



**BAGUIO WATER DISTRICT**  
"Serving Mankind is Serving God"  
003 Purok BWD, Brgy., Marcoville, Baguio City  
Tel. No. 442-4858 Fax No. 442-4858/444-7245

Document No.:	ADM-PUR-F006
Effectivity Date:	February 15, 2020
Revision No.:	01

**No 035612**

### PURCHASE ORDER

Supplier: <b>Rianella Printing Press</b>	P.O. No.: <b>35612</b>
Tel No./ Fax No.: <b>0917-155-2678</b>	Date: <b>November 9, 2023</b>
Address / TIN: <b>#16 Upper Ferguson Road, Baguio City</b>	PR No./Abstract No.: <b>11-128</b>

Gentlemen/ Madam,

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

Place of Delivery : <input type="checkbox"/> Pick up <input checked="" type="checkbox"/> FOB BWD Warehouse <input type="checkbox"/> Deliver at site	PO Valid Until : <b>CO C DMS</b> Warranty : <input type="checkbox"/> Six months <input type="checkbox"/> One year <input checked="" type="checkbox"/> Others (Pls. Specify) <b>CO C DMS</b>
* Date of Delivery : <input type="checkbox"/> Working days <input type="checkbox"/> Calendar Days upon receipt of PO	<input checked="" type="checkbox"/> 1% Retention Required <input type="checkbox"/> Performance Bond Required (5% if in check/50% if GSIS surety bond)
Delivery Term : <input type="checkbox"/> full <input type="checkbox"/> partial delivery allowed	<input checked="" type="checkbox"/> Subject to testing / inspection prior to payment
* <b>OK OR BIRTH DECEMBER 8, 2023</b>	Payment Term : <input type="checkbox"/> COD <input checked="" type="checkbox"/> 30 Days <input type="checkbox"/> Others (Pls. Specify)

Quantity	Unit	Description/Specifications	Unit Cost	Amount
48,000	sets	Baguio Water District 2024 Commercial Calendar 22" Length x 34" height Full color (6 ads / images) Bound by metal slides 51 GSM Paper X-x-x-x-x-x-x-x	27.98 ₱	1,343,040.00



**EMAILED**  
14 NOV 2023

Usage / Requisitioner: **Baguio Water District Commercial Calendar 2024**

Prepared by:

Checked by:

Audited by:

Recommending Approval:

Approved By:

**MARCOS G. LAMANGAN**

**ATTY. CHANEL DOLOR D. DE GUZMAN**

**LUZVIMIN G. RAMOS**

**ATTY. MARLUISA C. TENEDERO**

**ENGR. SALVADOR L. ROYCE**

Purchasing Supervisor

Admin Division Manager

Internal Auditor

AGM-Adm./Com./Fin.

General Manager

Conforme:

Signature over Printed Name of Supplier

Date

Funds Available:

**JELYN D. PENALES**

**FIN** Finance Manager

Acct. :

Operating / Maintenance Expense ☒

CAPEX ☐

Other Payables ☐

**NOV 13 2023**

**12/8/23**





**BAGUIO WATER DISTRICT**  
**Bids and Awards Committee**  
**(In-house)**

**RESOLUTION**

Document Code: BAC\_IH

Document No. BAC\_IH\_F002

Effective Date: 16 March 2020

Revision No. 00

**BIDS AND AWARDS COMMITTEE**  
**RESOLUTION NO. 095-2023**

RQ No.09-128: 48,000 sets of Baguio Water District 2024  
Commercial Calendar

**WHEREAS**, the Baguio Water District-Bids and Awards Committee (BWD-BAC), in accordance with the provisions of Republic Act No. (RA) 9184 and its 2016 Implementing Rules and Regulations (IRR), conducted the bidding for the procurement of *48,000 sets of Baguio Water District 2024 Commercial Calendar*, with the required specifications under Request for Quotation (RQ) No. 09-128 dated 18 September 2023, under a two-envelope system of bidding;

**WHEREAS**, the approved budget cost for the said procurement is Php2,016,000.00;

**WHEREAS**, during the Bid Opening on 18 October 2023, four (4) bidders, **MELLOW TOUCH PRINTING PRESS, RIANELLA PRINTING PRESS, INNOVATION PRINT SHOPPE**, and **COVER AND PAGES CORPORATION** submitted their bids;

**WHEREAS**, upon documentary evaluation of the submitted bids, it was determined that **MELLOW TOUCH PRINTING PRESS** and **RIANELLA PRINTING PRESS** submitted complete documentary requirements thus, they were both rated "passed" and their financial bids were opened and it was determined that their bids did not exceed the Approved Budget Cost;

**WHEREAS**, the technical proposal of **INNOVATION PRINT SHOPPE** was lacking inform and substance for its failure to include its bid validity; thus, was rated "*failed*" and its financial bid was left unopened. Meanwhile, the technical and financial proposals of **COVER AND PAGES CORPORATION** were left unopened for its failure to observe the two (2) envelope system thus, bidder was declared "disqualified;"

**WHEREAS**, **INNOVATION PRINT SHOPPE** and **COVER AND PAGES CORPORATION** were notified during the Bid Opening on 18 October 2023 of their "*failed*" ratings and were given a period of three (3) days from receipt thereof or until 21 October 2023 within which to submit their request for reconsideration.

**WHEREAS**, only **COVER AND PAGES CORPORATION** filed a request for reconsideration affirming its failure to follow the two-envelope system and the BWD-BAC denied its request for reconsideration on the ground that Section 25 of the 2016 IRR of RA 9184 mandates the bidder to submit their bids in two (2) separate sealed bid envelopes and that this was even emphasized during the Pre-Bid Conference. The period to file a verified protest has lapsed without any protest filed thus, its "*failed*" rating is declared final;


**WHEREAS**, for **INNOVATION PRINT SHOPPE** the period granted has already lapsed and no request for reconsideration was received by the BWD-BAC thus, its "*failed*" rating was declared final;

**WHEREAS**, upon completion of the post-qualification, the technical and financial bids of **RIANELLA PRINTING PRESS** were rated "*post-qualified*" and the bidder is hereby declared the lowest calculated responsive bidder;

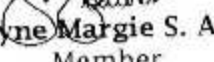
**NOW THEREFORE, on motion duly seconded, be it**

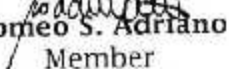
**RESOLVED**, as it is hereby resolved, to recommend to the Head of the Procuring Entity (HoPE) awarding the procurement of 48,000 sets of Baguio Water District 2024 Commercial Calendar to **RIANELLA PRINTING PRESS** in the amount of One Million Three Hundred Forty - Three Thousand Forty Pesos (Php1,343,040.00), inclusive of all government taxes, for being the lowest calculated responsive bidder.

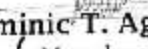
**UNANIMOUSLY APPROVED (07 November 2023)**


  
**Engr. Noriel C. Calpito**  
Vice-Chairperson

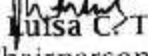
  
**Rodrigo O. De Venecia, Jr**  
Member

  
**Engr. Shayne Margie S. Abellera**  
Member

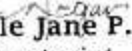
  
**Romeo S. Adriano**  
Member


  
**Engr. Dominic T. Agusdan**  
Member

  
**Atty. Frances Louise E. Gener**  
Member

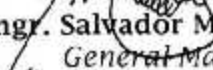
  
**Atty. Ma. Luisa C. Tenedero**  
Chairperson

Attested by:

  
**Apple Jane P. Aviles**  
Secretariat

  
**Sharlene M. Durante**  
Secretariat

Approved by:

  
**Engr. Salvador M. Royeca**  
General Manager

digitally signed  
11.09.2023