


**UNIVERSITY OF THE PHILIPPINES BAGUIO**

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

**PURCHASE ORDER**

Office of the Vice Chancellor for Administration

|                 |  |                     |                                |
|-----------------|--|---------------------|--------------------------------|
| Supplier        | : <b>FILCRAFTERS INCORPORATED</b>                                    | P.O. No.            | : SPMO.TF.22.06.101 (2662)     |
| Address         | : 484 G. Araneta Avenue, Brgy. Dona Imelda Quezon City, Metro Manila | Date                | : 14 June, 2022                |
| Contact #/Email | : 74.533.2656  | Mode of Procurement | : NP - Small Value Procurement |
| TIN             | : 008-139-574-000  | PR No.              | : 16332                        |

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/<br>PROPERTY NO.    | UNIT | DESCRIPTION  | QTY | UNIT COST | AMOUNT    |
|---------------------------|------|--|-----|-----------|-----------|
|                           | pc   | Executive Chair Black Mesh back rest with headrest, black fabric seat rest, aluminum base. | 10  | 9,000.00  | 90,000.00 |
|                           | pc   | Office Chair Black Mesh back rest, black Fabric seat rest, aluminum base.                  | 2   | 5,500.00  | 11,000.00 |
| -*** Nothing Follows ***- |      |  |     |           |           |
| Canvass no. PC22.05.128   |      |  |     |           |           |

(Total Amount in Words): One Hundred One Thousand Pesos

101,000.00

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,

*MA. ANTONETTE CEDENO*  
 Signature over printed name of supplier  
 06/21/22  
 Date

*CORAZON L. ABANSI*  
 Signature over Printed Name of Authorized Official  
 Chancellor  
 Designation

|                 |   |                      |                         |
|-----------------|---|----------------------|-------------------------|
| Funds Cluster   | : 07 308603 UGTFI-CU (FCM 2021-041R) SU | ORS/BURS No.:        | : 02-308603-2022-06-361 |
| Funds Available | : <i>CECLE G. DANGAWEN</i>              | Date of the ORS/BURS | : 06-16-2022            |
|                 | Chief, Accounting Office                | Amount               | : 101,000.00            |

**R** JUN 20 2022 **D**  
 MANAGEMENT OFFICE (SPMO)  
 U.P. BAGUIO

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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**

14 June, 2022

**ANTONNETTE CEDEÑO**  
Project and Design Consultant  
**FILCRAFTERS INCORPORATED**  
484 G. Araneta Avenue, Brgy. Dona Imelda, Quezon City  
Tel. No: 74.533.2656

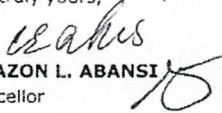
Dear Ms. **CEDEÑO**:

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 Furniture for Office of the Vice Chancellor for Administration 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

I acknowledge receipt of this Notice on: 06/22/22

Name of Representative of Bidder: MA. Antonette Cedeno

Authorized Signature: [Signature]