

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**

20 July 2020

**LOVELY M. BUSTARDE**

Sales Representative  
METPHIL MEDICAL COMPANY  
3F Insular Life Building  
Abanao Extension  
Baguio City

**Dear Ms. Bustarde:**

Notice is hereby given to METPHIL MEDICAL COMPANY that work on the **SUPPLY OF LABOR AND MATERIALS FOR THE PREVENTIVE MAINTENANCE AND CALIBRATION of various scientific equipment** may commence effective on AUG 20 2020 or 3 government working day/s after the receipt of this notice.


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 *RS*

I acknowledge receipt of this Notice on:  
Name of Representative of Bidder:  
Authorized Signature:

AUG 20 2020  
LOVELY M. BUSTARDE  




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

*Amended 08/20/20*

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>METPHIL MEDICAL COMPANY</b>	P.O. No.	<b>SPMO-TF-20-07-121</b>
Address :	3F Insular Life Building, Abanao Ext. Baguio City	Date	<b>20 July 2020</b>
E-Mail Address :	lovely.bustarde@metphil.com	Mode of Procurement	<b>AMP - SVP</b>
Telephone No :	074 422 5751		
TIN :	425-045-373-000		

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

Place of Delivery:	<b>UP Baguio College of Science</b>	Delivery Term:	<b>FOB Baguio</b>
Date of Delivery:	<b>30 days from receipt of PO</b>	Payment Term:	<b>20 days</b>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	lot	<b>SUPPLY OF LABOR AND MATERIALS FOR THE PREVENTIVE MAINTENANCE AND CALIBRATION OF THE FOLLOWING EQUIPMENT:</b>	<b>1</b>	<b>70,000.00</b>	<b>70,000.00</b>
		ONE (1) unit Biosafety Cabinet			
		ONE (1) unit Laminar Hood			
		ONE (1) unit Fume Hood			
		FOUR (4) units Waterbath			
		THREE (3) units Shaking Incubator			
		ONE (1) Incubator			
		-- PR # 12783 --			

(Total Amount in Words) **SEVENTY THOUSAND PESOS** **70,000.00**

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.

Very truly yours,  
**CORAZON L. ABANSI**  
 Vice Chancellor for Academic Affairs

Conforme:  
  
**LOVELY M. BUSTARDE**  
 Signature over printed name of supplier  
**August 20, 2020**  
 Date

Funds Cluster :	<b>07 308603 DEPT Proj 7 (Hign)</b>	ORS/BURS No. :	<b>0-308603-2020-07-420</b>
Funds Available :		Date of the ORS/BURS:	
	 <b>CECILE G. DANGAWEN</b> Chief, Accounting Office	Amount :	<b>70,000.00</b>

**JUL 29 2020**

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**

7 July 2020

**LOVELY M. BUSTARDE**  
Sales Representative  
METPHIL MEDICAL COMPANY  
3F Insular Life Building  
Abanao Extension  
Baguio City

**Dear Ms. Bustarde:**

We are happy to notify you that your bid for the **SUPPLY OF LABOR AND MATERIALS FOR THE PREVENTIVE MAINTENANCE AND CALIBRATION of various scientific equipment** is hereby awarded to you at a contract price equivalent to SEVENTY THOUSAND PESOS (PhP 70,000.00).

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

Very truly yours,

  
**RAYMUNDO D. ROVILLOS**  
Chancellor RB

Conforme:

  
\_\_\_\_\_  
LOVELY M. BUSTARDE

(Name of Representative of Bidder)

Date: July 21, 2020

*emailed 072020 RB*





### Bid Notice Abstract

PRINTING AOG  
4/20/20

### Request for Quotation (RFQ)

**Reference Number** 7073322  
**Procuring Entity** UNIVERSITY OF THE PHILIPPINES - BAGUIO  
**Title** SUPPLY OF LABOR AND MATERIALS FOR THE PREVENTIVE MAINTENANCE AND CALIBRATION VARIOUS LABORATORY EQUIPMENT  
**Area of Delivery** Benguet

<b>Solicitation Number:</b>	UPB-2020-048	<b>Status</b>	Active
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	4
<b>Category:</b>	Services	<b>Date Published</b>	30/06/2020
<b>Approved Budget for the Contract:</b>	PHP 74,100.00	<b>Last Updated / Time</b>	30/06/2020 00:00 AM
<b>Delivery Period:</b>	30 Day/s	<b>Closing Date / Time</b>	07/07/2020 08:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Irene Enriquez Supervising Administrative Officer Governor Pack Road Baguio City Benguet Philippines 2600 63-74-4469973  ijenriquez@up.edu.ph		

**Description**

UNIVERSITY OF THE PHILIPPINES BAGUIO  
Governor Pack Road, Baguio City, Benguet, CAR  
VAT Reg. TIN: 000-864-006-00007

Request for Quotation  
UPB Supply and Property Management Office

Date: 30 JUNE 2020  
RFQ No.: 12783  
MOP: Small Value Procurement

Please quote your lowest price on the item/s listed below, subject to the General Conditions stated below and submit your Quotation duly signed by your representative not later than 7 JULY 2020 in sealed Envelope OR email to spmo.upbaguio@up.edu.ph

Note: 1. All entries must be typewritten and/ or legibly handwritten.  
 2. Delivery period within 30 working days  
 3. Price validity shall be for a period of 90 days  
 4. PhilGEPS Registration Number, Tax clearance and Omnibus Sworn Statement shall be attached upon submission of the quotation  
 5. INCLUSIVE OF 12MONTHS WARRANTY ON WORKS  
 6. Payment Terms: 20 days from full delivery and acceptance of works

CERTIFIED MACHINE COPY OF THE ORIGINAL/FACSIMILE

ITEM NO.	CODE	GENERAL DESCRIPTION	UOM	QUANTITY	UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL PRICE
		1 SUPPLY OF LABOR AND MATERIALS FOR THE PREVENTIVE MAINTENANCE AND CALIBRATION OF THE FOLLOWING EQUIPMENT: lot 1			₱ 74,100.00	₱ 74,100.00		
		ONE (1) unit Biosafety Cabinet						
		ONE (1) unit Laminar Hood						
		ONE (1) unit Fume Hood						
		FOUR (4) units Waterbath						
		THREE (3) units Shaking Incubator						
		ONE (1) Incubator						
TOTAL:					₱ 74,100.00			

TOTAL: ₱ 74,100.00

TOTAL QUOTED AMOUNT IN WORDS:

Please quote at your government price (including VAT) and state that the time within which you can make delivery. It will be appreciated if we can have your quotation in the office as soon as possible or on or before the deadline stated herein.

IRENE J. ENRIQUEZ  
Chief, SPMO

After having carefully read and accepted your General Conditions, I/We quote you on the Item at prices noted above.

Name of the Company: Tel. No. :  
Address: Fax No. :  
Name of Representative: Email Address:  
Position:  
Signature: Date:

**Created by** Brian D. Lumague  
**Date Created** 29/06/2020

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.

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THE ORIGINAL/FACSIMILE!



**University of the Philippines Baguio**  
Governor Pack Road, Baguio City

**ABSTRACT OF QUOTATION ON PRICE FOR  
PREVENTIVE MAINTENANCE AND CALIBRATION**

Canvass no. PC20-07-099

Date: 7 July 2020

Item no.	PARTICULARS		APPROVED BUDGET FOR THE CONTRACT (ABC)	METPHIL MEDICAL COMPANY	MMS MEDICAL AND LABORATORY SUPPLIES / MMS MEDLAB
	QTY	UNIT			
1	1	LOT	74,100.00	70,000.00	73,000.00
<b>SUPPLY OF LABOR AND MATERIALS FOR THE PREVENTIVE MAINTENANCE AND CALIBRATION OF THE FOLLOWING EQUIPMENT:</b>					
		ONE (1) unit Biosafety Cabinet			
		ONE (1) unit Laminar Hood			
		ONE (1) unit Fume Hood			
		FOUR (4) units Waterbath			
		THREE (3) units Shaking Incubator			
		ONE (1) Incubator			

**ACTION TAKEN:**

WHEREAS, the requirement was posted in the PhilGEPS under reference no. 7073322;

WHEREAS, two (2) interested bidders submitted bid as shown above;

WHEREAS, METPHIL MEDICAL COMPANY is found to be the Lowest Calculated and Responsive Bidder;

NOW THEREFORE, award to METPHIL MEDICAL COMPANY is being recommended for approval to the Head of the Procuring Entity

**COMMITTEE ON BIDS AND AWARDS:**

*JKC*  
**JESSICA K. CARIÑO**

Chair, Bids and Awards Committee

*S. J. O. Dacanay III*  
**SANTOS JOSE O. DACANAY III**

Member

*A. Colongong Jr.*  
**ARELLANO A. COLONGONG JR.**

Member

*J. Rafanan*  
**JOCELYN R. RAFANAN**

Member

*G. Q. Rodriguera*  
**GLORIA Q. RODRIGUERA**

Member

ACTION OF THE HEAD OF PROCURING ENTITY: **APPROVED**

*R. D. Rovillos*  
**RAYMUNDO D. ROVILLOS**  
Chancellor