



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**

July 14, 2022

**Matt Ezekiel S. Abella**

Chief Executive Officer

**Smarter Multimedia Services**

Cafirma St., Carig Sur, Tuguegarao City, Tuguegarao City, Cagayan  
(0905) 143-6239

Dear Mr. Abella:

Notice is hereby given to Smarter Multimedia Services represented by its *Chief Executive Officer, Matt Ezekiel S. Abella*, that work may commence on the **Video Coverage for the Commencement Exercise 2022** effective on JUL 20 2022 or \_\_\_\_\_ day/s after the receipt of this notice.

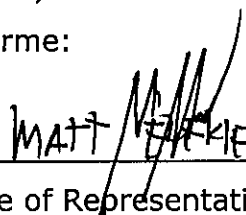
Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the Agreement and in accordance with the Implementation Schedule.

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,

  
**CORAZON L. ABANSI**  
Chancellor

Conforme:

  
\_\_\_\_\_  
MATT/EZEKIEL S. ABELLA  
(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 Chancellor*

Supplier :	<b>Smarter Multimedia Services</b>	PO No.:	<b>SPMO-TF-22-07-133 (2732)</b>
Address :	<b>Cafirma St., Carig Sur, Tuguegarao City, Tuguegarao City, Cagayan</b>	Date:	<b>14-Jul-2022</b>
Telephone No.:	<b>(0905) 143-6239</b>	Mode of Procurement:	<b>NP - Small Value Procurement</b>
E-mail:	<b>smartermultimediaservices@gmail.com</b>	PR No.:	<b>17018</b>
TIN :	<b>726-565-586</b>		

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>F.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>20 - 21 July 2022</u></b>
Contact #/ Email:	<u>(074) 442-3484/ bdlumague@up.edu.ph</u>		


Stock/ Property No.	Unit	Description	Qty.	Unit Cost	Amount
		<b>Video Coverage for the Commencement Exercise 2022</b>			
	lot	UPB Graduation 2022 Technical and Production	1	₱ 108,888.00	₱ 108,888.00
		July 21, 2022 8:30 AM to 12:30 PM at Baguio Convention Center			
		>Audio and video services			
		>Livestreaming services			
		>Video documentation			
		>Photo documentation			
		<b>Scope of Work:</b>			
		>Provide audio and video services			
		- Audio service: provisions for microphones, connection to main sound system of Baguio Convention Center and livestreaming service			
		- Video service: 3 UHD (or higher) video cameras connected to a video switcher for livestreaming			
		>Live streaming service for 4 hours to YouTube and Facebook pages of UP Baguio			
		>Video documentation services for documentary and highlights video for upload to YouTube and Facebook pages of UP Baguio. Videos to be the property of UP Baguio.			
		>Photo documentation services: 3 experienced photographers for large events.			
		Set-up on July 20, 2022 in Baguio Convention Center between 1:00 - 5:00 PM			
		<b>***Nothing Follows***</b>			
		Canvass No. PC-22-07-203			

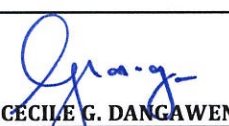
(Total Amount in Words): **On 2 Hundred Eight Thousand Eight Hundred Eighty Eight Pesos** **₱ 108,888.00**

*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 over Printed Name of Supplier  
MATT B. LUMAGUE  
 Date: JUL 20 2022

Very truly yours,  
  
**CORAZON L. ABANSI**  
 Chancellor

Fund Cluster:	<u>07 308603 UGTFI CU (FCM 2021-0418)</u>	ORS/BURS No.:	<u>02-308603-2022-07-453</u>
Funds Available:		Date of the ORS/BURS:	<u>07-15-2022</u>
		Amount:	<u>108,888 -</u>
	 <b>CECILE G. DANGAWEN</b> Chief Accounting Office	<b>JUL 18 2022</b>	





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Governor Pack Road, Baguio City  
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**Notice of Award**

July 13, 2022

**Matt Ezekiel S. Abella**

Chief Executive Officer

**Smarter Multimedia Services**

Cafirma St., Carig Sur, Tuguegarao City, Tuguegarao City, Cagayan  
(0905) 143-6239

Dear Mr. Abella:

We are happy to notify you that your bid for the execution for the **Video Coverage for the Commencement Exercise 2022** under Abstract of Quotations No. **PC-22-07-203** dated July 13, 2022 is hereby awarded to you at a contract price equivalent to **One Hundred Eight Thousand Eight Hundred Eighty Eight Pesos (Php 108,888.00)**.

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:

  
**MATT EZEKIEL S. ABELLA**  
(Name of Representative of Bidder)

Date: 14 JULY 2022



**BIDS AND AWARDS COMMITTEE**

University of the Philippines Baguio  
Governor Pack Road, Baguio City

**ABSTRACT OF QUOTATION FOR THE VIDEO COVERAGE FOR UP BAGUIO**

Canvass no. PC-22-07-203

Date: 13 July 2022

Item No.	PARTICULARS			Unit Cost	Exposure Photo & Video	Soundbox General Merchandise & Electronic Services	Smarter Multimedia Services	Stipin Studio	Reinforcement Lights and Sounds
	QTY	UNIT							
			<b>Video Coverage for the Commencement Exercise 2022 (RFQ No. 2628)</b>						
1	1	lot	UPB Graduation 2022 Technical and Production Scope of Work July 21, 2022 8:30 AM to 12:30 PM at Baguio Convention Center	150,000.00	140,000.00	135,000.00	108,888.00	90,000.00	148,400.00
			>Audio and video services						
			>Livestreaming services						
			>Video documentation						
			>Photo documentation						
			Scope of Work:						
			>Provide audio and video services						
			- Audio service: provisions for microphones, connection to main sound system of Baguio Convention Center and livestreaming service						
			- Video service: 3 UHD (or higher) video cameras connected to a video switcher for livestreaming						
			>Live streaming service for 4 hours to YouTube and Facebook pages of UP Baguio						
			>Video documentation services for documentary and highlights video for upload to YouTube and Facebook pages of UP Baguio. Videos to be the property of UP Baguio.						
			>Photo documentation services: 3 experienced photographers for large events.						

Item No.	PARTICULARS		Unit Cost	Exposure Photo & Video	Soundbox General Merchandise & Electronic Services	Smarter Multimedia Services	Stipin Studio	Reinforcement Lights and Sounds
	QTY	UNIT						
			<b>Video Coverage for the Commencement Exercise 2022</b>					
			Set-up on July 20, 2022 in Baguio Convention Center between 1:00 - 5:00 PM					
				2 calendar days after receipt of P.O.	2 calendar days after receipt of P.O.	2 calendar days after receipt of P.O.	2 calendar days after receipt of P.O.	2 calendar days after receipt of P.O.
			<b>Delivery Term</b>					
			<b>Documentary Requirements:</b>					
				comply	comply	comply	comply	comply
				PhilGEPS Registration Classification	Platinum	Platinum	Platinum	Red
				PhilGEPS Registration Number	73736	252309	332446	340127 173147
				Omnibus Sworn Statement (for ABCs above Php 50,000)	comply	comply	comply	did not comply did not comply

Mode of Procurement: NP - Small Value Procurement  
 PhilGEPS Reference No.: 8818612

Canvassed by:  **Brian D. Lumague**

**RECOMMENDATION:**

For item 1, **Smarter Multimedia Services** is the responsive bidder.

Item No.	PARTICULARS		Unit Cost	Exposure Photo & Video	Soundbox General Merchandise & Electronic Services	Smarter Multimedia Services	Stipin Studio	Reinforcement Lights and Sounds
	QTY	UNIT						
		<b>Video Coverage for the Commencement Exercise 2022</b>						

**Committee on Bids and Awards:**

  
**JOEL M. ADDAWE**  
 Chair

  
**GLORIA Q. RODRIGUERA**  
 Vice Chair

  
**GRAZIELLE K. MICKLAY**  
 Member

  
**CECILIA F. S.M. ABALOS**  
 Member

  
**ARIS A. REGINALDO**  
 Member

Action of Head of the Procuring Entity: **APPROVED**

  
**CORAZON L. ABANSI**  
 Chancellor

PROPERTY  
 JUL 25 2022  
 PURCHASING OFFICE (SPMO)  
 4000000