



**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>HEXACOM ENTERPRISES</b>	P.O. No.	: SPMO.GF.22.05.093 (2631)
Address	: Stall No. 1 Adivay Bldg., 22 Bonifacio Street, Baguio City	Date	: 27 May, 2022
Contact#/Email	: 74.442.0198	Mode of Procurement	: NP - Small Value Procurement
TIN	: 941-765-748-000	PR No.	: 16386

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	Wireless Headset with Charging Stand, Plantronics Voyager 4220	10	14,700.00	147,000.00
-xxx Nothing Follows xxx-					
Canvass no. PC22.05.110					

(Total Amount in Words): One Hundred Forty Seven Thousand Pesos **147,000.00**

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,

*[Signature]*  
**CHERWIN B. BUSTILLOS**  
 Signature over printed name of supplier

*[Signature]*  
**DYMPHNA N. JAVIER**  
 Signature over Printed Name of Authorized Official

JUN 02 2022  
 Date

**Dean, College of Science**  
 Designation

Funds Cluster	: 01 101101 APL 2022 CS	ORS/BURS No.	: 02-101101-2022-05-409
Funds Available	: <i>[Signature]</i>	Date of the ORS/BURS	: 05-30-2022
	<b>CECILE G. DANGAWEN</b> Chief, Accounting Office	Amount	: 147,000.00

*[Stamps and Signatures]*  
 JUN 31 2022  
 DAY 30 2022  
 OFFICE (SPMO)



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**

**27 May, 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 Accessories 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:

JUN 03 2022

STERWIN SAINT BUSTILLOS  
[Handwritten Signature]