



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.GF.22.08.160
Address: #12 CJ Lower Bonifacio St., Baguio City	Date: August 2, 2022
Contact#/Email: 074-444-9665	Mode of Procurement: Shopping (B)
TIN: 915-251-234-0000	PR No.: 16896;16880;16865

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	Paper Towels, 100% virgin pulp, 175 sheets or pulls, 18mm x 210mm	20	P 43.00	P 860.00
	box	16-color crayons	50	P 25.00	P 1,250.00
	pc	A4 certificate holder	50	P 38.00	P 1,900.00
	pc	Liquid glue, 200mL	10	P 40.00	P 400.00
	rol	scotch tape, clear, 1" size	10	P 16.00	P 160.00
	pck	8.5" x 13" board paper (specialty paper), white, 200 gsm	10	P 28.00	P 280.00
	pck	A4 board paper (specialty paper), white, 200 gsm	10	P 27.00	P 270.00
	btl	ink bottle for Epson L1455 printer, black, 140mL	2	P 625.00	P 1,250.00
Nothing Follows					
Canvass no. PC 22.07.188					
Six Thousand Three Hundred Seventy Pesos Only					P 6,370.00

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

Conforme:

Very truly yours

THE STABLE EDUCATIONAL SUPPLY

12 CJ BLDG. LOWER BONIFACIO ST., BAGUIO CI

TEL NO. 074-444-9665; FAX NO. 074-519-12

Signature over Printed Name of Supplier

E-mail: march_weldon@yahoo.com

MARCH WELDON O. MA - PROPRIETOR

ROSEMARY M. GUTIERREZ

Signature over Printed Name of Authorized Official

Vice Chancellor for Academic Affairs

Designation

Fund Cluster: **01 101104**

Funds Available:

CECILE G. DANGAWEN

Chief, Accounting Office

ORS/BURS No.:

Date of the ORS/BURS:

Amount:

02-1011 01 - 2022 - 08 - 682

08-04-2022

6,370 -

AUG 04 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 2, 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 8/9/22 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

THE STABLE EDUCATIONAL SUPPLY

Name of Representative of Bidder: 11C BLDG. LOWER BONIFACIO ST., BAGUIO CI.

TEL NO. (074)444 9665; FAX NO. (074)619 121

Authorized Signature: e-mail: march_weldon@yahoo.com

MARCH WELDON O. MA - PROPRIETOR