



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 Counseling and Guidance

Supplier :	<u>Niu.Com Computer Shop</u>	PO No.:	<u>SPMO-GF-20-10-214 (2020-10-1501)</u>
Address :	<u>2M-7 Porta Vaga Mall, Session Road, Baguio City</u>	Date:	<u>8-Oct-2020</u>
Telephone No.:	<u>(074) 442-3002</u>	Mode of Procurement:	NP - Small Value Procurement
E-mail:	-----	PR No.:	<u>12872</u>
TIN :	-----		

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:	F.O.B. - Destination (UP Baguio)
Contact Person:	<u>James Benedict E. Bagsic</u>	Payment Term:	20 calendar days
Contact Address:	<u>Governor Pack Road, Baguio City</u>	Date of Delivery:	30 calendar days after receipt of P.O.
Contact #/ Email:	<u>(074) 442-3484/jebagsic@up.edu.ph</u>		

Stock/ Property No.	Unit	Description	Qty.	Unit Cost	Amount
		Supply and Delivery of IT Equipment and Accessories for the Office of Counselling and Guidance			
	unit	EXTERNAL HARD DRIVE; USB 3.0 Portable External HDD Hard Disk Drive; 5400 rpm; 1 TB; Windows XP or later, Mac OS 10.4 or later	1	₱ 3,400.00	₱ 3,400.00
		Nothing Follows			
		Canvass Nos.: PC-20-09-163			

(Total Amount in Words): **Three Thousand Four Hundred Pesos** ₱ 3,400.00

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:

NIU.COM
"The Computer Shop"
MARIANNE D. MANALAY

Signature over Printed Name of Supplier

Date 10/29/20

Fund Cluster: 01 101101 ADF (COVID-19)

Funds Available:

ORS/BURS No.: 02-101101-2020-10-878

Date of the

Amount: ₱ 3,400.00

OCT 19 2020

CECILE G. DANGAWEN
Chief, Accounting Office

OCT 23 2020

UP BAGUIO