

Appendix 01

**PURCHASE ORDER**  
**UNIVERSITY OF THE PHILIPPINES MINDANAO**  
Mintal, Tugbok District, Davao City

Supplier: **RITE GLASS ALUMINUM & STAINLESS SUPPLY** *Fabrication*  
Address: bLK 25 IOT 8, Samartha Homes, Bago, Gallera, Davao City  
TIN No. 269-430-599-000 Fax No. :  
P.O. No. 2020-12-0616  
Date: **DEC 29 2020**  
Mode of Procurement: Small value procurement  
P.R. No. : 20200843

Gentlemen: Please furnish this office the following article(s) subject to the terms and conditions contained herein:

Place of: **UNIVERSITY OF THE PHILIPPINES MINDANAO**  
Delivery: **Mintal Tugbok District, Davao City**  
Date of Delivery :  
Delivery Term: 30 working days  
Payment Term: 30 days

Stock / Property No.	Unit	Description	Qty	Unit Cost	Amount
		ACRYLIC WORKSTATION COVER	1	746,564.47	746,564.47
<p><b>The following documents shall be deemed to form and be read and construed as part of this Agreement, viz,</b></p> <ul style="list-style-type: none"> <li>a) the Bid Form and the Price Schedule submitted by the Bidder</li> <li>b) the Schedule of Requirements</li> <li>c) the Technical Specifications</li> <li>d) the General Conditions of Contract</li> <li>e) the Special Conditions of Contract, and</li> <li>f) the Entity's Notifications of Awards.</li> </ul>					

Seven hundred forty-six thousand five hundred sixty-four pesos and 47/100 **746,564.47**

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.

Conforme: *[Signature]* **RITE GLASS ALUMINUM & STAINLESS SUPPLY**  
(Signature over printed name) (Date) **1/19/2021**

Very truly yours: *[Signature]*  
**Prof. LARRY N. DIGAL, Ph.D.**  
CHANCELLOR *[Signature]*

Funds Cluster : *FM*  
Funds Available : *OVCA - All*  
*[Signature]*  
**ZENAIDA G. CALATRAVA, CPA**  
Chief, Accounting Office

ORS/BUDGET Date: **DEC 29 2020**  
Amount: 746,564.47  
**10120-121862**

boylimz100869

**COA-UP-MIN RECEIVED**  
DATE: **JAN 19 2021**  
TIME:  
BY:

OVCA

PR No.:

Date: 12/29/2020

Abstract No.

ABSTRACT OF QUOTATIONS

Item No.	Qty	Unit	Description	Supplier Name: RITE GLASS ALUMINUM AND STAINLESS FABRICATION Tel No. 09296855973 Contact Person:		Supplier Name: Z-GRAPHICS Tel No. 09178752693 Contact Person:		Supplier Name: QUICK CONCEPT ADS Tel No. 09084848865 Contact Person:	
				Unit Price	Total	Unit Price	Total	Unit Price	Total
1	1		ACRYLIC WORKSTATIONS COVER Accounting Office; SPMO; CASH OFFICE; HRDO; BUDGET OFFICE; OVAAD;CPDO; OC; OUR; OSA; OVCAA; COA & OR; OECS; LEGAL OFFICE; SOM ADMIN; SOM DEANS OFF; CHSS DEANS OFF; CSM DEANS OFF; MAIN LIBRARY; PPO, ELH, ILC/LRC	746,561.47	746,561.47	No Offer		No Offer	
Item No	Awarded to:			Amount					
1				746,561.47					

We hereby certify that the information presented herein are true and correct. Awarded the foregoing items as indicated above. Note: ABC P773,346.11

  
**PROF. ERWIN PROTACIO**  
 Vice-Chair, BAC

  
**PROF. DOMINICA D. DACERA**  
 BAC Member

  
**MS. EMMA RUTH B. GAALAMAN**  
 BAC Member

Revised on: May 24, 2004

**UNIVERSITY OF THE PHILIPPINES MINDANAO**

Mintal, Tugbok District, Davao City  
Fax No. (082)

Request for Quotation

Date: Dec. 28, 2020

Sir/Madam:

Please quote your lowest price on the items listed below, subject to the General Conditions stated in the attached specifications and submit your quotation duly signed by your representative to UP Mindanao.

BAC Chair/Head of Unit

- Notes:
1. This price quotation must be written clearly and signed by authorized signatory.
  2. Delivery period must be within \_\_\_\_\_ days.
  3. Price validity shall be for a period of \_\_\_\_\_ calendar days.
  4. Documentary requirements must be submitted before issuance of Purchase Order.
  5. Please indicate if items will be delivered to UP Mindanao or for pick up.

ITEM NO.	ITEM & DESCRIPTION	QTY.	UNIT PRICE	TOTAL PRICE
1	ACRYLIC WORKSTATION COVER	1 LOT		70,200
2	ACCOUNTING OFFICE	1 LOT		49,200
3	SPMO:	1 LOT		13,100
4	CASH OFFICE:	1 LOT		40,200
5	HRDO:	1 LOT		10,900
6	BUDGET OFFICE:	1 LOT		38,200
7	OVCAD:	1 LOT		39,552
8	CPDO:	1 LOT		15,500
9	OC:	1 LOT		33,200
10	OUR:	1 LOT		32,400
11	OSA	1 LOT		15,900
12	OVCAA:	1 LOT		24,400
13	COA & OR:	1 LOT		24,200
14	OECS:	1 LOT		15,200
15	LEGAL OFFICE:	1 LOT		23,200
16	SOM ADMIN:	1 LOT		8,000
17	SOM DEAN's OFF:	1 LOT		26,400
18	CHSS DEAN's OFF.:	1 LOT		26,482
19	CSM DEAN's OFF.:	1 LOT		22,508
20	MAIN LIBRARY	1 LOT		60,816
	PPO, EBLH, ILC/LRC	1 LOT		
	DIRECT COST			647,158.
	INDIRECT COST			19,414.74
	VAT			79,908.72
	TOTAL COST			746,561.47

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

Republic of the Philippines  
University of the Philippines Mindanao  
Mintal, Tugbok District, Davao City

Notice of Award

December 29, 2020

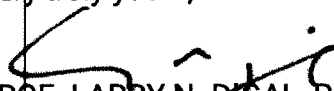
MS. CHERYL F. PAROJINOG  
Blk.25 Lot3 Samantha Home  
Subd. Bago Gallera, Davao City

Dear Ms. Parojinog:

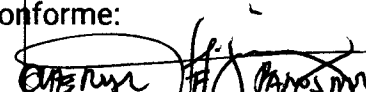
We are pleased to inform you that the price quotation of Rite Glass Aluminum & Stainless for the materials listed below with a total amount of P 746,564.47 has been accepted, namely:

- **ACRYLIC WORKSTATION COVER**  
Using 3mm acrylic  
ACCOUNTING OFFICE; SPMO; CASH OFFICE; HRDO; BUDGET OFFICE; OVAAD; CPDO;  
OC; OUR; OSA; OVCAA; COA & OR; OECS; LEGAL OFFICE; SOM ADMIN; SOM DEANS  
OFF; CHSS DEANS OFF; CSM DEANS OFF; MAIN LIBRARY; PPO, ELH, ILC/LRC

Very truly yours,

  
PROF. LARRY N. DICAL, Ph.D.  
Chancellor *gigayamanda*

Conforme:

  
\_\_\_\_\_  
Printed Name & Signature  
12-31-2020  
\_\_\_\_\_  
Date

**Republic of the Philippines**  
University of the Philippines Mindanao  
Mintal, Tugbok District, Davao City

**Notice to Proceed**

December 29, 2020

**MS. CHERYL F. PAROJINOG**  
Blk.25 lot 3 Samantha Home  
Subd. Bago Gallera, Davao City

**Dear Ms. Parojinog:**

The attached Purchase Order # 2020-12-0616 having been approved, notice is hereby given to **RITE GLASS ALUMINUM & STAINLESS SUPPLY** to commence on the supply, delivery and installation of **ACRYLIC WORKSTATION COVER**, UP Mindanao effective upon receipt of this Notice.

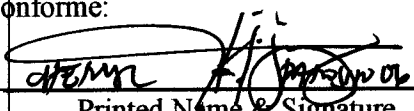
You shall be responsible for performing the services under the terms and conditions of this Agreement and in accordance with the implementation schedule.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below.

Very truly yours,

  
**PROF. LARRY N. DIGAL, Ph.D.**  
Chancellor *hgc.*

Conforme:

  
\_\_\_\_\_  
Printed Name & Signature  
1/19/2021  
\_\_\_\_\_  
Date

## Omnibus Sworn Statement (Revised)

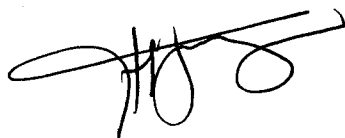
[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES  
CITY/MUNICIPALITY OF **DAVAO CITY**

### AFFIDAVIT

I, Cheryl F. Parojinog, of legal age, Single, Filipino, and residing at Blk.25 Lot3 Samantha Home Subd, Bago Gallera, Davao City, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the sole proprietor or authorized representative of Rite Glass, Alum. And Stainless Fabrication with office address at Blk.25 Lot3 Samantha Home Subd, Bago Gallera, Davao City;
2. As the owner and sole proprietor, or authorized representative of Rite Glass, Alum. And Stainless Fabrication, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for Installation of table Acrylic Shield of the CPDO, as shown in the attached duly notarized Special Power of Attorney;
3. Rite Glass, Alum. And Stainless Fabrication is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. Rite Glass, Alum. And Stainless Fabrication is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
7. Rite Glass, Alum. And Stainless Fabrication complies with existing labor laws and standards; and
8. Rite Glass, Alum. And Stainless Fabrication is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and



- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the Installation of table Acrylic Shield of the CPDO.
9. Rite Glass, Alum. And Stainless Fabrication did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

29 DEC 2020

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at ~~DAVAO CITY~~ Philippines.

*[Signature]*  
[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

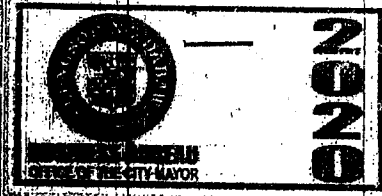
Affiant

TIN : 269-430-599

SUBSCRIBED AND SWORN to before me  
this 29 DEC 2020 at Davao City, Philippines

JOC. NO. 237  
PAGE NO. 49  
BOOK NO. 88  
SERIES OF 2020

*[Signature]*  
**ATTY. NAPOLEON F. SARGO**  
Notary Public  
Until December 31, 2020  
IBP No. 054825 (dtd. for Jan. 3, 2019 D.C.)  
PTR No. 1482917 C. dtd. for Jan. 3, 2019 D.C.  
Roll No. 32978 Serial No. 2019-015-2020  
MCLE Compliance No. VI-0012549, 09/13/18



Republic of the Philippines  
**CITY OF DAVAO**  
 PERMITS & LICENSING OFFICE  
**MAYOR'S PERMIT**



PERMIT NO. B-137058-8  
 BUSINESS I.D. 2016-11574-63

This certifies that **PAROJINOG, CHERYL FORTUGALIZA**  
 with registered Trade/Business Franchise name as **RIE GLASS ALUMINUM AND STAINLESS FABRICATION**  
 and with business address at **PUROK 6-C B25 L3 SAMANTHA HOMES SUBD. BRGY. BAGO GALERA TALOMO DISTRICT**  
 has been granted MAYOR'S PERMIT to operate the following business/es under Ordinance No. 0291-17 Series of 2017 as amended, otherwise known as the 2017 Revenue Code of the City of Davao, subject to such pertinent ordinances, laws and related administrative regulations.

VALID UNTIL: December 31, 2020	TIN:	CAPITAL: 50,000.00	
KIND OF BUSINESS	GROSS SALES/RECEIPTS OF PRECEDING YEAR		TAX/FEE PAYABLE TAX DUE
	ESSENTIAL	NON-ESSENTIAL	
SRV B27-MD INSTALLATION OF GLASS ALUMINUM AND STAINLESS BOOKING OFFICE		179,504.00	4,791.60
		Permit Fee	1,000.00

UNLIMITED FIRE SAFETY INSPECTION CERTIFICATE VALID UNTIL 3/31/2020	Type of Permit: SOLE PROPRIETORSHIP
Original Receipt No. 00000000000000000000	Business Plate No. 80540
Date of Payment: 01/17/2020	Amount: 0.00
CTC No. 0	Date Issued:

Valid only at the business address indicated herein.  
 Post this Permit in a conspicuous place in your establishment. Non display is subject to the...  
 Surrender this permit with thirty (30) days upon termination, closure or retirement of the business. Any tax due shall be paid before any business or undertaking is fully terminated. THIS PERMIT IS COMPLY WITH THE

APPROVED  
**SARA Z. DUTERTE**  
 City Mayor  
 BY THE AUTHORITY OF THE CITY MAYOR  
**ATY. MARISSA M. MARASICAN GRENTERA**  
 Official Charge