



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:	The Stable Educational Supply	P.O. No.:	SPMO.RF.22.08.049 (2784)
Address:	#12 CJ Lower Bonifacio St., Baguio City	Date:	August 10, 2022
Contact# / Email:	074-444-9665	Mode of Procurement:	Shopping (B)
TIN:	915-251-234-0000	PR No.:	16701

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					
	pck	BATTERY, dry cell, AA, 2 pieces per blister pack	2	P 11.75	P 23.50
	pck	BATTERY, dry cell, AAA, 2 pieces per blister pack	2	P 25.00	P 50.00
	un	CALCULATOR, compact	1	P 150.00	P 150.00
	pc	Dater, 3mm, self-inking	1	P 245.00	P 245.00
	box	ENVELOPE, DOCUMENTARY, for legal size document	1	P 874.00	P 874.00
	pc	FASTENER, Metal with plastic coating	1	P 30.00	P 30.00
	pc	Flash Drive 32 GB, High Quality, USB 3.0	4	P 375.00	P 1,500.00
	pc	Folder Pressboard, Color Green, Legal Size	2	P 12.00	P 24.00
	pc	MARKER, permanent, chisel type, black	1	P 12.00	P 12.00
	pc	Pen, Ballpoint, BPS fine, Japan, Black	5	P 21.00	P 105.00
	pc	Pen, Ballpoint, BPS fine, Japan, Blue	2	P 21.00	P 42.00
	pc	Pen, Ballpoint, BPS fine, Japan, Green	2	P 21.00	P 42.00
	pc	PEN, sign pen, green, 0.5 pt.	2	P 18.00	P 36.00
	pc	PEN, sign pen, violet, 0.5 pt.	2	P 18.00	P 36.00
	pc	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	22	P 18.00	P 396.00
	pc	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	22	P 18.00	P 396.00
	rol	TAPE, MASKING, width: 48mm	2	P 56.00	P 112.00
	pck	TISSUE, interfolded paper towel	5	P 43.00	P 215.00
Nothing Follows					
Canvass no. PC 22.07.195					
Four Thousand Two Hundred Eighty Eight Pesos and Fifty Centavos Only					P 4,288.50

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

17 CJ BLDG. LOWER 3...
 TEL NO. (074) 444-9665 FAX NO. (074) 444-9665
 e-mail: m...
 Signature over Printed Name of Supplier
 Date 8/10/22

ROSEMARY M. GUTIERREZ
 Signature over Printed Name of Authorized Official
 Vice Chancellor for Academic Affairs
 Designation

Fund Cluster:	05 206441 DORM; NSTP	ORS/BURS No.:	02-206441-2022-08-110-156
Funds Available:		Date of the ORS/BURS:	08-16-2022
	CECILE G. DANGAWEN Chief Accounting Office	Amount:	4,288.50

AUG 16 2022
AUG 25 2022
 (SPMO)



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

March Weldon O. Ma

Proprietor

THE STABLE EDUCATIONAL SUPPLY

#12 CJ Lower Bonifacio St., Baguio City

074-444-9665

Dear Mr. Ma:

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 Four Thousand Two Hundred Eighty Eight Pesos and Fifty Centavos Only. (Php 4,288.50)

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:

8/5/22

THE STABLE EDUCATIONAL SUPPLY

(Name of Representative of Bidder)

TEL NO. 074-444-9665, FAX NO. 074-444-1912

e-mail: march_weldon@upb.edu.ph

Date:

MARCH WELDON O. MA - 24023870



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 10, 2022

March Weldon O. Ma

Proprietor

THE STABLE EDUCATIONAL SUPPLY

#12 CJ Lower Bonifacio St., Baguio City

074-444-9665


Dear Mr. Ma:

Notice is hereby given to The Stable Educational Supply represented by its Proprietor, March Weldon O. Ma, 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.

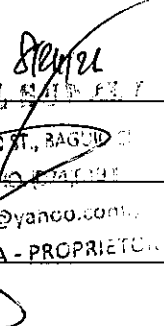
Very truly yours,


ROSEMARY M. GUTIERREZ
Vice Chancellor for Academic Affairs

I acknowledge receipt of this Notice on

Name of Representative of Bidder: _____

Authorized Signature: _____



MARCH WELDON O. MA - PROPRIETOR



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** *5 P0's*

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 40.75
3	76	pck	BATTERY, dry cell, AAA, 2 pieces per blister pack	P 50.00	P 42.00	P 47.31	P 45.00
4	1	un	CALCULATOR, compact	P 300.00	P 245.00	P 300.00	P 300.00
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	COMPUTER 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: 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 34.00	
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 22.00	P 12.00	P 12.00
39	2	pc	MARKER, whiteboard, blue	P 25.00	P 22.00	P 20.00	P 22.00
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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OF THE ORIGINAL

42	12	pd	NOTE PAD, stick on , 76mm x 100mm (3" x 4") min	P	30.00	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	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	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	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			35.00				
47	14	pd	PAD PAPER, ruled	P	30.00		P	30.00	P	28.00
			offer:							
			PAD PAPER, ruled, Intermediate			26.00				
48	8	box	PAPER CLIP, vinyl/plastic coat, length: 32mm min	P	10.00	10.00	P	8.50	P	10.00
49	9	pck	Paper for certificates (Board) 10 pcs/pack	P	30.00	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	215.00	P	189.00	P	186.00
51	2	rm	PAPER, colored, BLUE (legal), GSM 80, 500 sheets per ream	P	300.00	325.00		NO BID	P	240.00
52	2	rm	PAPER, colored, GREEN, (legal), GSM 80, 500 sheets per ream	P	300.00	325.00		NO BID	P	280.00
53	2	rm	PAPER, colored, PINK (legal), GSM 80, 500 sheets per ream	P	300.00	325.00	P	300.00	P	280.00
54	3	rm	PAPER, colored, YELLOW (legal), GSM 80, 500 sheets per ream	P	300.00	325.00	P	300.00	P	280.00
55	10	pck	Paper, Matte sticker paper, A4	P	50.00	35.00	P	35.00	P	47.00
56	267	rm	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	P	200.00	189.00	P	198.00	P	190.00
57	3	nn	Paper, multicopy, A3 (297x420 mm)	P	380.00	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			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	28.00	P	27.00	P	27.00
60	40	pc	Pen, Ballpoint pen, OG-5 black, ordinary	P	5.00	4.25	P	5.00	P	5.00
61	14	pc	Pen, Ballpoint pen, OG-5 blue, ordinary	P	5.00	4.25	P	5.00	P	5.00
62	70	pc	Pen, Ballpoint, BPS fine, Japan, Black	P	25.00	23.00	P	21.00	P	21.00
63	55	pc	Pen, Ballpoint, BPS fine, Japan, Blue	P	25.00	23.00	P	21.00	P	21.00
64	7	pc	Pen, Ballpoint, BPS fine, Japan, Green	P	25.00	23.00	P	21.00	P	21.00
65	6	pc	Pen, OHP pen, Blue	P	50.00	50.00	P	45.00	P	46.00
66	45	pc	PEN, sign pen, black blue, 0.5 pt.	P	25.00	22.00	P	21.50	P	18.00
67	1	pc	Pen, SIGN PEN, Brown, 0.5 pt.	P	25.00	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	28.00	P	27.50	P	27.75
69	63	pc	PEN, sign pen, green, 0.5 pt.	P	25.00	28.00	P	21.50	P	18.00
70	54	pc	PEN, sign pen, violet, 0.5 pt.	P	25.00	28.00	P	21.50	P	18.00
71	30	pck	Photo Paper, A3, Glossy	P	180.00	170.00	P	150.00		NO BID
72	10	pck	Photo Paper, A4, Glossy	P	70.00	68.00	P	66.00	P	75.00
73	21	pck	Photo Paper, A4, Matte	P	70.00	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	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	150.00	P	148.50	P	160.00
76	1	pc	Ribbon, Typewriter, manual typewriter	P	70.00	30.00	P	30.00	P	39.50
77	1	pc	RULER, METAL, 12"	P	50.00	34.00	P	32.00	P	40.00
78	117	pc	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	P	25.00	22.00	P	21.50	P	18.00
79	63	pc	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	P	25.00	22.00	P	21.50	P	18.00
80	5	pc	STAMP PAD, felt	P	30.00	29.00	P	30.00	P	45.00
81	31	box	STAPLE WIRE, standard	P	30.00	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, PHP88 per pack			88.00				
83	5	rol	Tape, Double-sided, 1"	P	50.00	26.00	P	27.00	P	31.75
84	2	box	Tape, Duct tape, black	P	80.00	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	36.00	P	22.00	P	28.00
86	16	rol	TAPE, MASKING, width: 48mm	P	70.00	70.00	P	70.00	P	50.00
87	90	rol	TAPE, TRANSPARENT, width: 24mm	P	15.00	15.00	P	12.00	P	15.00
88	2	box	Thumb tacks	P	25.00	12.00	P	12.00	P	18.00
89	16	pck	Tissue, facial, 2 ply, 150 pulls	P	100.00	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	120.00	P	105.98	P	120.00
92	2	pck	WRAPPING PAPER, kraft	P	150.00	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.

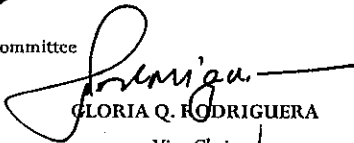
For items no. 2, 3, 4, 12, 16, 17, 18, 22, 23, 24, 26, 27, 32, 34, 35, 37, 49, 50, 51, 52, 53, 54, 57, 59, 62, 63, 64, 66, 69, 70, 78, 79, 84, 86 and 90, THE STABLE EDUCATIONAL SUPPLY has the lowest calculated bid and is the responsive bidder.

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

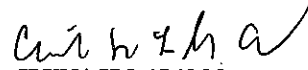
For item no. 67, THE STABLE EDUCATIONAL SUPPLY is the most responsive bidder.

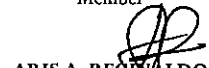
Committee on Bids and Awards:


JOEL M. ADDAWE
Chair, Bids and Awards Committee



GLORIA Q. RODRIGUERA
Vice Chair


GRAZIA M. K. NICKLAY
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

UP Baguio, Procuring Entity
RECEIVED
AUG 04 2022
OFFICE (SPMO)
UP BAGUIO

CERTIFIED TRUE COPY
OF THE ORIGINAL