



# UNIVERSITY OF THE PHILIPPINES BAGUIO

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

## PURCHASE ORDER

### College of Science

Supplier	: <b>FILCRAFTERS INCORPORATED</b>	P.O. No.	: SPMO.TF.22.05.065 (2570)
Address	: 484 G. Araneta Avenue, Brgy. Dona Imelda Quezon City	Date	: 02 May, 2022
Contact#/Email	: 74.533.2656	Mode of Procurement	: NP - Small Value Procurement
TIN	: 008-139-574-000	PR No.	: 16024

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	Office Chair, Black Mesh Backrest and Headrest, T-Armrest, Nylon base	17	8,475.00	144,075.00
	un	Office Table, Nixon Table Metal Legs, 160cm x 60cm x 75cm with Fix Pedestal	17	10,495.00	178,415.00
		-xxx Nothing Follows xxx-			
		Canvass no. PC22.04.074			

(Total Amount in Words): Three Hundred Twenty Two Thousand Four Hundred Ninety Pesos **322,490.00**

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,

*Mr. Antonette Cedeno*

Signature over printed name of supplier

05/10/22

Date

*Dymphna N. Javier*

DYMPHNA N. JAVIER

Signature over Printed Name of Authorized Official

Dean, College of Science

Designation

Funds Cluster : 07 308603 UGTFI CS (FCM 2021 - 0418)

Funds Available :

*Cecile S. Dangawen*

CECILE S. DANGAWEN

Chief, Accounting Office

ORS/BURS No. : 02-308603-2022-05-224

Date of the ORS/BURS : 05-04-2022

MAY 04 2022

Amount: 322,490.00

PROPERTY MANAGEMENT OFFICE (SPMO)  
UP BAGUIO

MAY 10 2022 page 1 of 1



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**

**02 May, 2022**

**ANTONNETTE CEDEÑO**

Project and Design Consultant

**FILCRAFTERS INCORPORATED**

484 G. Araneta Avenue, Brgy. Dona Imelda Quezon City

Tel. No: 74.533.2656

Dear Ms. **CEDEÑO**:

Notice is hereby given to FILCRAFTERS INCORPORATED, represented by its Project and Design Consultant, ANTONNETTE CEDEÑO that work may commence on the Supply and Delivery of Various Office Furnitures for College of Science 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,

**DYMPHNA N. JAVIER**

Dean, College of Science

I acknowledge receipt of this Notice on:

Name of Representative of Bidder:

Authorized Signature:

MAY 11 2022

MA. ANTONETTE CEDEÑO

[Handwritten Signature]