Republic of the Philippines
University of the Philippines Baguio
Governor Pack Road, Baguio City
Telefax No. 442-3888/442-3484
www.upb.edu.ph

Notice to Proceed

August 24, 2020

Leah Sembrano
General Manager
LibTech Source Philippines Inc.
Unit 3, 2nd floor, Eight One Eight Bldg.
818 Arnaiz Avenue, San Lorenzo Village, Makati City
(02) 808-1191; (02) 836-7935

Dear Ms. Sembrano:

Notice is hereby given to LibTech Source Philippines Inc. represented by its *General Manager, Leah Sembrano*, that work may commence on the **Computer Software (Turnitin) Subscription** effective on _____ or _____ day/s after the receipt of this notice.

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the Agreement and in accordance with the Implementation Schedule.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to the University of the Philippines Baguio.

Very truly yours,

RAYMUNDO D. ROVILLOS
Chancellor

Conforme:

LEAH SEMBRANO - BUNDALIAN
(Name of Representative of Bidder)

Date: 16 Sep. 2020

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Chancellor

Conforme:

_____

(Name of Representative of Bidder)

Date: _____

16dgl

UNIVERSITY OF THE PHILIPPINES BAGUIO
Supply & Property Management Office
Governor Pack Road, Baguio City
VAT Reg. TIN: 000-864-006-00007

PURCHASE ORDER

Office of the Vice Chancellor for Academic Affairs

Supplier:	**LibTech Source Philippines Inc.**	PO No.:	**SPMO-GF-20-08-169 (2020-08-1412)**
Address:	Unit 3, 2nd floor, Eight One Eight Bldg, 818 Arnaiz Avenue, San Lorenzo Village, Makati City	Date:	24-Aug-2020
Telephone No.:	(02) 808-1191, (02) 836-7935	Mode of Procurement:	**Direct Contracting**
E-mail:	ronsostomo@turnitin.com		
TIN:	---------	PR No.:	**12896**

Gentlemen:

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

Place of Delivery:	*Supply and Property Management Office (SPMO), UP Baguio*	Delivery Term:	***F.O.B. - Destination (UP Baguio)***
Contact Person:	*Brian D. Lumague*	Payment Term:	***20 calendar days***
Contact Address:	*Governor Pack Road, Baguio City*		
Contact # / Email:	*(074) 442-3484 / bdlumague@up.edu.ph*	Date of Delivery:	

Stock/ Property No.	Unit	Description	Qty.	Unit Cost	Amount
		Computer Software for the University			
	lot	Computer Software for the University	1	₱ 298,976.98	₱ 298,976.98
		Turnitin			
		Access: 300 users			
		Free Instructor Licenses			
		Unlimited Submissions			
		1 Onboarding Exclusive Training Session			
		1 Refresher Training Session			
		******Nothing Follows******			
(Total Amount in Words):		***Two Hundred Ninety Eight Thousand Nine Hundred Seventy Six Pesos and Ninety Eight Centavos***			₱ 298,976.98

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.

Very truly yours,

RAYMUNDO D. ROVILLOS
Chancellor

Conforme:

AMY P. SABURON
Signature over Printed Name of Supplier

SEPTEMBER 14, 2020
Date

Fund Cluster: 01 101101 OPI 2020 (COVID-19)	ORS/BURS No. 01-101101-2020-09-739
Funds Available:	Date of the Amount: 298,976.98

SEP 17 2020

CECILE G. DANGAWEN
Chief, Accounting Office

UNIVERSITY OF THE PHILIPPINES BAGUIO
Supply & Property Management Office
Governor Pack Road, Baguio City
VAT Reg. TIN: 000-864-006-00007

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RAYMUNDO D. ROVILLOS
Chancellor

Conforme:

Signature over Printed Name of Supplier

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SEP 09 2020

CECILE G. DANGAWEN
Chief, Accounting Office

SUPPLY AND PROPERTY MANAGEMENT OFFICE
SEP 09 2020
MANAGEMENT OFFICE (SPMO)
U.P BAGUIO

/bdl

University of the Philippines Baguio
Governor Pack Road, Baguio City
Telefax No. 442-3888/442-3484
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BIDS AND AWARDS COMMITTEE
RESOLUTION NO. 2020-021

(Declaring LibTech Source Philippines, Inc. as Authorized Distributor of Turnitin LLC and its Online Resources)

WHEREAS, the University of the Philippines Baguio wants to purchase Turnitin Feedback Studio License for the University;

WHEREAS, RA 9184 or the Government Procurement Act Reform Act provides the use of Alternative Mode of Procurement specifically under **Section 50 – Direct Contracting**, where those sold by an exclusive dealer or manufacturer which does not have sub-dealers selling at lower prices and for which no suitable substitute can be obtained at more advantageous terms to the government;

WHEREAS, based on the letter dated 10 June 2020 issued by **Turnitin**, with address at 1111 Broadway, 3rd floor Y Oakland, CA 94607, *LibTech Source Philippines, Inc.* is the authorized distributor of Turnitin, LLC and its online resources in the Philippines;

WHEREAS, after careful review and deliberation, based on the letter dated 10 June 2020 issued by **Turnitin**, the Committee decided to recommend and declare **LibTech Source Philippines, Inc.,** as the authorized distributor of Turnitin, LLC and its online resources in the Philippines;

NOW, THEREFORE, We, the Members of the Bids & Awards Committee, hereby RESOLVE as it is hereby RESOLVED to recommend and declare **LibTech Source Philippines, Inc.,** as the authorized distributor of Turnitin, LLC and its online resources in the Philippines;

RESOLVED, at the Conference Room of the Vice Chancellor for Administration, this 28th day of July 2020.

JESSICA K. CARIÑO
Chair, Bids and Awards Committee

SANTOS JOSE O. DACANAY III
Vice Chair

JOCELYN R. RAFANAN
Member

ARELLANO A. COLONGON, JR.
Member

GLORIA Q. RODRIGUERA
Member

Action of the Head of Procuring Entity (HoPe): **APPROVED**

RAYMUNDO D. ROVILLOS
Chancellor

CERTIFIED TRUE COPY
OF THE ORIGINAL

Brian D. Lumague

AUG 24 2020
MANAGEMENT OFFICE
U.P BAGUIO

/bdgl