



# UNIVERSITY OF THE PHILIPPINES BAGUIO

Governor Pack Road, Baguio City, Benguet, CAR, PH  
VAT Reg. TIN: 000-864-006-00007

## PURCHASE ORDER

**Graduate Program Office**

Supplier	: <b>HEXACOM ENTERPRISES</b>	P.O. No.	: SPMO.TF.22.04.046 (2521)
Address	: Stall No. 1 Adivay Bldg., 22 Bonifacio Street, Baguio City	Date	: 05 April, 2022
Contact#/Email	: 74.442.0198	Mode of Procurement	: NP - Small Value Procurement
TIN	: 941-765-748-000	PR No.	: 15797

Gentlemen:

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

Place of Delivery	: Supply & Property Management Office, UP Baguio	Delivery Term	: FOB -Destination
Contact Person	: James Benedict E. Bagsic	Payment Term	: 30 calendar days
Contact Address	: Governor Pack Road, Baguio City, PH	Date of Delivery	: 30 calendar days
Contact #/Email	: 074.442.3484 / spmo.upbaguio@up.edu.ph		upon receipt of Purchase Order

STOCK/ PROPERTY NO.	UNIT	DESCRIPTION	QTY	UNIT COST	AMOUNT
	un	Document Scanner, Epson DS-310	1	23,700.00	23,700.00
	un	External hard-drive, 1TB, Western Digital	2	2,651.00	5,302.00
-*** Nothing Follows ***-					
Canvass no. PC22.03.044					


(Total Amount in Words): Twenty Nine Thousand Two Pesos

**29,002.00**

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

Conforme:

Very truly yours,

  
**SHERWIN BUSTILLOS**

Signature over printed name of supplier

APR 20 2022

Date



**CORAZON L. ABANSI**

Signature over Printed Name of Authorized Official

**Chancellor**

Designation

Funds Cluster : 07 308603 LGTFI CU (FCM 2021 - 04/18)

Funds Available : 

**CECILE G. DANGAWEN**  
Chief, Accounting Office

ORS/BURS No. : 02-308603-2022-04-191

Date of the ORS/BURS : 04-19-2022

APR 20 2022 Amount : 29,002.00

PROPERTY MANAGEMENT OFFICE (SPMO)  
UP BAGUIO



Republic of the Philippines  
**UNIVERSITY OF THE PHILIPPINES BAGUIO**  
Governor Pack Road, Baguio City 2600  
Telefax No. 442-3888/442-3484  
[www.upb.edu.ph](http://www.upb.edu.ph)

**Notice to Proceed**

**05 April, 2022**

**MALOU YUSONGCO**

Sales Executive

**HEXACOM ENTERPRISES**

Stall No. 1 Adivay Bldg., 22 Bonifacio Street, Baguio City

Tel. No: 74.442.0198

Dear Ms. **YUSONGCO**:

Notice is hereby given to HEXACOM ENTERPRISES, represented by its Sales Executive, MALOU YUSONGCO that work may commence on the Supply and Delivery of IT Equipment and Accessories for Graduate Program Office effective on \_\_\_\_\_ or \_\_\_\_\_ calendar day/s after the receipt of this notice.

Upon receipt of this notice, you are responsible for 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 both copies in the space provided below. Keep one copy and return the other to the University of the Philippines Baguio.

Very truly yours,

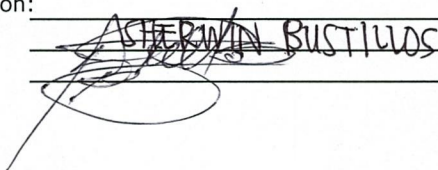
  
**CORAZON L. ABANSI**  
Chancellor

APR 21 2022

I acknowledge receipt of this Notice on:

Name of Representative of Bidder:

Authorized Signature:

  
ASTERWIN BUSTILLOS



Republic of the Philippines  
**UNIVERSITY OF THE PHILIPPINES BAGUIO**  
Governor Pack Road, Baguio City 2600  
Telefax No. 442-3888/442-3484  
[www.upb.edu.ph](http://www.upb.edu.ph)

**Notice of Award**

**17 March, 2022**

**MALOU YUSONGCO**

Sales Executive

**HEXACOM ENTERPRISES**

Stall No. 1 Adivay Bldg., 22 Bonifacio Street, Baguio City

Tel. No: 74.442.0198

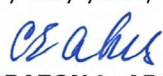
Dear Ms. **YUSONGCO**:

We are happy to notify you that your bid for the Supply and Delivery of IT Equipment and Accessories for Graduate Program Office under RFQ No. 2411 dated 28 February, 2022 is hereby awarded to you at a contract price equivalent to Twenty Nine Thousand Two Pesos (Php 29,002.00) as follows:


QUANTITY	UNIT	PARTICULARS	UNIT COST	AMOUNT
1	un	Document Scanner, Epson DS-310	23,700.00	23,700.00
2	un	External hard-drive, 1TB, Western Digital	2,651.00	5,302.00

You are hereby required to enter into the contract within (10) calendar days upon receipt of this Notice of Award.

Very truly yours,

  
**CORAZON L. ABANSI**  
Chancellor

Conforme:

  
**SHERWIN BUSTILLOS**  
(Name of Representative of Bidder)  
Date: MAR 18 2022

**BIDS AND AWARDS COMMITTEE**  
**University of the Philippines Baguio**  
 Governor Pack Road, Baguio City 2600

**ABSTRACT OF QUOTATION FOR FURNISHING & DELIVERY OF  
 VARIOUS IT EQUIPMENT AND ACCESSORY**

Canvass no. PC22.03.044 (RFQ No. 2411)

Date: 17 March, 2022

ITEM NO.	QTY	UNIT	PARTICULARS	UNIT PRICE	TAIPAN MARKETING	NIU.COM COMPUTER SHOP	HEXACOM ENTERPRISES
1	2	un	All-in One Desktop (processor:at least 2C/4T or 4C/4T,2-4MBupto 3-4Ghz;memory: 8GB DDR4;storage:512GB;GPU:multi-pipeline(48-80EU);Display:21.5"LED FullHD 1080p; Camera:720p HD;speaker:stereo;Mic:mono;Network:Gigabit Ethernet RJ45 LAN, OFFER:	65,000.00	NO BID	NO BID	
			All-in One Desktop, Acer C27, Intel core i7 1165G7, 8GB, 512GB, windows 11 Home, Office 2019 Home and Student, 1080P A4Tech Webcam, Kebos 650VA UPS				64,900.00
2	1	un	Desktop Computer; 21.5 inch LED-backlit display; 1920 by 1080 resolution; 2.3 GHz processor; 8 GB unified memory (configurable to 16 GB); 256 GB storage (can be upgraded to 1 TB); keyboard and mouse included OFFER:	64,990.00	NO BID	NO BID	
			Desktop Computer, Apple Mac Mini, M1 Chipset, 8GB, 256GB, Dell 24" Monitor, Apple Mouse and Keyboard				63,950.00
3	1	un	Document Scanner; flatbed with ADF; 3-pass duplex; Max resolution 1200 x 1200; Max scanning area for ADF 215.9 x 3048 mm; weight capacity 50 sheets OFFER:	23,995.00	NO BID	NO BID	
			Document Scanner, Epson DS-310				23,700.00
4	2	un	External hard-drive; 1 TB storage, 2.5" HDD, USB 3.0 OFFER:	2,651.00	NO BID	NO BID	
			External hard-drive, 1TB, Western Digital				2,651.00
5	1	un	Laptop Computer; 13.3-inch LED-backlit display; M1 chip 8-core CPU; 8 GB unified memory (configurable to 16 GB); 256 GB storage (configurable to 1 TB) OFFER:	54,990.00	NO BID	NO BID	
			Laptop Computer, Mac Air, M1, 8GB, 256GB				63,400.00
			-xxx Nothing Follows xxx-				
			<b>Delivery Terms:</b>		NOT APPLICABLE	NOT APPLICABLE	30CD
			Documentary Requirements:				
			<b>Mayor's/Business Permit</b>		COMPLIED	COMPLIED	COMPLIED
			<b>Philgeps Registration Number</b>		29874	84481	52877
			<b>Notarized Omnibus Sworn Statement</b>		NO SUBMISSION	NO SUBMISSION	COMPLIED

Mode of Procurement: NP - Small Value Procurement  
 PhilGEPS Ref. No.: 8477050

Canvassed by:  James Benedict E. Begsic

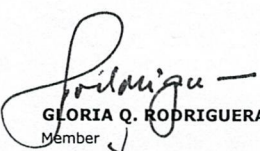
**RECOMMENDATION:**

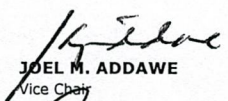
For Items 1, 3 & 4, HEXACOM ENTERPRISES is the sole and responsive bidder.  
 For Items 2 & 5, no award, for review of technical specifications and approved budget for the contract.


Committee on Bids and Awards:

**SANTOS JOSE O. DACANAY III**  
 Chair

  
**CECILIA FE S. ABALOS**  
 Member

  
**GLORIA Q. RODRIGUERA**  
 Member

  
**JOEL M. ADDAWE**  
 Vice Chair

  
**GRAZELLE K. MICKLAY**  
 Member

Action of the Head of the Procuring Entity: APPROVED

  
**CORAZON L. ABANSI**  
 Chancellor

CERTIFIED TRUE COPY  
 OF THE ORIGINAL

MANAGEMENT OFFICE (SPMO)  
 BAGUIO

MAR 29 2022

MAR 30 2022