



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

**Notice to Proceed**

June 07, 2022

**Ely Jane Fernandez**

Proprietor

**De Kalyssa Kitchenette**

#140 Purok 23, Middle San Carlos Heights

Brgy Upper Irisan, Baguio City

(0947) 552-9608

Dear Ms. Fernandez:

Notice is hereby given to De Kalyssa Kitchenette represented by its *Proprietor, Ely Jane Fernandez*, that work may commence on the **Catering Services for UP Baguio's various Activities** effective on JUN 29 2022 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,

  
**LEAH E. ABAYAO**

Dean, College of Social Sciences

Conforme:

  
ELY JANE FERNANDEZ

\_\_\_\_\_  
(Name of Representative of Bidder)

Date: \_\_\_\_\_



**UNIVERSITY OF THE PHILIPPINES BAGUIO**

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

**PURCHASE ORDER**  
*College of Social Sciences*

Supplier :	<u>De Kalyssa Kitchenette</u>	PO No.:	<u>SPMO-GF-22-06-102 (2641)</u>
Address :	<u>#140 Purok 23, Middle San Carlos Heights, Brgy Upper Irisan, Baguio City</u>	Date:	<u>7-Jun-2022</u>
Telephone No.:	<u>(0947) 552-9608</u>	Mode of Procurement:	<b>NP - Small Value Procurement</b>
E-mail:	<u>elyjane.fernandez@gmail.com</u>	PR No.:	<u>16664</u>
TIN :	<u>187-268-285-000</u>		

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

Place of Delivery:	<u>Supply and Property Management Office (SPMO), UP Baguio</u>	Delivery Term:	<b><u>E.O.B. - Destination (UP Baguio)</u></b>
Contact Person:	<u>Brian D. Lumague</u>	Payment Term:	<b><u>30 calendar days</u></b>
Contact Address:	<u>Governor Pack Road, Baguio City</u>	Date of Delivery:	<b><u>29 - 30 June 2022</u></b>
Contact #/ Email:	<u>(074) 442-3484/ bdlumague@up.edu.ph</u>		

Stock/ Property No.	Unit	Description	Qty.	Unit Cost	Amount
		<b>Catering Services for the CSS Workshop on Staff Assessment Report (SAR) of the BASS Program on 29-30 June 2022</b>			
	persons	Meals and Snacks (AM Snacks, Lunch, PM Snacks, Dinner) for the CSS Workshop on Self Assessment Report (SAR) of the BASS Program on June 29, 2022	36	₱ 550.00	₱ 19,800.00
	persons	Meals and Snacks (AM Snacks, Lunch, PM Snacks, Dinner) for the CSS Workshop on Self Assessment Report (SAR) of the BASS Program on June 30, 2022	36	₱ 550.00	₱ 19,800.00
		<b>***Nothing Follows***</b>			
		Canvass No.: PC-22-06-147			

(Total Amount in Words): **Thirty Nine Thousand Six Hundred Pesos** ₱ 39,600.00

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,

**LEAH E. ABAYAO**

Dean, College of Social Sciences

Conforme:

*Ely Jane Fernandez*  
**Ely Jane Fernandez**

Signature over Printed Name of Supplier

Date

Fund Cluster: 01 101101 API 2022 CSS  
Funds Available:

ORS/BURS No.: 02-101101-2022-06-464  
Date of the ORS/BURS: 06-08-2022  
Amount: 39,600.00

**CECILE G. DANGAWEN**

Chief, Accounting Office

JUN 14 2022

JUN 08 2022

PROPERTY MANAGEMENT OFFICE (SPMO)  
UP BAGUIO

JUN 15 2022 8:00 AM



Republic of the Philippines  
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**Notice to Proceed**

June 07, 2022

**Ely Jane Fernandez**

Proprietor

**De Kalyssa Kitchenette**

#140 Purok 23, Middle San Carlos Heights

Brgy Upper Irisan, Baguio City

(0947) 552-9608

Dear Ms. Fernandez:

Notice is hereby given to De Kalyssa Kitchenette represented by its *Proprietor, Ely Jane Fernandez*, that work may commence on the **Catering Services for UP Baguio's various Activities** effective on JUN 09 2022 or \_\_\_\_\_ day/s after the receipt of this notice.

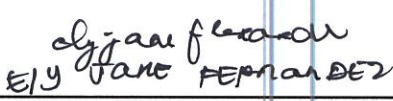
Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the Agreement and in accordance with the Implementation Schedule.

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,

  
**ROLAND M. HIPOL**  
Assistant Vice Chancellor for Academic Affairs

Conforme:

  
ELY JANE FERNANDEZ

\_\_\_\_\_  
(Name of Representative of Bidder)

Date: \_\_\_\_\_



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: De Kalysa Kitchenette
Address: #140 Purok 23, Middle San Carlos Heights, Brgy Upper Irisan, Baguio City
Telephone No.: (0947) 552-9608
E-mail: elyjane.fernandez@gmail.com
TIN: 187-268-285-000
PO No.: SPMO-TF-22-06-095 (2640)
Date: 7-Jun-2022
Mode of Procurement: NP - Small Value Procurement
PR No.: 16617, 16618

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
Contact Person: Brian D. Lumaque
Contact Address: Governor Pack Road, Baguio City
Contact #/ Email: (074) 442-3484/ bdlumaque@up.edu.ph
Delivery Term: E.O.B. - Destination (UP Baguio)
Payment Term: 30 calendar days
Date of Delivery: 9 - 10 June 2022

Table with 6 columns: Stock/Property No., Unit, Description, Qty., Unit Cost, Amount. Includes rows for catering services for meeting between staff of Project 6 and Staff of Finance Offices, with specific details for lunches on June 9 and 10, 2022.

(Total Amount in Words): Eleven Thousand One Hundred Sixty Pesos P 11,160.00

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.

Conforme: [Signature] ELYJANE FERNANDEZ
Signature over Printed Name of Supplier
Date
Very truly yours,
ROLAND M. HIPOL
Assistant Vice Chancellor for Academic Affairs

Fund Cluster: 07 308603 DOST Project 6 (Balangod)
Funds Available: Admin DOST - CU
ORS/BURS No.: 02-308603-2022-06-347
Date of the ORS/BURS: 06-08-2022
Amount: 11,160.00
CECILE G. DANGAWEN
Chief, Accounting Office
JUN 09 2022



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**Notice of Award**

June 07, 2022

**Ely Jane Fernandez**  
Proprietor  
**De Kalyssa Kitchenette**  
#140 Purok 23, Middle San Carlos Heights  
Brgy Upper Irisan, Baguio City  
(0947) 552-9608

Dear Ms. Fernandez:

We are happy to notify you that your bid for the execution for the **Catering Services for UP Baguio's various Activities** under Abstract of Quotations No. *PC-22-05-147* dated June 07, 2022 is hereby awarded to you at a contract price equivalent to ***Fifty Thousand Seven Hundred Sixty Pesos (Php 50,760.00)***.

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

Very truly yours,

**CORAZON L. ABANSI**  
Chancellor

Conforme:

  
ELY JANE FERNANDEZ

\_\_\_\_\_  
(Name of Representative of Bidder)

Date:         JUN 07 2022