



University of the Philippines Baguio  
SUPPLY AND PROPERTY MANAGEMENT OFFICE  
Governor Pack Road, Baguio City  
Telefax: (074) 442 - 3484  
email: spmo.upbaguio@up.edu.ph

Project Reference Number: \_\_\_\_\_  
Name of the Project: \_\_\_\_\_  
Location of the Project: \_\_\_\_\_

Standard Form Number: SF-GOOD-58  
Revised on May 24, 2004  
Standard Form Title: **Purchase Order**

**PURCHASE ORDER**  
**University of the Philippines Baguio**

|                  |   |               |                                |
|------------------|---|---------------|--------------------------------|
| Supplier :       | <b>BAGUIO CITY MOUNTAINEERS TRANSPORT ASSOCIATION. INC.</b> | P.O. No. :    | <b>SPMOGF-20-06-114B</b>       |
| Address :        | <b>POST OFFICE LOOP COR. SANDICO ST. B.C.</b>               | Date:         | <b>8 JUNE 2020</b>             |
| E-Mail Address : |   | Mode of       |                                |
| Telephone No :   | <b>09392913547</b>  | Procurement : | <b>NP - EMERGENCY PURCHASE</b> |
| TIN :            |   |               |                                |

Gentlemen:

Please furnish this office the following articles subject to the terms and conditions contained herein:

|                    |                        |                |                        |
|--------------------|------------------------|----------------|------------------------|
| Place of Delivery: | <b>AS PER SCHEDULE</b> | Delivery Term: | <b>FOB DESTINATION</b> |
| Date of Delivery:  | <b>AS PER SCHEDULE</b> | Payment Term:  | <b>30 days</b>         |

| Stock/ Property No. | Unit       | Description   | Quantity | Unit Cost        | Amount           |
|---------------------|------------|---|----------|------------------|------------------|
|                     |            | <b>SHUTTLE SERVICES for UPBaguio Employees:</b><br>ferrying of employees from UP Baguio Campus to Respective homes (ROUTE MAYBE SUBJECT TO CHANGE DEPENDING ON SKELETAL WORK SCHEDULE OF EMPLOYEES) |          |                  |                  |
|                     | <b>lot</b> | <b>JUNE 10 - 11 at ONE (1) van per day</b>  | <b>1</b> | <b>49,400.00</b> | <b>49,400.00</b> |
|                     |            | <b>June 8-30 at TWO (2) vans per day</b>  |          |                  |                  |
|                     |            | <b>SCHEDULE A - UP Baguio to Ambiong - KM4, Tomay - Buyagan La Trinidad Benguet, Magsaysay Avenue, Dreamland, Pinsao)</b>   |          |                  |                  |
|                     |            | <b>SCHEDULE B - UP Baguio to Lower Bengao, Bakakeng, Dontogan, San Luis Asin Roan, Irisan, San Carlos Heights, Tacay Road, Fairview)</b>  |          |                  |                  |
|                     |            | <b>Scope of Services:</b>   |          |                  |                  |
|                     |            | * Licensed professional driver  |          |                  |                  |
|                     |            | * two (2) vans per day, Monday to Friday (except on holidays and during work suspension)  |          |                  |                  |
|                     |            | * one way trip - afternoon only   |          |                  |                  |
|                     |            | * van is Convenient, Cozy, Clean and fully sanitized before each day of service, in good running condition  |          |                  |                  |
|                     |            | *Van must have windows and must be kept open during the travel  |          |                  |                  |
|                     |            | * service is house to house in accordance with the indicated addresses in the schedule  |          |                  |                  |
|                     |            | *Inclusions: cost includes fuel of the van, salary of the driver & taxes  |          |                  |                  |
|                     |            | *maximum passengers per van is 6 to 8 - to observe social distancing at all times   |          |                  |                  |
|                     |            | *Inclusions: comprehensive insurance including passengers   |          |                  |                  |

(Total Amount in Words) **FORTY NINE THOUSAND FOUR HUNDRED PESOS** **49,400.00**

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

Conforme:

Very truly yours,

**CARLOS R. Lim Jr.**  
Signature over printed name of supplier

**RAYMUNDO D. ROVILLOS**  
Chancellor

Date

Funds Cluster : **01 101101 001 2020 (AMID-1a)**

Funds Available :

ORS/BURS No. : **02.101012020-07-584**  
Date of the ORS/BURS:  
Amount : **99400.00**

**CECILE G. DANGAWEN**  
Chief, Accounting Office

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**

**CARLOS K. LIM JR.**

President

BAGUIO CITY MOUNTAINEERS TRANSPORT ASSOCIATION INC.

Post Office Loop Cor. Sandico St.

Baguio City

**Dear Mr. Lim:**

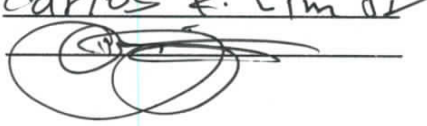
Notice is hereby given to BAGUIO CITY MOUNTAINEERS TRANSPORT ASSOCIATION INC. that the **SHUTTLE SERVICES FOR UPBAGUIO EMPLOYEES** for the period June 10 - 30, 2020 may commence starting June 10, 2020.

Upon receipt of this notice, you are responsible for performing the services under the terms and condition 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,

  
**RAYMUNDO D. ROVILLOS**  
Chancellor

I acknowledge receipt of this Notice on: JUN 10 2020  
Name of Representative of Bidder: CARLOS K. LIM JR.  
Authorized 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](http://www.upb.edu.ph)

**Notice of Award**

8 June 2020

**CARLOS K. LIM JR.**

President

BAGUIO CITY MOUNTAINEERS TRANSPORT ASSOCIATION INC.

Post Office Loop Cor. Sandico St.

Baguio City

**Dear Mr. Lim:**

We are happy to notify you that your bid for the **SHUTTLE SERVICES FOR UPBAGUIO EMPLOYEES** for the period June 10 - 30, 2020 is hereby awarded to you at a contract price equivalent to **Forty Nine Thousand four hundred pesos (PhP 49,400.00).**

You are hereby required to enter into contract upon receipt of this Notice of Award.


Very truly yours,



**RAYMUNDO D. ROVILLOS**

Chancellor

Conforme:

  
Carlos K. Lim Jr.  
(Name of Representative of Bidder)

Date: JUN 08 2020

ABSTRACT OF QUOTATION ON PRICE FOR  
VAN RENTAL SERVICE AS SHUTTLE SERVICE

Canvass no. PC20-06-078A

Date: 8 JUNE 2020

| Item no. | PARTICULARS |      |  | APPROVED BUDGET FOR THE CONTRACT (ABC) | BAGUIO CITY MOUNTAINEERS TRANSPORT ASSOCIATION INC. | BANTRANS  |
|----------|-------------|------|--|--|---|-----------|
|          | QTY         | UNIT |  |  |   |           |
|          | 1           | lot  | SHUTTLE SERVICES for UP Baguio Employees:  | 52,000.00                              | 49,400.00   | 50,700.00 |
|          |             |      | ferrying of employees from UP Baguio Campus to Respective homes (ROUTE MAYBE SUBJECT TO CHANGE DEPENDING ON SKELETAL WORK SCHEDULE OF EMPLOYEES) |  |   |           |
|          |             |      | JUNE 10 - 11 at ONE (1) van per day  |  |   |           |
|          |             |      | June 8-30 at TWO (2) vans per day  |  |   |           |
|          |             |      | SCHEDULE A - UP Baguio to Ambiong - KM4, Tomay - Buyagan La Trinidad Benguet, Magsaysay Avenue, Dreamland, Pinsao)                               |  |   |           |
|          |             |      | SCHEDULE B - UP Baguio to Lower Bengao, Bakakeng, Dontogan, San Luis Asin Roan, Irisan, San Carlos Heights, Tacay Road, Fairview)                |  |   |           |
|          |             |      | Scope of Services:   |  |   |           |
|          |             |      | * Licensed professional driver   |  |   |           |
|          |             |      | * two (2) vans per day, Monday to Friday (except on holidays and during work suspension)   |  |   |           |
|          |             |      | * one way trip - afternoon only  |  |   |           |
|          |             |      | * van is Convenient, Cozy, Clean and fully sanitized before each day of service, in good running condition                                       |  |   |           |
|          |             |      | *Van must have windows and must be kept open during the travel   |  |   |           |
|          |             |      | * service is house to house in accordance with the indicated addresses in the schedule   |  |   |           |
|          |             |      | *Inclusions: cost includes fuel of the van, salary of the driver & taxes   |  |   |           |
|          |             |      | *maximum passengers per van is 6 to 8 - to observe social distancing at all times  |  |   |           |
|          |             |      | *Inclusions: comprehensive insurance including passengers  |  |   |           |
|          |             |      | * should there be changes in the quarantine status of the City of Baguio, the contract shall adjust accordingly                                  |  |   |           |

ACTION TAKEN:

WHEREAS, the requirement was approved for emergency purchase under the Bayanihan to Heal as One act;  
WHEREAS, two (2) interested bidders submitted bid as shown above;

WHEREAS, BAGUIO CITY MOUNTAINEERS TRANSPORT ASSOCIATION INC. is found to be the Lowest Calculated and Responsive Bidder;  
NOW THEREFORE, award to BAGUIO CITY MOUNTAINEERS TRANSPORT ASSOCIATION INC. is being recommended for approval of the Head of the Procuring Entity

COMMITTEE ON BIDS AND AWARDS:

JESSICA K. CARIÑO

Chair, Bids and Awards Committee

SANTOS JOSE O. DACANAY III

Member

ARELLANO A. COLONGONG JR.

Member

JOCELYN R. RAFANAN

Member

GLORIA Q. RODRIGUERA

Member

ACTION OF THE HEAD OF PROCURING ENTITY:

APPROVED

RAYMUNDO D. ROVILLOS

Chancellor

92/20