



# PURCHASE ORDER

Republic of the Philippines  
**UNIVERSITY OF SOUTHEASTERN PHILIPPINES**  
Obrero Campus, Bo. Obrero, Davao City

Supplier: **V. S. TAY INCORPORATED** P.O. No.: **2020-3-0170**  
 Address: **125 R. Magsaysay Avenue, Davao City** Date: **March 19, 2020**  
 TIN: **002-623-291** Mode of Procurement: **Shopping & SVP**

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

Place of Delivery: **Supply Office / Guidance Office** Delivery Term: **25 days**  
 Date of Delivery: **15 days** Payment Term:

| Stock/Property No. | Unit | Description  | Quantity | Unit Cost | Amount    |
|--------------------|------|--|----------|-----------|-----------|
|                    | unit | Foldable Table: 24" L x 48.25" W x 29" H                                   | 1        | 4,549.00  | 4,549.00  |
|                    | unit | LCD Smart TV: 60" with Wall Bracket & Antenna<br>**** nothing follows **** | 1        | 53,000.00 | 53,000.00 |
|                    |      | <b>RC: 164 UAGC</b>  |          |           |           |
|                    |      | <b>PR# 2020-01-1672</b>  |          |           |           |
|                    |      | <b>DTD: 240 2020</b>   |          |           |           |
|                    |      | <b>RECEIVED BY: Janeth</b>   |          |           |           |
|                    |      | <b>DATE/TIME: AUG 18 2020</b>  |          |           |           |
|                    |      | <b>9:49am</b>  |          |           |           |

Less Tax: **57,549.00**  
 1% **513.83**  
 5% **2,569.15**  
**3,082.98**

**Total Amount in Words: Fifty Four Thousand Four Hundred Sixty Six Pesos and 02/100 only. 54,466.02**

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]* Very truly yours, *[Signature]*  
 Signature over Printed Name of Supplier: **MA. JUISA B. FAUNILLAN**  
 Signature over Printed Name of Authorized Official: **Vice President of Administration**

Fund Cluster: **05-16F** ORS/BURS No.: **02-202491-2020-08-0963**  
 Funds Available: **05-16F** Date of the ORS/BURS: **8-4-2020**  
 Amount: **37,549.00**

**ROLANDO ENRIQUEZ** *[Signature]* **DEP 0915-010315-030**  
 Chief Accountant/Head of Accounting Division/Unit



**University of Southeastern Philippines**  
*Bids and Awards Committee*

**CERTIFICATION**

This is to certify that the Request for Quotation (RFQ) for the: *Procurement of Office Equipment for the University Assessment and Guidance Center (UAGC)* with an Approved Budget for the Contract: **One Hundred Thousand Five Hundred Pesos (Php 100, 500.00)** was posted in the following conspicuous places in the University:

- Bulletin board near the USEP main gate
- Bulletin board at the BAC Office, USEP-Obrero Campus, Davao City
- Bulletin board at the Guidance Office

The said RFQ was posted within three (3) calendar days in the mentioned conspicuous places starting **January 29, 2020 to January 31, 2020**

Issued on **February 20, 2020** at USEP, Obrero, Davao City.

A handwritten signature in black ink, appearing to read "Olivia D. Estremos", written over a horizontal line.

**OLIVIA D. ESTREMOS**  
BAC Secretariat Head

**WE BUILD DREAMS WITHOUT LIMITS**

Address: University of Southeastern Philippines  
Irigo St., Bo. Obrero, Davao City  
Philippines 8000

Telephone: (082) 227-8192 local 309  
Website: [www.usep.edu.ph](http://www.usep.edu.ph)  
E-mail: [bac@usep.edu.ph](mailto:bac@usep.edu.ph)





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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 6823093

**Procuring Entity** UNIVERSITY OF SOUTHEASTERN PHILIPPINES -REGIONAL TRADES, CRA

**Title** RFQ 2020-01-1672 UAGC OFFICE EQUIPMENT

**Area of Delivery**

|  |  |                              |                     |
|--|--|------------------------------|---------------------|
| <b>Solicitation Number:</b>              | PR 2020-01-1672  | <b>Status</b>                | Closed              |
| <b>Trade Agreement:</b>                  | Implementing Rules and Regulations   | <b>Associated Components</b> | 1                   |
| <b>Procurement Mode:</b>                 | Shopping   | <b>Bid Supplements</b>       | 0                   |
| <b>Classification:</b>                   | Goods  | <b>Document Request List</b> | 3                   |
| <b>Category:</b>                         | Office Equipment   | <b>Date Published</b>        | 29/01/2020          |
| <b>Approved Budget for the Contract:</b> | PHP 100,500.00   | <b>Last Updated / Time</b>   | 29/01/2020 00:00 AM |
| <b>Delivery Period:</b>                  |  | <b>Closing Date / Time</b>   | 31/01/2020 17:00 PM |
| <b>Client Agency:</b>                    |  |                              |                     |
| <b>Contact Person:</b>                   | Reynilo D Garcia<br>BAC Chairman<br>Iñigo St., Bo. Obrero,<br>Davao City<br>Davao City<br>Davao Del Sur<br>Philippines 8000<br>63-082-2278192 Ext.309<br>63-082-2210086<br>bac@usep.edu.ph |                              |                     |

#### Description

- 1 unit Office Chair- Ergonomic
  - 2 unit Foldable Table: 24" L x 48.25" W x 29" H
  - 3 unit LCD Smart TV: 60" with Wall Bracket & Anthenna
  - 4 unit Digital Timer Clock with Battery: 10"L x 8" W
- \*\*\*\*\*nothing follows\*\*\*\*\*

| Line Items<br>Item No. | Product/Service Name                   | Description                                    | Quantity | UOM  | Budget (PHP) |
|------------------------|--|--|----------|------|--------------|
| 1                      | RFQ 2020-01-1672 UAGC OFFICE EQUIPMENT | Office Chair- Ergonomic                        | 4        | Unit | 24,000.00    |
| 2                      | RFQ 2020-01-1672 UAGC OFFICE EQUIPMENT | Foldable Table: 24" L x 48.25" W x 29" H       | 1        | Unit | 8,000.00     |
| 3                      | RFQ 2020-01-1672 UAGC OFFICE EQUIPMENT | LCD Smart TV: 60" with Wall Bracket & Anthenna | 1        | Unit | 55,000.00    |
| 4                      | RFQ 2020-01-1672 UAGC OFFICE EQUIPMENT | Digital Timer Clock with Battery: 10"L x 8" W  | 3        | Unit | 13,500.00    |

**Created by** Reynilo D Garcia

**Date Created** 28/01/2020

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Republic of the Philippines  
**UNIVERSITY OF SOUTHEASTERN PHILIPPINES**  
 Obrero Campus, Bo. Obrero, Davao City

**ABSTRACT OF BIDS AND AWARDS**  
 Opened at BAC Office at 2:00 pm on February 26, 2020  
 P.R #: 2020-01-1672 Dated: 1/24/20

2020-05-0160

| Item No.                  | Qty.   | Unit | PARTICULARS                                    | ABC               | PRINCE EDUCATIONAL SUPPLY |                  |   | V.S. TAY INCORPORATED            |                  |   | TEN17 ENTERPRISES |                  |   | REMARKS |  |
|---------------------------|--------|------|--|-------------------|---------------------------|------------------|---|----------------------------------|------------------|---|-------------------|------------------|---|---------|--|
|                           |        |      |  |                   |                           |                  |   |                                  |                  |   |                   |                  |   |         |  |
| 1                         | 4      | unit | Office Chair - Ergonomic                       | 24,000.00         | 3,950.00                  | 15,800.00        | ✓ | 4,875.00                         | 19,500.00        | ✗ | 4,650.00          | 18,600.00        | ✗ |         |  |
| 2                         | 1      | unit | Foldable Table: 24" L x 48.25" W x 29" H       | 8,000.00          | 4,995.00                  | 4,995.00         | ✗ | 4,549.00                         | 4,549.00         | ✓ | 6,300.00          | 6,300.00         | ✗ |         |  |
| 3                         | 1      | unit | LCD Smart TV: 60" with Wall Bracket & Anthenna | 55,000.00         | 54,595.00                 | 54,595.00        | ✗ | 53,000.00                        | 53,000.00        | ✓ | 53,800.00         | 53,800.00        | ✗ |         |  |
| 4                         | 3      | unit | Digital Timer Clock with Battery: 10"L x 8"W   | 13,500.00         | 4,250.00                  | 12,750.00        | ✓ | 3,850.00                         | 11,550.00        | ✗ | N/A               | N/A              | ✗ |         |  |
| **** nothing follows **** |        |      |  |                   |                           |                  |   |                                  |                  |   |                   |                  |   |         |  |
| <b>Grand Totals</b>       |        |      |  | <b>100,500.00</b> |                           | <b>28,550.00</b> |   |                                  | <b>57,549.00</b> |   |                   | <b>78,700.00</b> |   |         |  |
| Item Nos.                 | 1 & 4. |      |  | Awarded to        |                           |                  |   | <b>PRINCE EDUCATIONAL SUPPLY</b> |                  |   |                   | <b>28,550.00</b> |   |         |  |
| Item Nos.                 | 2 & 3  |      |  | Awarded to:       |                           |                  |   | <b>V.S. TAY INCORPORATED</b>     |                  |   |                   | <b>57,549.00</b> |   |         |  |
| Item Nos.                 |        |      |  | Awarded to:       |                           |                  |   |                                  |                  |   |                   |                  |   |         |  |

Prepared by:

  
**JANE C. BESINAN**  
 Clerk, UAGC

Noted by:


  
**DR. JENNIFER M. ARBIOL**  
 Directress, UAGC

We hereby certify that we have opened the bids and certify the same to be authentic, true and correct. We resolved to recommend for the award of the items mentioned above to **PRINCE EDUCATIONAL SUPPLY & V.S. TAY INCORPORATED** which has been found the Lowest Calculated and Responsive Bid.

  
**ASSO. PROF. RIOLIZA B. MOLINA**  
 BAC Member

  
**DR. DANILO C. GALARION**  
 BAC Member

  
**DR. JOSE ALTHER M. RIVERA**  
 BAC Member

  
**DR. REYNALDO M. NOGODULA**  
 BAC - Vice Chairman

  
**DR. REYNILO S. GARCIA**  
 BAC Chairman

  
**MS. RHINNA M. SAAN**  
 BAC Alternate Member

  
**MS. NIMFA V. MANISCAN**  
 BAC Alternate Member