

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 11, 2022

Gladys T. Maximo
Proprietor
SDS Multimedia Services
B-39A, Abating Bldg., Km. 5, Betag, La Trinidad, Benguet (0998) 196-5443

Dear Ms. Maximo:

Notice is hereby given to SDS Multimedia Services represented by its *Proprietor*, *Gladys T. Maximo*, that work may commence on the <u>Pre-recorded videos for the Module Preparation for the Laboratory Component of various courses in the Biology Department of the College of Science effective on _____ or ____ day/s after the receipt of this notice.</u>

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

Conforme:

GLADYS T. MAXIMO

(Name of Representative of Bidder)

Date: 5 Sept 2022





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 Science

Supplier :		SDS Multimedia Services	PO No.: SPMO-GF-22-08-175 (2791)		
Address : Telephone No.:		B-39A, Abating Bldg., Km. 5, Betag, La Trinidad, Benguet (0998) 196-5443	Date: 12-Aug-2022 Mode of Procurement:		
E-mail: TIN :		sdsmultimedia2005@gmail.com 303-370-448-000	NP - Small Value Procurement PR No.: 16589		
75570.0		303-370-440-000	10309		
Gentlemen Please fr		is Office the following articles subject to the terms and conditions co	ontained h	nerein:	
Place of Delivery:		Supply and Property Management Office (SPMO), UP Baguio	Delivery Term:		
Contact Person: Contact Address:		Brian D. Lumague Governor Pack Road, Baguio City	F.O.B Destination (UP Baguio) Payment Term:		
Contact #/ Email:		(074) 442-3484/ bdlumague@up.edu.ph			
		The state of the s	60 calendar days after receipt of P.O.		
Stock/ Property No.	Unit	Description	Qty.	Unit Cost	Amount
		Pre-recorded videos for the Module Preparation for the Laboratory Component of various courses in the Biology Department of the College of Science			
	lot	Pre-recorded videos for the Module Preparation for the Laboratory Component of various courses in the Biology Department of the College of Science	1	₱ 439,000.00	₱ 439,000.00
		Scope of Work: PROCURING ENTITY (UP BAGUIO)			
		Prepare the script/lesson and materials for the pre- laboratory activity/experiment.			
		Pre-laboratory activity/experiment videos will be presented by selected instructors/professors.			
		Submit corresponding visual aids of the experiment videos (if any) using PowerPoint Presentation after the video shooting.			
		 Coordinate with the selected instructors/professors for video shooting. Identify appropriate venue that is well- ventilated and away from noise to avoid disruption during video shooting and to ensure a quality audio capture. 			
		Review edited videos after submission. Absence of feedback within 10 days means that the videos are approved as final.			
		SERVICE PROVIDER			
		 - Develop 60-72 pre-laboratory/ experiment videos, around 5- 15 minutes each, using suitable shooting equipment and applying any other manipulation necessary during editing, which may include but not limited to motion graphics and animation. 			
		Perform appropriate video shooting with clear audio recording.			
		- Edit the raw footage using professional software.			
		 Initial edited video will be submitted via Google Drive for comments and inputs from the Procuring Entity. 			
		- Improve and submit the final copies in Hard Drive.			
		- The video format output will be MP4, Full HD (1080p).			
		 Regularly coordinate with the focal person/project coordinator from UP Baguio. 			
		Nothing Follows			
		Canvass no. PC-22-07-181			
(Total Amount is	n Words):	Four Hundred Thirty Nine Thousand Pesos			₱ 439,000.00
		make the full delivery within the time specified above, a penalty of one- undelivered item/s.	tenth (1/1	10) of one percent	for every day of delay
			Very trul	ly yours	L and
			rely cru.	Am	hi?
		Ch.	ROSEMARY M. GUTIERREZ		
Conforme:		GLADYS T. MAXIMO	Vic	e Chancellor for	Academic Affairs
		Signature over Printed Name of Supplier 26 Aug 2022 Date			
Fund Cluster: Funds Available:		01 101101 CC- Lmc	ORS/BURS No.: 02-102 01-2022-08-0G		
		SUPPLY	Amount	the ORS/BURS:	439,000
<u></u>		CECHE G. DANGAWEN		6 1 6 2022	, ,,
		Chief, Accounting Office ARRO 19 702	4	10 2022	



Republic of the Philippines

University of the Philippines Baguio
Governor Pack Road, Baguio City
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Notice of Award

August 10, 2022

Gladys T. Maximo
Proprietor
SDS Multimedia Services
B-39A, Abating Bldg., Km. 5, Betag, La Trinidad, Benguet (0998) 196-5443

Dear Ms. Maximo:

We are happy to notify you that your bid for the execution for the <u>Pre-recorded</u> <u>videos for the Module Preparation for the Laboratory Component of various</u> <u>courses in the Biology Department of the College of Science</u> under Abstract of Quotations No. *PC-22-07-181* dated July 22, 2022 is hereby awarded to you at a contract price equivalent to *Four Hundred Thirty Nine Thousand Pesos (Php 439,000.00)*.

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

Very truly yours,

Conforme:

CORAZON L. ABANSI Chancellor

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(Name of Representative of Bidder)

GLADYS/T. MAXIMO

Date: _____11 Aug 2022