



UNIVERSITY OF THE PHILIPPINES BAGUIO

Supply & Property Management Office
Governor Pack Road, Baguio City
VAT Reg. TIN: 000-864-006-00007

PURCHASE ORDER
Supply and Property Management Office

Supplier: Gold Ink Printing Shop
Address: Juniper Building, T. Alonzo Road, Baguio City
Telephone No.: (074) 661-7917 / 093963994212
E-mail: e_rhixsky@yahoo.com
TIN: 311-542-142-000
PO No.: SPMO-GF-22-11-235 (2910)
Date: 21-Nov-2022
Mode of Procurement: NP - Small Value Procurement
PR No.: 17396

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
Contact Person: Ma. Christine P. Berganio
Contact Address: Governor Pack Road, Baguio City
Contact #/ Email: (074) 442-3484 / mpberganio@up.edu.ph
Delivery Term: E.O.B. - Destination (UP Baguio)
Payment Term: 30 calendar days
Date of Delivery: 30 working days after receipt of NTP

Table with 6 columns: Stock/Property No., Unit, Description, Qty., Unit Cost, Amount. Row 1: Printing Services for Various Offices of the University. Row 2: CERTIFICATE JACKET (w/ embossed UP LOGO), Maroon size 8.5" x 11", Qty 83, Unit Cost P 250.00, Amount P 20,750.00. Row 3: ***Nothing Follows***. Row 4: Canvass no.: PC22-10-284

(Total Amount in Words): Twenty Thousand Seven Hundred Fifty Pesos P 20,750.00

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: [Signature] Signature over Printed Name of Supplier
Date: 12-06-2022
Very truly yours, [Signature] JIMMY B. FONG
Dean, College of Arts and Communication

Fund Cluster: 01 101101 CXC
Funds Available:
ORS/BURS No.: 02-101101-2022-11-01G
Date of the ORS/BURS: 11-24-2022
Amount: 20,750
CEGILE G. DANGAWEN
Chief, Accounting Office
DEC 01 2022
NOV 24 2022

SUPPLY AND PROPERTY MANAGEMENT OFFICE (SPMO)
UP BAGUIO



UNIVERSITY OF THE PHILIPPINES BAGUIO

Supply & Property Management Office
 Governor Pack Road, Baguio City
 VAT Reg. TIN: 000-864-006-00007

PURCHASE ORDER
Supply and Property Management Office

Supplier:	<u>Gold Ink Printing Shop</u>	PO No.:	<u>SPMO-TF-22-11-201 (2910)</u>
Address:	<u>Juniper Building, T. Alonzo Road, Baguio City</u>	Date:	<u>21-Nov-2022</u>
Telephone No.:	<u>(074) 661-7917 / 093963994212</u>	Mode of Procurement:	<u>NP - Small Value Procurement</u>
E-mail:	<u>e_rhixsky@yahoo.com</u>	PR No.:	<u>17719, 17568, 17549</u>
TIN:	<u>311-542-142-000</u>		

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>30 calendar days after receipt of NTP</u>
Contact #/ Email:	<u>(074) 442-3484 / mpberganio@up.edu.ph</u>		

Stock/ Property No.	Unit	Description	Qty.	Unit Cost	Amount
		Printing Services for Various Offices of the University			
	lot	Printing Services for DB Faculty Calling Cards for 25 faculty members@100 pcs. per faculty, Size: 8.5cm x 5cm, GSM 250-300	1	₱ 8,750.00	₱ 8,750.00
	box	Printing, Final Grades Printing: Continuous form in duplicate carbon less paper: Size 5 1/2 x 8 1/2 (2 ply) 2 colors print : without serial number ; printing ink : black and red color	10	₱ 2,500.00	₱ 25,000.00
	pc	Printing of Book Cards (white, 3"x5", printed in black ink on both sides, index card paper type). Please see attached sample.	2500	₱ 1.75	₱ 4,375.00
	pc	Printing of Internet Cards (pink, 3"x5", printed in black ink on both sides, index card paper type). Please see attached sample.	2000	₱ 1.75	₱ 3,500.00
		Nothing Follows			
		Canvass no.: PC22-10-284			

(Total Amount in Words): **Forty One Thousand Six Hundred Twenty Five Pesos** ₱ 41,625.00

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
ROSEMARY M. GUTIERREZ
 Vice Chancellor for Academic Affairs

Conforme:

Mae Jaded Paldo An
MAE JADE PALDO AN
 Signature over Printed Name of Supplier
 Date: 11-24-2022

Fund Cluster:	<u>07 308603</u>	<u>URSA 2020 (FCM 2020-985)</u>	ORS/BURS No.:	<u>02-308603-2022-11-752</u>
Funds Available:		<u>DGTFI CU (FCM 2022-0418)</u>	Date of the ORS/BURS:	<u>11-24-2022</u>
		<u>UPB MNC FEES - LIB ACQUISITION</u>	Amount:	<u>41,625.00</u>
		<i>Cecile G. Dangawen</i> CECILE G. DANGAWEN Chief, Accounting Office		

NOV 28 2022 NOV 24 2022
 SUPPLY AND PROPERTY MANAGEMENT OFFICE
 U.P. BAGUIO