

**UNIVERSITY OF THE PHILIPPINES BAGUIO**Supply & Property Management Office
Governor Pack Road, Baguio City
VAT Reg. TIN: 000-864-006-00007**PURCHASE ORDER**
Accounting Office

Supplier :	Topfood Catering and Marketing	PO No.:	SPMO-TF-22-09-222
Address :	99 Scout Barrio, Baguio City	Date:	9-Sep-2022
Telephone No.:	(074) 442-4199	Mode of Procurement:	NP - Small Value Procurement
E-mail:	allan.martin@yahoo.com	PR No.:	17865
TIN :	142-763-600-000		

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:	<u>E.O.B. - Destination (UP Baguio)</u>
Contact Person:	<u>Ma. Christine P. Berganio</u>	Payment Term:	<u>30 calendar days</u>
Contact Address:	<u>Governor Pack Road, Baguio City</u>	Date of Delivery:	<u>12-14 September 2022</u>
Contact #/ Email:	<u>(074) 442-3484/ mpberganio@up.edu.ph</u>		

Stock/ Property No.	Unit	Description	Qty.	Unit Cost	Amount
		Catering Services for the Fire Brigade Training on 12-14 September 2022			
	person	Packed Meals (2 Snacks and 1 Lunch) September 12, 2022	48	₱ 410.00	₱ 19,680.00
	person	Packed Meals (2 Snacks and 1 Lunch) September 13, 2022	48	₱ 410.00	₱ 19,680.00
	person	Packed Meals (2 Snacks and 1 Lunch) September 14, 2022	48	₱ 410.00	₱ 19,680.00
		Nothing Follows			
		Canvass no.: PC22-09-274			

(Total Amount in Words): **Fifty Nine Thousand Forty Pesos** **₱ 59,040.00**

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.

Very truly yours,
Rosemary M. Gutierrez OIC 12/14for **ROSEMARY M. GUTIERREZ**
Vice Chancellor for Academic Affairs

Conforme:

Allan Bacungan
ALLAN BACUNGAN

Signature over Printed Name of Supplier

Date

Fund Cluster: **07 308603 UGTFI C1**

Funds Available:

ORS/BURS No.: **02-308603-2022-09-G14**
Date of the ORS/BURS: **09-09-22**
Amount: **59,040 -***Cecile G. Dangawen*
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

Notice of Award

September 9, 2022

Rusela P. Bacungan
Proprietor
Topfood Catering and Marketing
99 Scout Barrio, Baguio City
(074) 442-4199

Dear Ms. Bacungan:

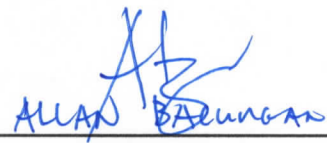
We are happy to notify you that your bid for the execution for the **Catering Services of the Fire Brigade Training of the University** under Abstract of Quotations No. PC-22-09-274 dated 10 November 2022 is hereby awarded to you at a contract price equivalent to ***Fifty-nine Thousand and forty pesos only (Php 59,040.00)***.

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:



(Name of Representative of Bidder)

Date: 9-9-2022



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

September 9, 2022

Rusela P. Bacungan
Proprietor
Topfood Catering and Marketing
99 Scout Barrio, Baguio City
(074) 442-4199

Dear Ms. Bacungan:

Notice is hereby given to *Topfood Catering and Marketing* represented by its Proprietor, *Rusela P. Bacungan* that work may commence on the **Catering Services of the Fire Brigade Training of the University** 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,

Adnyanin OIC 12/15/22

for **ROSEMARY M. GUTIERREZ**
Vice Chancellor for Academic Affairs

Conforme:

Rusela P. Bacungan

(Name of Representative of Bidder)

Date: 9-9-2022

