



BIDS AND AWARDS COMMITTEE
University of the Philippines Baguio
Governor Pack Road, Baguio City

**ABSTRACT OF QUOTATION FOR THE
BOOKS OF UP BAGUIO**

Canvass no. **PC-20-10-201**

Date: 22 October 2020

Item No.	PARTICULARS		Unit Cost	Forefront Book Company, Incorporated	Mind Mover Publishing House, Inc.	Linar Educational Materials Inc.
	QTY	UNIT				
		Supply and Delivery of Books				
		(RFQ No. 1742)				
1	1	bk Business internship/Griffin, Michael /2011 (paperback)	2,719.00	2,719.00	no bid	no bid
2	1	bk Designing Training to Shorten Time to Proficiency: Online, Classroom and On-the-Job Learning Strategies from Research /Attri, Raman K./2019 (hardbound)	4,100.00	3,690.00	no bid	no bid
3	1	bk Exploring internship in a university internship program : a stakeholder framework for designing and directing effective marketing internship/Hoyle/2014 (paperback)	14,022.00	13,506.00	no bid	no bid
4	1	bk Get an internship and make the most out of it : practical information for highschool and community college students/Mclachlan, Joan E./2015 (paperbak)	1,968.00	1,901.00	no bid	no bid
5	1	bk Graphic Design Internship Log: Keep Record of Your Graphic Design Internship/Robinson, Frances P./2015 (paperback)	917.00	826.00	no bid	no bid
6	1	bk Hacking the Internship Process/Hobbs, Bill/2017 (paperback)	3,122.00	2,810.00	no bid	no bid
7	1	bk How to Get an Animation Internship: A Guide That Helps You Apply, Interview and Get Your Foot Into Show Business/Bravo, Eric/2018 (paperback)	2,549.00	2,295.00	no bid	no bid
8	1	bk How to Land Your Dream Internship: Proven Step-by-Step System to Gain Real World Experience/Pham, Tam/2016 (paperback)	1,315.00	1,184.00	no bid	no bid
9	1	bk In the Field: A Field Experience Manual for Internship and Service Learning (Students/Hollins,-Sawyer, Lisa/2018 (hardbound)	11,962.00	10,766.00	no bid	no bid
10	1	bk Intern Insider: Getting the Most Out of Your Internship in the Entertainment Field/Trujillo, Tammy/2016 (paperback)	2,375.00	2,138.00	no bid	no bid
11	1	bk Internship Mastery: The Technology Student's Guide to Crushing Your Internship and Launching Your Career/Glick, Ryan D./2019 (paperback)	1,066.00	960.00	no bid	no bid
12	1	bk Internship Standard Requirements/Blokdyk, Gerardus/2018 (paperback)	12,104.00	10,894.00	no bid	no bid
13	1	bk Internship in Psychology: The APAGS Workbook for Writing Successful Applications and Finding the Right Fit, /4th. ed./Williams-Nickelson, Carol/2018 (paperback)	2,460.00	2,214.00	no bid	no bid
14	1	bk Internship programs a complete guide /Blokdyk, Gerardus/2019 (paperback)	10,858.00	no bid	no bid	no bid
15	1	bk Internships for Today's World: A Practical Guide for High School and Community Colleges/McLachlan, Joan E./2014 (paperback)	2,542.00	2,288.00	no bid	no bid
16	1	bk Internships: Theory and Practicelan, Joan E/Sides, Charles/2017 (paperback)	5,464.00	4,918.00	no bid	no bid
17	1	bk Kick-Start: Realizing Best Benefits from a Science, Technical or Business Internship/Newsam, John M./2018 (paperback)	1,325.00	1,193.00	no bid	no bid
18	1	bk Landing internship and your first job : why qualifications are not enough/Wong, Jerome/2017 (paperback)	1,733.00	no bid	no bid	no bid
19	1	bk Learning While Working: Structuring Your On-the-Job Training/Smith, Paul/2018 (paperback)	5,842.00	5,258.00	no bid	no bid
20	1	bk Practicum and Internship: Textbook and Resource Guide for Counseling and Psychotherapy/Jungers, Christin M./2019 (paperback)	6,296.00	5,667.00	no bid	no bid
21	1	bk School Counseling Practicum and Internship: 30 Essential Lessons/Hamlet, Helen S. /2017 (paperback)	4,157.00	3,742.00	no bid	no bid
22	1	bk School Leader Internship: Developing, Monitoring and Evaluating Your Leadership Experience, 4th edition/2016 (paperback)	4,276.00	3,849.00	no bid	no bid
23	1	bk Social Media Tools in Experiential Internship Learning/Chu, Samuel Kai Wah /2020 (hardbound)	10,659.00	9,594.00	no bid	no bid
24	1	bk Student Internship Success Workbook (Supervisor Guide): 20+ Lessons and Activities for Student Intern Career Readiness/Labor, Saby L./2017 (paperback)	1,938.00	1,745.00	no bid	no bid

CERTIFIED TRUE COPY
OF THE ORIGINAL

Item No.	PARTICULARS		Unit Cost	Forefront Book Company, Incorporated	Mind Mover Publishing House, Inc.	Linar Educational Materials Inc.
	QTY	UNIT				
		Supply and Delivery of Books				
25	1	bk Succeeding with Standardized Wwork: Through Teamwork, On-the-Job Training and Coaching/ Olofsson, Oskar/2016 (paperback)	2,244.00	2,020.00	no bid	no bid
26	1	bk Successful Applications: Work Experience, Internship and Jobs/ Woodcock, Bruce/ 2019 (paperback)	915.00	824.00	no bid	no bid
27	1	bk The Counseling Practicum and Internship Manual: A Resource for Graduate Counseling Students/3rd edition/Hodges, Shannon/2019 (paperback)	6,160.00	5,544.00	no bid	no bid
28	1	bk The Human Services Internship Experience: Helping Students Find Their Way/Woodside, Marianne/2016 (paperback)	9,148.00	8,234.00	no bid	no bid
29	1	bk The Internship Manual: A Step-by-Step Guide to Getting the Internship of Your Dreams/Kent, Sharise S./2015 (paperback)	1,529.00	1,377.00	no bid	no bid
30	1	bk The Successful Internship: Transformation and Empowerment in Experiential Learning/Sweitzer, H. Frederick/2019 (paperback)	6,840.00	6,156.00	no bid	no bid
31	1	bk The Washington Manual Internship Survival Guide,/De Fer, Thomas M/5th edition/2015 (paperback)	4,400.00	3,960.00	no bid	no bid
32	1	bk Your Supervised Practicum and Internship: Field Resources for Turning Theory Into Action/Russell-Chapin, Lori A./2016 (paperback)	5,583.00	5,025.00	no bid	no bid
		Delivery Period	30 days	30 days		

ACTION TAKEN:

For items 1-13,15-17,19-32, **Forefront Book Company, Incorporated** is the sole and responsive bidder.
 For items 14 & 18, for re-canvass.

Committee on Bids and Awards:


JESSICA K. CARIÑO
 Chair


SANTOS JOSE O. DACANAY III
 Vice Chair


JOEL M. ADDAWE
 Member


JOCELYN R. RAFANAN
 Member


GLORIA Q. RODRIGUERA
 Member

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


RAYMUNDO D. ROVILLOS
 Chancellor

STATE UNIVERSITY
 MANAGEMENT OFFICE (SMA)
 U.P. BAGUIO

OCT 29 2020

CERTIFIED TRUE COPY
 OF THE ORIGINAL



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

October 22, 2020

Beth Soriano
Authorized Representative
Forefront Book Company, Incorporated
32 8th Street, New Manila, Quezon City
(02) 721-6252/ (02) 722-4770

Dear Ms. Soriano:

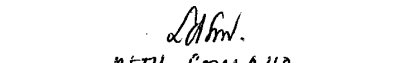
We are happy to notify you that your bid for the execution for the **Supply and Delivery of Books** is hereby awarded to you at a contract price equivalent to **One Hundred Twenty Seven Thousand Two Hundred Ninety Seven Pesos (Php 127,297.00)**.

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

Very truly yours,


RAYMUNDO D. ROVILLOS
Chancellor

Conforme:


BETH SORIANO
(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
University Library

Supplier :	Forefront Book Company, Incorporated	PO No.:	SPMO-GF-20-10-243 (2020-10-1557)
Address:	32 8th Street, New Manila, Quezon City	Date:	26-Oct-2020
Telephone No.:	(02) 721-6252/ (02) 722-4770	Mode of Procurement:	NP - Small Value Procurement
E-mail:	-----	PR No.:	13077
TIN :	301-001-944-950		

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

Place of Delivery:	Supply and Property Management Office (SPMO), UP Baguio	Delivery Term:	F.O.B. - Destination (UP Baguio)
Contact Person:	Brian D. Lumague	Payment Term:	20 calendar days
Contact Address:	Governor Pack Road, Baguio City	Date of Delivery:	15-30 calendar days after receipt of P.O.
Contact #/ Email:	(074) 442-3484/ bdlumague@up.edu.ph		

Stock/ Property No.	Unit	Description	Qty.	Unit Cost	Amount
		Supply and Delivery of Books for the University Library			
	bk	Business internship/Griffin, Michael /2011 (paperback)	1	✓ P 2,719.00	✓ P 2,719.00
	bk	Designing Training to Shorten Time to Proficiency: Online, Classroom and On-the-Job Learning Strategies from Research /Atri, Raman K./2019 (hardbound)	1	✓ P 3,690.00	✓ P 3,690.00
	bk	Exploring internship in a university internship program : a stakeholder framework for designing and directing effective marketing internship/Hoyle/2014 (paperback)	1	✓ P 13,506.00	✓ P 13,506.00
	bk	Get an internship and make the most out of it: practical information for highschool and community college students/Mclachlan, Joan E./2015 (paperbak)	1	✓ P 1,901.00	✓ P 1,901.00
	bk	Graphic Design Internship Log: Keep Record of Your Graphic Design Internship/Robinson, Frances P./2015 (paperback)	1	✓ P 826.00	✓ P 826.00
	bk	Hacking the Internship Process/Hobbs, Bill/2017 (paperback)	1	✓ P 2,810.00	✓ P 2,810.00
	bk	How to Get an Animation Internship: A Guide That Helps You Apply, Interview and Get Your Foot Into Show Business/Bravo, Eric/2018 (paperback)	1	✓ P 2,295.00	✓ P 2,295.00
	bk	How to Land Your Dream Internship: Proven Step-by-Step System to Gain Real-World Experience/Pham, Tam/2016 (paperback)	1	✓ P 1,184.00	✓ P 1,184.00
	bk	In the Field: A Field Experience Manual for Internship and Service Learning (Students)/Hollins, Sawyer, Lisa/2018 (hardbound)	1	✓ P 10,766.00	✓ P 10,766.00
	bk	Intern Insider: Getting the Most Out of Your internship in the Entertainment Field/Trujillo, Tammy/2016 (paperback)	1	✓ P 2,138.00	✓ P 2,138.00
	bk	Internship Mastery: The Technology Student's Guide to Crushing Your Internship and Launching Your Career/Glick, Ryan D./2019 (paperback)	1	✓ P 960.00	✓ P 960.00
	bk	Internship Standard Requirements/Blokdyk, Gerardus/2018 (paperback)	1	✓ P 10,894.00	✓ P 10,894.00
	bk	Internship in Psychology: The APAGS Workbook for Writing Successful Applications and Finding the Right Fit, /4th. ed/Williams-Nickelson, Carol/2018 (paperback)	1	✓ P 2,214.00	✓ P 2,214.00
	bk	Internships for Today's World: A Practical Guide for High School and Community Colleges/McLachlan, Joan E./2014 (paperback)	1	✓ P 2,288.00	✓ P 2,288.00
	bk	Internships: Theory and Practice/elan, Joan E/Sides, Charles/2017 (paperback)	1	✓ P 4,918.00	✓ P 4,918.00
	bk	Kick-Start: Realizing Best Benefits from a Science, Technical or Business Internship/Newsam, John M./2018 (paperback)	1	✓ P 1,193.00	✓ P 1,193.00
	bk	Learning While Working: Structuring Your On-the-Job Training/Smith, Paul/2018 (paperback)	1	✓ P 5,258.00	✓ P 5,258.00
		Practicum and Internship: Textbook and Resource Guide for			

PURCHASE ORDER
University Library

Supplier:	Forefront Book Company, Incorporated	PO No.:	SPMO-GF-20-10-243 (2020-10-1557)
Address:	32 8th Street, New Manila, Quezon City	Date:	28-Oct-2020
Telephone No.:	(02) 721-8252 / (02) 722-4770	Mode of Procurement:	NP - Small Value Procurement
E-mail:		PR No.:	13077
TIN:	301-001-944-950		


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

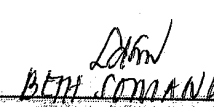
Place of Delivery:	Supply and Property Management Office (SPMO), UP Baguio	Delivery Term:	F.O.B. - Destination (UP Baguio)
Contact Person:	Brian D. Lumague	Payment Term:	20 calendar days
Contact Address:	Governor Pack Road, Baguio City	Date of Delivery:	15-30 calendar days after receipt of P.O.
Contact #/Email:	(074) 442-3484 / bdlumague@up.edu.ph		

Stock/ Property No.	Unit	Description	Qty.	Unit Cost	Amount
	bk	School Leader Internship: Developing, Monitoring and Evaluating Your Leadership Experience, 4th edition/2016 (paperback)	1	₱ 3,849.00	₱ 3,849.00
	bk	Social Media Tools in Experiential Internship Learning/Chu, Samuel Kai Wah /2020 (hardbound)	1	₱ 9,594.00	₱ 9,594.00
	bk	Student Internship Success Workbook (Supervisor Guide): 20+ Lessons and Activities for Student Intern Career Readiness/Labor, Saby L./2017 (paperback)	1	₱ 1,745.00	₱ 1,745.00
	bk	Succeeding with Standardized Wwork: Through Teamwork, On-the-Job Training and Coaching/Olofsson, Oskar/2016 (paperback)	1	₱ 2,020.00	₱ 2,020.00
	bk	Successful Applications: Work Experience, Internship and Jobs/Woodcock, Bruce/2019 (paperback)	1	₱ 824.00	₱ 824.00
	bk	The Counseling Practicum and Internship Manual: A Resource for Graduate Counseling Students/3rd edition/Hodges, Shannon/2019 (paperback)	1	₱ 5,544.00	₱ 5,544.00
	bk	The Human Services Internship Experience: Helping Students Find Their Way/Woodside, Marianne/2016 (paperback)	1	₱ 8,234.00	₱ 8,234.00
	bk	The Internship Manual: A Step-by-Step Guide to Getting the Internship of Your Dreams/Kent, Sharise S./2015 (paperback)	1	₱ 1,377.00	₱ 1,377.00
	bk	The Successful Internship: Transformation and Empowerment in Experiential Learning/Sweitzer, H. Frederick/2019 (paperback)	1	₱ 6,156.00	₱ 6,156.00
	bk	The Washington Manual Internship Survival Guide/De Fer, Thomas M/5th edition/2015 (paperback)	1	₱ 3,960.00	₱ 3,960.00
	bk	Your Supervised Practicum and Internship: Field Resources for Turning Theory into Action/Russell-Chapin, Lori A./2016 (paperback)	1	₱ 5,025.00	₱ 5,025.00
		Nothing Follows			
		Canvass Nos.: PC-20-10-201			

(Total Amount in Words): **One Hundred Twenty Seven Thousand Two Hundred Ninety Seven Pesos** ₱ 127,297.00

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,

RAYMUNDO D. ROVILLOS
Chancellor

Conforme: 
BETH COMAND
Signature over Printed Name of Supplier

Date: _____

Fund Cluster:	01 101101 001 2020	ORS/BURS No.:	07.1010.2020.10.07
Funds Available:		Date of the	
		Amount:	PROPERTY 77 791



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

October 28, 2020

Beth Soriano
Authorized Representative
Forefront Book Company, Incorporated
32 8th Street, New Manila, Quezon City
(02) 721-6252/ (02) 722-4770


Dear Ms. Soriano:

Notice is hereby given to Forefront Book Company, Incorporated represented by its *Authorized Representative, Beth Soriano*, that work may commence on the **Supply and Delivery of Books** 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,


RAYMUNDO D. ROVILLOS
Chancellor *RD*

Conforme:



BETH SORIANO
(Name of Representative of Bidder)

Date: _____