



UNIVERSITY OF THE PHILIPPINES BAGUIO

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

Purchase Order

UPB Supply and Property Management Office

Supplier: TSB BAZAAR	P.O. No.: SPMO.GF.22.08.167 (2776)
Address: #49-50 Magsaysay Avenue, Baguio City	Date: August 9, 2022
Contact#/Email: 074-619-2911	Mode of Procurement: Shopping (B)
TIN: 144-435-431-000	PR No.: 16607

Supplier:	
Please furnish this office the following articles subjects to the terms and conditions contained herein:	
Place of Delivery: SPMO - UP Baguio	Delivery Term: F.O.B. Destination
Contact Person: Cyril Jhan G. Tip-ac	Payment Term: 30 Days
Contact Address: Governor Pack Road, Baguio City	Date of Delivery: 30 calendar days upon receipt of P.O.
Contact#/Email: 074-442-3484/cgtipac@up.edu.ph	

Stock/ Property No.	Unit	Description	Qty	Unit Cost	Amount
OFFICE SUPPLIES					
	pc	Battery for Computer, CPU, CR 2032	16 ✓	P 28.00 ✓	P 448.00 ✓
	pc	Chipboard, "26x38"	62 ✓	P 47.50 ✓	P 2,945.00 ✓
	pc	DATA FILE BOX, made of chipboard, with closed ends	6 ✓	P 90.00 ✓	P 540.00 ✓
	pc	Desk Organizer/File tray, legal size, 3 layers	6 ✓	P 380.00 ✓	P 2,280.00 ✓
	pc	FOLDER, expanding green w/o tab long thick us 20 pts.	20 ✓	P 12.50 ✓	P 250.00 ✓
	pck	FOLDER, L-type, A4, "12 pcs per pack"	1 ✓	P 54.00 ✓	P 54.00 ✓
	pck	FOLDER, L-type, legal, "12 pcs per pack"	1 ✓	P 64.80 ✓	P 64.80 ✓
	pck	FOLDER, with tab, A4, "10 pcs per pack"	5 ✓	P 141.25 ✓	P 706.25 ✓
	pc	MAGAZINE FILE BOX, 5 "	3 ✓	P 90.00 ✓	P 270.00 ✓
	pck	Note Flags 5 colors per set	43 ✓	P 28.75 ✓	P 1,236.25 ✓
	pd	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	35 ✓	P 14.22 ✓	P 497.70 ✓
	pd	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	24 ✓	P 14.75 ✓	P 354.00 ✓
	pc	Notebook, Spiral, Big, 8.5" x 11"	3 ✓	P 22.00 ✓	P 66.00 ✓
	box	PAPER CLIP, vinyl/plastic coat, length: 32mm min	4 ✓	P 8.50 ✓	P 34.00 ✓
	box	PAPER, parchment, 100 pcs	5 ✓	P 237.50 ✓	P 1,187.50 ✓
	pc	Pen, OHP pen, Blue	6 ✓	P 45.00 ✓	P 270.00 ✓
	pc	PEN, sign pen, green, 0.4 pt.	20 ✓	P 27.50 ✓	P 550.00 ✓
	pck	Photo Paper, A3, Glossy	30 ✓	P 150.00 ✓	P 4,500.00 ✓
	pck	Photo Paper, A4, Glossy	10 ✓	P 66.00 ✓	P 660.00 ✓
	pck	Photo Paper, A4, Matte	21 ✓	P 66.00 ✓	P 1,386.00 ✓
	pd	Post-it Flag, with note "Sign Here", Yellow, (50 sheets), " 2.5 x 4.5cm	16 ✓	P 31.25 ✓	P 500.00 ✓

pc	PUNCHER, paper, heavy duty	3	P	148.50	P	445.50
box	STAPLE WIRE, standard	25	P	25.75	P	643.75
rol	TAPE, TRANSPARENT, width: 24mm	82	P	12.00	P	984.00
pck	WRAPPING PAPER, kraft, "Manila Paper 30's / pack	2	P	120.00	P	240.00
Nothing Follows						
Canvass no. PC 22.07.195						

Twenty One Thousand One Hundred Twelve Pesos and Seventy Five Centavos Only

P 21,112.75

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

Conforme:

Very truly yours

MARTES MANAWA

Signature over Printed Name of Supplier

8/26/22
Date

ROSEMARY M. GUTIERREZ

Signature over Printed Name of Authorized Official

Vice Chancellor for Academic Affairs

Designation

Fund Cluster: 01 101101

Funds Available:

CECILE G. DANGAWEN

Chief, Accounting Office

ORS/BURS No.:

02-101101-2022-08-734

Date of the ORS/BURS:

08-11-2022

Amount:

21,112.75

AUG 12 2022





Republic of the Philippines
University of the Philippines Baguio
 Governor Pack Road, Baguio City
 Telefax No. 442-3888/442-3484
 www.upb.edu.ph

Notice to Proceed

August 9, 2022

Susan Galos
 Sales Representative
TSB BAZAAR

#49-50 Magsaysay Avenue, Baguio City
 074-619-2911


Dear Ms. Galos:

Notice is hereby given to TSB BAZAAR represented by its Sales Representative, Susan Galos, that work may commence on the Furnishing and Delivery of OFFICE SUPPLIES for the University of the Philippines Baguio effective on _____ 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,


ROSEMARY M. GUTIERREZ
 Vice Chancellor for Academic Affairs

I acknowledge receipt of this Notice on 8/26/22

Name of Representative of Bidder: UAPB UAPB

Authorized Signature: [Signature]



Republic of the Philippines
University of the Philippines Baguio
Governor Pack Road, Baguio City
Telefax No. 442-3888/442-3484
www.upb.edu.ph

Notice of Award

Aug 4, 2022

Susan Galos
Sales Representative
TSB BAZAAR

#49-50 Magsaysay Avenue, Baguio City
074-619-2911

Dear Ms. Galos:

We are happy to notify you that your bid for the supply and delivery of OFFICE SUPPLIES for the University of the Philippines Baguio under RFQ number 2597 is hereby awarded to you at a contract price equivalent to Twenty One Thousand One Hundred Twelve Pesos and Seventy Five Centavos Only. (Php 21,112.75)

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

Very truly yours,

Dr. CORAZON L. ABANSI
UP Baguio, Chancellor

Conforme:

(Name of Representative of Bidder)

Date:

Aug. 5-22



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

**ABSTRACT OF QUOTATION ON PRICE FOR THE SUPPLY AND DELIVERY OF
 OFFICE SUPPLIES FOR THE UNIVERSITY**

Canvass no. **PC 22.07.195**

JULY 7, 2022

Item No.	PARTICULARS		ABC PER ITEM	Laser Marketing	TSB BAZAAR	The Stable Educational Supply	
	QTY	UNIT					
1	16	pc	Battery for Computer, CPU, CR 2032	P 50.00	P 45.00	P 28.00	P 35.00
2	99	pck	BATTERY, dry cell, AA, 2 pieces per blister pack	P 40.00	P 36.00	P 39.78	P 11.75
3	76	pck	BATTERY, dry cell, AAA, 2 pieces per blister pack	P 50.00	P 42.00	P 47.31	P 25.00
4	1	un	CALCULATOR, compact	P 300.00	P 245.00	P 300.00	P 150.00
5	20	pc	cartolina, maize yellow, 100gsm	P 50.00	P 18.00		P 12.00
			offer:				
			cartolina, maize yellow, "standard 120 gsm"			P 7.50	
6	20	pc	cartolina, paris green, 100gsm	P 50.00	P 18.00		P 12.00
			offer:				
			cartolina, paris green, "standard 120 gsm"			P 7.50	
7	100	pc	Cartolina, white, thick	P 10.00	P 10.00		P 9.00
			offer:				
			Cartolina, white, thick, "standard 120 gsm"			P 7.50	
8	62	pc	Chipboard, 22" x 36", size#30	P 60.00	P 54.00		P 51.00
			offer:				
			Chipboard, "26x38"			P 47.50	
9	2	box	CCMPUTER CONTINUOUS FORM, 2 ply, 280 x 241mm	P 1,500.00	P 1,200.00		NO BID
			offer:				
			COMPUTER CONTINUOUS FORM, 2 ply, 280 x 241mm, "11x 9 1/2"			P 1,386.00	
10	1	pc	Cutting mat, green, for A3, A4, and A5	P 150.00			NO BID
			offer:				
	1	pc	Cutting mat, green, for "A3, A4, and B5"			P 318.75	
	1	pc	Cutting mat, green, for "A3"		P 350.00		
	1	pc	Cutting mat, green, for "A4"		P 145.00		
11	6	pc	DATA FILE BOX, made of chipboard, with closed ends	P 120.00	P 128.00	P 90.00	P 120.00
12	1	pc	Dater, 3mm, self-inking	P 300.00	P 295.00	P 289.00	P 245.00
13	1	pc	DATING AND STAMPING MACHINE	P 1,000.00	P 995.00	P 1,000.00	NO BID
14	6	pc	Desk Organizer/File tray, legal size, 3 layers	P 450.00	P 450.00	P 380.00	P 450.00
15	14	pc	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	P 20.00	P 46.00		NO BID
			offer:				
			DVD REWRITABLE, speed: 4x min, 4.7GB capacity min, "Without Case"			P 32.00	
16	2	box	ENVELOPE, DOCUMENTARY, for legal size document	P 930.00	P 925.00	P 930.00	P 874.00
17	25	pc	Envelope, expanding, kraftboard, legal size	P 15.00	P 14.00	P 12.00	P 12.00
18	2	pc	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	P 30.00	P 29.00	P 40.00	P 28.00
19	2	box	ENVELOPE, mailing	P 250.00	P 268.00	P 282.50	P 325.00
20	2	box	ENVELOPE, mailing, with window	P 250.00	P 375.00	P 410.00	P 593.00
21	1	box	EXTERNAL HARD DRIVE, 1TB	P 2,500.00	P 2,850.00	P 3,192.00	P 2,932.00
22	18	pc	FASTENER, Metal with plastic coating	P 35.00	P 32.00	P 33.00	P 30.00
23	8	pc	Flash Drive 32 GB, High Quality, USB 3.0	P 400.00	P 385.00		P 375.00
			offer:				
			Flash Drive 32 GB, High Quality, USB 3.0, "OTG"			P 398.94	
24	112	pc	Folder Pressboard, Color Green, Legal Size	P 15.00	P 13.80	P 12.50	P 12.00
25	20	pc	FOLDER, expanding green w/o tab long thick us 20 pts.	P 15.00	P 26.00	P 12.50	NO BID
26	20	pc	FOLDER, Expanding with green tab, legal	P 20.00	P 15.00	P 15.00	P 15.00
27	15	pc	FOLDER, Expanding, A4	P 15.00	P 15.00	P 12.00	P 10.00
28	1	pck	FOLDER, L-type, A4	P 140.00	P 135.00		P 81.00
			offer:				
			FOLDER, L-type, A4, "12 pcs per pack"			P 54.00	
29	1	pck	FOLDER, L-type, legal	P 150.00	P 150.00		P 91.00
			offer:				
			FOLDER, L-type, legal, "12 pcs per pack"			P 64.80	
30	1	pck	FOLDER, Tagboard, for A4 size documents	P 250.00			P 402.00
			offer:				
			FOLDER, Tagboard, for A4 size documents, 100 pcs		P 350.00	P 400.00	
31	1	pck	FOLDER, Tagboard, for legal size documents	P 280.00			P 414.00
			offer:				
			FOLDER, Tagboard, for legal size documents, 100 pcs		P 375.00	P 500.00	
32	50	pc	folder, tagboard, legal, light brown outside cover, white inside	P 5.00	P 5.00	P 5.00	P 4.14
33	5	pck	FOLDER, with tab, A4	P 230.00	P 225.00		P 402.00
			offer:				
			FOLDER, with tab, A4, "10 pcs per pack"			P 141.25	
34	2	jar	GLUE, all purpose, gross weight: 200 grams min	P 64.00	P 59.00	P 81.25	P 40.00
35	7	box	INDEX TAB, self-adhesive, transparent	P 85.00	P 85.00	P 97.50	P 75.00
36	3	pc	MAGAZINE FILE BOX, large	P 100.00	P 135.00		P 120.00
			offer:				
			MAGAZINE FILE BOX, 5"			P 90.00	
37	7	pc	MARKER, permanent, chisel type, black	P 20.00	P 25.00	P 33.00	P 12.00
38	1	pc	MARKER, permanent, red, bullet type	P 25.00	P 12.00	P 12.00	P 12.00
39	2	pc	MARKER, whiteboard, blue	P 25.00	P 22.00	P 20.00	P 20.00
40	3	un	MOUSE, OPTICAL, USB connection type	P 150.00	P 125.00	P 150.00	P 145.00
41	45	pck	Note Flags 5 colors per set	P 30.00	P 30.00	P 28.75	P 35.00

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42	12	pd	NOTE PAD, stick on , 76mm x 100mm (3" x 4") min	P	30.00	P	25.00	P	25.20	P	28.00
43	40	pd	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	P	15.00	P	16.50	P	14.22	P	15.00
44	5	pd	NOTE PAD, stick on , 76mm x 100mm (3" x 4") min	P	30.00	P	25.00	P	25.20	P	28.00
45	29	pd	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	P	15.00	P	21.00	P	14.75	P	18.00
46	3	pc	Notebook, Spiral, Big, 8.5" x 11"	P	35.00			P	22.00		NO BID
			offer:								
			Notebook, Spiral, Big, 8.5" x 11", University			P	35.00				
47	14	pd	PAD PAPER, ruled	P	30.00			P	30.00	P	28.00
			offer:								
			PAD PAPER, ruled, Intermediate			P	26.00				
48	8	box	PAPER CLIP, vinyl/plastic coat, length: 32mm min	P	10.00	P	10.00	P	8.50	P	10.00
49	9	pck	Paper for certificates (Board) 10 pcs/pack	P	30.00	P	29.00			P	27.00
			offer:								
			Paper for certificates (Board) 10 pcs/pack, 200 gsm					P	28.00		
50	1	rm	Paper, colored, assorted, A4, 250 sheets per ream	P	220.00	P	215.00	P	189.00	P	186.00
51	2	rm	PAPER, colored, BLUE (legal), GSM 80, 500 sheets per ream	P	300.00	P	325.00		NO BID	P	280.00
52	2	rm	PAPER, colored, GREEN, (legal), GSM 80, 500 sheets per ream	P	300.00	P	325.00		NO BID	P	280.00
53	2	rm	PAPER, colored, PINK (legal), GSM 80, 500 sheets per ream	P	300.00	P	325.00	P	300.00	P	280.00
54	3	rm	PAPER, colored, YELLOW (legal), GSM 80, 500 sheets per ream	P	300.00	P	325.00	P	300.00	P	280.00
55	10	pck	Paper, Matte sticker paper, A4	P	50.00	P	35.00	P	35.00	P	47.00
56	267	rm	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	P	200.00	P	189.00	P	198.00	P	190.00
57	3	rm	Paper, multicopy, A3 (297x420 mm)	P	380.00	P	380.00			P	365.00
			offer:								
			Paper, multicopy, A3 (297x420 mm), 70 gsm					P	375.00		
58	5	box	PAPER, parchment	P	250.00					P	275.00
			offer:								
			PAPER, parchment, 100 pcs			P	245.00	P	237.50		
59	2	pck	Paper, Specialty board paper (pale cream; 210 x 297mm; 200 gsm; 10 sheets/pack)	P	30.00	P	28.00	P	27.00	P	27.00
60	40	pc	Pen, Ballpoint pen, OG-5 black, ordinary	P	5.00	P	4.25	P	5.00	P	5.00
61	14	pc	Pen, Ballpoint pen, OG-5 blue, ordinary	P	5.00	P	4.25	P	5.00	P	5.00
62	70	pc	Pen, Ballpoint, BPS fine, Japan, Black	P	25.00	P	23.00	P	21.00	P	21.00
63	55	pc	Pen, Ballpoint, BPS fine, Japan, Blue	P	25.00	P	23.00	P	21.00	P	21.00
64	7	pc	Pen, Ballpoint, BPS fine, Japan, Green	P	25.00	P	23.00	P	21.00	P	21.00
65	6	pc	Pen, OHP pen, Blue	P	50.00	P	50.00	P	45.00	P	46.00
66	45	pc	PEN, sign pen, black blue, 0.5 pt.	P	25.00	P	22.00	P	21.50	P	18.00
67	1	pc	Pen, SIGN PEN, Brown, 0.5 pt.	P	25.00	P	22.00			P	21.75
			offer:								
			Pen, SIGN PEN, 0.5 pt., "Black Brown"					P	21.50		
68	20	pc	PEN, sign pen, green, 0.4 pt.	P	40.00	P	28.00	P	27.50	P	27.75
69	63	pc	PEN, sign pen, green, 0.5 pt.	P	25.00	P	28.00	P	21.50	P	18.00
70	54	pc	PEN, sign pen, violet, 0.5 pt.	P	25.00	P	28.00	P	21.50	P	18.00
71	30	pck	Photo Paper, A3, Glossy	P	180.00	P	170.00	P	150.00		NO BID
72	10	pck	Photo Paper, A4, Glossy	P	70.00	P	68.00	P	66.00	P	75.00
73	21	pck	Photo Paper, A4, Matte	P	70.00	P	68.00	P	66.00		NO BID
74	17	pd	Post-it Flag, with note "Sign Here", Yellow, 25mm x 43mm (50 sheets)	P	40.00	P	35.00			P	35.00
			offer:								
			Post-it Flag, with note "Sign Here", Yellow, (50 sheets), "2.5 x 4.5cm"					P	31.25		
75	3	pc	PUNCHER, paper, heavy duty	P	150.00	P	150.00	P	148.50	P	160.00
76	1	pc	Ribbon, Typewriter, manual typewriter	P	70.00	P	30.00	P	30.00	P	39.50
77	1	pc	RULER, METAL, 12"	P	50.00	P	34.00	P	32.00	P	40.00
78	117	pc	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	P	25.00	P	22.00	P	21.50	P	18.00
79	63	pc	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	P	25.00	P	22.00	P	21.50	P	18.00
80	5	pc	STAMP PAD, felt	P	30.00	P	29.00	P	30.00	P	45.00
81	31	box	STAPLE WIRE, standard	P	30.00	P	28.00	P	25.75	P	30.00
82	4	pck	Tack-it Glue, white, 90pcs/pack	P	500.00				NO BID		NO BID
			offer:								
			Tack-it Glue, white, PHF88 per pack			P	88.00				
83	5	rol	Tape, Double-sided, 1"	P	50.00	P	26.00	P	27.00	P	31.75
84	2	box	Tape, Duct tape, black	P	80.00	P	78.00			P	65.00
			offer:								
			Tape, Duct tape, black, "2 inch x10 m"					P	66.00		
85	8	rol	TAPE, masking, 24mm	P	50.00	P	36.00	P	22.00	P	28.00
86	16	rol	TAPE, MASKING, width: 48mm	P	70.00	P	70.00	P	70.00	P	56.00
87	90	rol	TAPE, TRANSPARENT, width: 24mm	P	15.00	P	15.00	P	12.00	P	15.00
88	2	box	Thumb tacks	P	25.00	P	12.00	P	12.00	P	18.00
89	16	pck	Tissue, facial, 2 ply, 150 pulls	P	100.00	P	45.00				NO BID
			offer:								
			Tissue, facial, 2 ply, 150 pulls, Kleenex					P	102.70		
90	5	pck	TISSUE, interfolded paper towel	P	150.00		NO BID	P	46.80	P	43.00
91	229	pck	TOILET TISSUE PAPER, 2-ply, 100% recycled	P	100.00	P	120.00	P	105.98	P	120.00
92	2	pck	WRAPPING PAPER, kraft	P	150.00	P	150.00				NO BID
			offer:								
			WRAPPING PAPER, kraft, "Manila Paper 30's / pack					P	120.00		
			DOCUMENTARY REQUIREMENTS:								
			Mayor's/ Business Permit:			comply		comply		comply	
			PhilGEPS Registration Number:			293718		52066		52286	

Mode of Procurement: Shopping (B)
PhilGEPS Registration no.: 8338812

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ACTION TAKEN:

For items no. 9, 13, 38, 40, 42, 44, 47, 55, 56, 60, 61, 76, 80, 82, 83 and 89, LASER MARKETING has the lowest calculated bid and is the responsive bidder.


For items no. 1, 5, 6, 7, 8, 11, 14, 25, 28, 29, 33, 36, 39, 41, 43, 45, 46, 48, 58, 65, 68, 71, 72, 73, 74, 75, 77, 81, 85, 87, 88, and 92, TSB BAZAAR has the lowest calculated bid and is the responsive bidder.

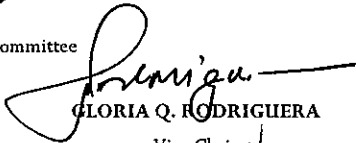
For items no. 2, 3, 4, 12, 16, 17, 18, 22, 23, 24, 26, 27, 32, 34, 35, 37, 49, 50, 51, 52, 53, 54, 57, 59, 62, 63, 64, 66, 69, 70, 78, 79, 84, 86 and 90, THE STABLE EDUCATIONAL SUPPLY has the lowest calculated bid and is the responsive bidder.

For items no. 10, 15, 19, 20, 21, 30, 31 and 91 NO AWARD, for review of approved budget for the line item.


For item no. 67, THE STABLE EDUCATIONAL SUPPLY is the most responsive bidder.

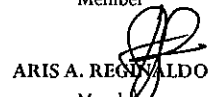
Committee on Bids and Awards:


JOEL M. ADDAWE
Chair, Bids and Awards Committee



GLORIA Q. RODRIGUERA
Vice Chair


GRAZIEL K. WICKLAY
Member


CECILIA FE S. ABALOS
Member


ARIS A. REGINALDO
Member

ACTION OF THE HEAD OF THE PROCURING ENTITY:


Dr. CORAZON L. ABANSI
UP Baguio, Chancellor

APPROVED

Procuring Entity
OFFICE
AUG 04 2022

OFFICE (SPMO)
CERTIFIED TRUE COPY
OF THE ORIGINAL