



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**

November 28, 2022

**Virginia T. Doligas**  
General Manager  
**Easter Weaving Room, Inc.**  
Easter Road, Guisad, Baguio City  
(074) 443-6724/ (074) 442-3638

Dear Ms. Doligas:

Notice is hereby given to Easter Weaving Room, Inc. represented by its *General Manager, Virginia T. Doligas*, that work may commence on the **Supply and Delivery of UP Sablay Backdrop for the Investiture of UPB Chancellor and for all official and academic programs 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,

**CORAZON L. ABANSI**  
Chancellor

Conforme:

\_\_\_\_\_  
(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>Easter Weaving Room, Inc.</b>	PO No.: <b>SPMO-RF-22-11-093</b>
Address :	Easter Road, Guisad, Baguio City	Date: <b>28-Nov-2022</b>
Telephone No.:	<b>(074) 443-6724/ (074) 442-3638</b>	Mode of Procurement:
E-mail:	<b>info@easterweaving.com</b>	<b>NP - Small Value Procurement</b>
TIN :	<b>000-712-734-000</b>	PR No.: <b>17718</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>E.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>15-30 calendar days after receipt of P.O.</u></b>
Contact #/ Email:	<u>(074) 442-3484/ bdlumague@up.edu.ph</u>		

Stock/ Property No.	Unit	Description	Qty.	Unit Cost	Amount
		<b>Backdrop for the Investiture of UPB Chancellor on 2 December 2022 and for all official and academic programs of the University</b>			
	set	UP Sablay as backdrop for the Chancellor's Investiture on 02 December 2022 and for all official and Academic Programs of the University, size: 1 meter (width) x 3.5 meter (length); with UP symbol in baybayin	2	₱ 55,000.00	<b>₱ 110,000.00</b>
		<b>***Nothing Follows***</b>			
		<i>Canvass No. 22-11-331</i>			


[Total Amount in Words]: **One Hundred Ten Thousand Pesos** **₱ 110,000.00**

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

Conforme:

  
**Virginia T. Daligas**  
*Manager*  
 Signature over Printed Name of Supplier  
 \_\_\_\_\_  
 Date


Very truly yours,

  
**CORAZON L. ABANSIL**  
 Chancellor

Fund Cluster: **05 206441 1341st Reprogrammed Funds**

Funds Available:

ORS/BURS No.: **02-206441-2022-11-275**  
 Date of the ORS/BURS: **11-29-2022**  
 Amount: **110,000 -**

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

**DEC 12 2022**



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**Notice of Award**

November 25, 2022

**Virginia T. Doligas**  
General Manager  
**Easter Weaving Room, Inc.**  
Easter Road, Guisad, Baguio City  
(074) 443-6724/ (074) 442-3638

Dear Ms. Doligas:

We are happy to notify you that your bid for the execution for the **Supply and Delivery of UP Sablay Backdrop for the Investiture of UPB Chancellor and for all official and academic programs of the University** under Abstract of Quotations No. *PC-22-11-331* dated November 25, 2022 is hereby awarded to you at a contract price equivalent to ***One Hundred Ten Thousand Pesos (Php 110,000.00)***.

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: \_\_\_\_\_

