent

Funds Cluster : \_\_\_\_\_  
 Funds Available : \_\_\_\_\_

**EDMUNDO R. MARIN, JR.**  
 Accountant I/OIC-Division Accountant

ORS/BURS No. : \_\_\_\_\_  
 Date of the ORS/BURS : \_\_\_\_\_  
 Amount \_\_\_\_\_

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Stock No.	Unit	Item Description	Quantity	Unit Cost	Amount
	pack of 50's	<b>Facemask : KN94</b> With 4-layers of filter; with adjustable nose clip; with elastic ear loops; Color - light blue	135	78.00	10,530.00
	pack of 50's	<b>Facemask : KN95</b> With 5-layers of filter; with adjustable nose clip; with elastic ear loops; Color - lwhite	69	79.00	5,451.00
	pack of 50's	<b>Facemask: Surgical masks</b> Size - 17.3 cm by 9.5 cm Color - Light blue Disposable face mask 4-ply, soft and breathable	3	80.00	240.00
					<b>64,591.00</b>

( TOTAL Amount In Words) SIXTY FOUR THOUSAND FIVE HUNDRED NINETY ONE 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:

  
**LUCENA DIGITAL TRADING COPY CENTER**  
 Signature over Printed Name of Supplier  
12-01-2021  
 Date

Very truly yours,

  
**ELIAS A. ALICAYA, JR.**  
 OIC-Schools Division Superintendent

Funds Cluster : \_\_\_\_\_  
 Funds Available : \_\_\_\_\_

**EDMUNDO R. MARIN, JR.**  
 Accountant I/OIC-Division Accountant

ORS/BURS No. : \_\_\_\_\_  
 Date of the ORS/BURS : \_\_\_\_\_  
 Amount \_\_\_\_\_