



Project Reference Num: PR No.

100-2025-03-670

P.R. Date

March 10, 2025

Location of Project

Office of the City Internal Auditor

Supplier	ICT CLOVER LEAF TRADING OPC	P.O. No.	BAC-2025 - APR - 04 - 110
Address	2nd Flr. Petal Bldg., Fernandez St., Bgy. Tanglaw	P.O. Date	APR 30 2025
E. Mail Address		Mode of	
Telephone No.		Procurement	Shopping
TIN	607-139-767-00000		

Gentlemen:

Please furnish this office the following articles subject to the terms and condition contained herein

Place of Delivery	Thru City GSO	Delivery Term:	60 CD upon receipt of P.O.
Date of Delivery		Payment Term:	

ITEM No.	QTY	UNIT	DESCRIPTION	UNIT COST	AMOUNT
1	1	canister	Balpen, 0.5mm tip, black, ordinary, 50's	344.98	344.98
2	1	canister	Balpen, 0.5mm tip, blue, ordinary, 50's	344.98	344.98
3	1	canister	Balpen, 0.7mm oil base gel pen, black 50's	375.20	375.20
4	1	canister	Balpen, 0.7mm oil base gel pen, blue 50's	375.20	375.20
5	1	canister	Balpen, 0.7mm oil base gel pen, red 50's	375.20	375.20
6	13	packs	Battery, dry cell, AA, 1.5V, Alkaline (Pack of 4)	143.98	1,871.74
7	18	packs	Battery, dry cell, AAA, 1.5V, Alkaline (Pack of 4)	143.98	2,591.64
8	5	pieces	Certificate Holder, A4, with frame	104.98	524.90
9	6	pieces	Clipboard, Plastic, Legal, with front cover	110.55	663.30
10	8	pieces	Correction Tape 12m	48.25	386.00
11	2	pieces	Correction Pen, Quickly Dry Liquid Pen, 12ml	49.15	98.30
12	5	containers	Desk Pen/Pencil Mesh Organizer, metal, square, black	90.98	454.90
13	5	pieces	Envelope, expanding, plastic, 0.50mm thickness min	36.98	184.90
14	3	pieces	Envelope, expanding, plastic, (long) with handle	79.15	237.45
15	2	pieces	Envelope, plastic with zipper and handle, long	148.15	296.30
16	7	boxes	Fastener, plastic, 70mm, between prongs	55.15	386.05
17	1	boxes	Fastener, long plastic, 8 1/2", 50's/box	41.98	41.98
18	25	sets	File Tab Divider, bristol board, for legal	17.55	438.75
19	7	jars	Glue, all purpose, gross weight: 130g	86.98	608.86
20	8	carts	Ink Cart, Epson 003 TOOV100 (Black)	299.98	2,399.84
21	5	carts	Ink Cart, Epson 003 TOOV200 (Cyan)	317.98	1,589.90
22	5	carts	Ink Cart, Epson 003 TOOV300 (Magenta)	317.98	1,589.90
23	5	carts	Ink Cart, Epson 003 TOOV400 (Yellow)	317.98	1,589.90
24	1	bottle	Ink, for Trodat, black/violet, 50ml	218.98	218.98
25	6	pieces	Marker, Permanent, fine, Black, waterproof	49.30	295.80
26	6	pieces	Marker, Permanent, fine, Blue, waterproof	49.30	295.80
27	4	pieces	Marker, whiteboard, tip chisel type, Black	71.98	287.92
28	4	pieces	Marker, whiteboard, tip chisel type, Blue	71.98	287.92
29	3	pieces	Marker, whiteboard, tip chisel type, Red	71.98	215.94
30	1	tray	Metal Desk Tray, Mesh Type, Two Layer	584.98	584.98
31	3	pieces	Mouse, Optical, USB, Connection Typa	156.90	470.70
32	1	piece	Mouse Pad, With Wrist Rest, Non-Slip	155.98	155.98
33	17	pads	Noted Pad, Stick On, 50mm x 76mm (2" x 3") min	38.75	658.75
34	5	pads	Noted Pad, Stick On, 76mm x 76mm (3" x 3") min	54.40	272.00
35	12	pads	Noted Pad, stick On, 76mm x 100mm" (3" x 4") min	62.05	744.60
X-X-X	X-X-X	X-X-X	X-x-x-x Continue to Page 2 x-x-x-x-x-x	Sub Total 1	22,259.54

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

Conforme:

ICT CLOVER LEAF TRADING OPC

By:

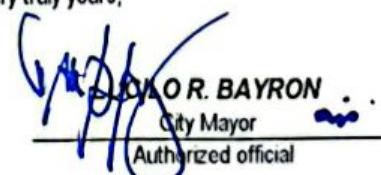
DIONNA B. FERNANDEZ
LIAISON OFFICER

Position/Designation

5/20/2025

Date

Very truly yours,



OLO R. BAYRON
City Mayor
Authorized official

Fund Available

ALOBS NO.

Amount

City Accountant



Project Reference Num: PR No.

100-2025-03-670

P.R. Date

March 10, 2025

Location of Project

Office of the City Internal Auditor

Supplier : **ICT CLOVER LEAF TRADING OPC**
 Address : **2nd Flr. Petal Bldg., Fernandez St., Bgy. Tanglaw**
 E. Mail Address :
 Telephone No. :
 TIN : **607-139-767-00000**

P.O. No. : **BAC-2025 - AMP - 04 - 170**
 P.O. Date : **APR 30 2025**
 Mode of Procurement : **Shopping**

Gentlemen:

Please furnish this office the following articles subject to the terms and condition contained herein

Place of Delivery : **Thru City GSO** Delivery Term : **60 CD upon receipt of P.O.**
 Date of Delivery : Payment Term:

ITEM No.	QTY	UNIT	DESCRIPTION	UNIT COST	AMOUNT
36	8	pads	Noted Pad, Stick On, 1.3" x 4.4"cm	91.50	732.00
37	15	pads	Notebook, Stenographer, spiral, 60 leaves	28.70	430.50
38	32	reams	Paper, multi-purpose, A4, 70gsm, 210mmx297mm	137.98	4,415.36
39	34	reams	Paper, Multi-purpose, legal, 70gsm, 216mmx330mm	158.98	5,405.32
40	7	packs	Paper, specialty, A4 size, 20's/pack, 200gsm	163.98	1,147.86
41	9	packs	Paper, sticker A4 hi-gloss white, 10's/pack	55.70	501.30
42	2	packs	Paper, sticker A4 hi-gloss, Neon Green, 10's/pack	68.00	136.00
43	36	pieces	Pencil, lead, with eraser, #2, medium	11.99	431.64
44	6	pieces	PVC binding cover, A4, 200 microns, clear	9.50	57.00
45	6	pieces	PVC binding cover, Long, 200 microns, clear	11.60	69.60
46	1	piece	Ring binder, plastic comb, 1" (25mm)	21.50	21.50
47	1	box	Rubber band, #18, 350gms	335.99	335.99
48	15	pieces	Sign pen, black liquid/gel ink, 0.5mm needle tip	29.98	449.70
49	12	pieces	Sign pen, black, liquid/gel ink, 0.7mm needle tip	28.25	339.00
50	12	pieces	Sign pen, blue, liquid/gel ink, 0.7mm needle tip	35.98	431.76
51	2	pads	Stamp Pad, felt, #3, violet	95.30	190.60
52	2	pieces	Staple Remover, Heavy Duty, plier type, metal	76.98	153.96
53	4	pieces	Staple Remover, puller type/twin jaws, 24/6 & 26/6	33.45	133.80
54	21	boxes	Staple wire, no. 35 (23/6), 5000 staples	79.15	1,662.15
55	3	pads	Stick On Notes arrow, Fluorescent Pad	82.55	247.65
56	10	pieces	Tape, Duct Tape, 2", 48mm, Black	92.00	920.00
57	8	rolls	Tape, Double-Sided 12mm x 30 meters	62.98	503.84
58	3	rolls	Tape, Double-Sided, 18mmx 30 meters	118.20	354.60
59	6	rolls	Tape, Double-Sided tape 3/4" x 5m, foam type	29.98	179.88
60	2	rolls	Tape, Double-Sided, 1" x 5m, foam type	239.98	479.96
61	2	rolls	Tape, removable & reusable double sided multi-purpose adhesive mounting tape, heavy duty	149.98	299.96
62	15	rolls	TAPE, transparent, width: 28mm (+1mm)	16.70	250.50
63	1	piece	Toner, TK-1175, kyocera Ecosys M2640idw/L, cart	8,558.00	8,558.00
64	1	unit	Computer, (Laptop) *Processor Base clock speed 2.7 GHz; Turbo Core	44,999.00	44,999.00
65	2	units	Digital Voice Recorder, Rechargeable, 4GB	10,398.00	20,796.00
66	2	units	External Hard Drive, 2TB	6,964.99	13,929.98
67	1	unit	Trolley Cart, platform, heavy duty, Portable, Foldable, multi-purpose, 90cm x 60cm, 600kg load capacity, with rubber wheel	2,499.99	2,499.99
68	1	unit	Laptop, Cooling Pad, Compatible to 15-inch Laptop	974.99	974.99
69	1	unit	Smart LED TV 32" * Size: 32 inches, HD Ready, 1,366 x 768 pixels, Built-in ISDB-T Receiver, supports, USB Device JPEG< MP< MKV, Support HDMI, Video U Operating System, Anyview cast, Video Store, TV Browser, OCS Technology, Global TV System PAN<NTSC, Response, Time 6ms, real Surround Sound, Mercury Free, Audio Power 100 to 240V-50/60Hz with wall mount bracket	14,999.95	14,999.95
x-x-x	x-x-x	x-x-x	x-x-x-x Continue to Page 3 x-x-x-x-x	Sub Total 2	127,039.34

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

Conforme:

By:

ICT CLOVER LEAF TRADING OPC**DIGNAB. FERNANDEZ****LIAISON OFFICER**

Date

Very truly yours,

LUCILO R. BAYRON

City Mayor

Authorized official

Fund Available

ALOBS NO

Amount

City Accountant



Project Reference Num: PR No.

100-2025-03-670

P.R. Date

March 10, 2025

Location of Project:

Office of the City Internal Auditor

Supplier

ICT CLOVER LEAF TRADING OPC

Address

2nd Flr. Petal Bldg., Fernandez St., Bgy. Tanglaw

P.O. No.

BAC-2025 - Apr - 10

E. Mail Address

P.O. Date

APR 30 2025

Telephone No.

Mode of

TIN

607-139-767-00000

Procurement :

Shopping

Gentlemen:

Please furnish this office the following articles subject to the terms and condition contained herein

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Date of Delivery		Payment Term:	

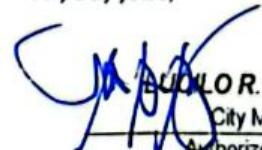
ITEM No.	QTY	UNIT	DESCRIPTION	UNIT COST	AMOUNT
70	1	piece	Acrylic Feedback box w/ Lock, clear/transparent	1,999.95	1,999.95
71	10	pieces	Antibacterial Handsoap, bar 130g as packed	44.99	449.90
72	3	gallons	Antibacterial Handsoap, Liquid gallon	249.99	749.97
73	4	cans	Airfreshener, spray, 320ml, scent Sakura	349.99	1,399.96
74	12	pices	Air Freshener/Floral Perfection Bathroom scented gel, 180g, scent Ocean	144.99	1,739.88
75	3	gallons	escape/Morning Freshness Bleaching Liquid, gallon, multi-purpose	171.00	513.00
			Assorted Scent		
76	2	pieces	Brush with Plastic handle, heavy duty(toilet brush)	86.99	173.98
77	1	piece	Brush, multi-cleaning, bristle	90.99	90.99
78	6	pieces	Car Diffuser Auto Interior	349.99	2,099.94
			Air freshener, long lasting Car interior Air Filter Dashboard		
79	1	piece	Cleaning Brush, Double Ended	215.55	215.55
			Soft Brush		
80	6	bottles	Car Polishing Liquid Wax, for Matte and glossy, waterproof 500ml	699.99	4,199.94
81	5	bottles	Carshampoo, foamy ultra shine & glossy, 1L	249.99	1,249.95
82	1	set	Car Tire Brush, 26cm and 50cm	121.99	121.99
83	1	piece	Car Wash Mitt, XL size, Microfiber, wash Glove	999.99	999.99
84	3	sets	Car Wax Polish Pad, microfiber, waxing	149.99	449.97
			sponge with Handle		
85	4	pieces	Chair, monoblock, beige w/ backrest 2/o armrest	318.20	1,272.80
86	4	bottles	Cleaner glass 500ml, spraytype, assorted scent	179.99	719.96
87	10	bottles	Cleaner, toilet & urinal, 500ml, assorted scent	148.99	1,489.90
88	10	pouches	Detergent Powder, w/ fabric conditioner, 1kg/pouch	119.99	1,199.90
89	10	bottles	Dishwashing Liquid, assorted scent, 780ml	247.99	2,479.90
90	11	packs	Dishwashing Sponge, 100mmx75mmx30mm, 3s/pack	126.98	1,396.78
91	10	pouches	Fabric Conditioner, 1.2L, assorted Scent	363.98	3,639.80
92	24	packs	Paper Towel(interfolded), 200mmx200mm, 175pulls	59.98	1,439.52
93	1	piece	Projector Carrying bag, Universal Case w/	2,997.50	2,997.50
94	12	pieces	Towel, double-sided microfiber, absorbent	79.98	959.76
95	11	rolls	Trashbag, plastic, gusseled type	49.98	549.78
			black, 26pcs/roll, small		
96	11	rolls	Trashbag, plastic, gusseled type	59.98	659.78
			black, 25pcs/roll, medium		
X-X-X	X-X-X	X-X-X	X-X-X-X Nothing Follows X-X-X-X-X	Sub Total 3	35,260.34
				Sub Total 1	22,259.54
				Sub Total 2	127,039.34
				Grand Total	184,559.22

In Words: One Hundred Eighty-Four Thousand Five Hundred Fifty Nine Pesos and 22/100

In Figures: ₱184,559.22

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

Very truly yours,



DULCE R. BAYRON
City Mayor
Authorized official

Conforme:

ICT CLOVER LEAF TRADING OPC

By:

Signature over printed name of supplier
DIGNA B. FERNANDEZ
LIAISON OFFICER
 Finance Department

Date:

Fund Available

ALOBS NO.

Amount

City Accountant

2 AWARDEE shall be responsible for the source(s) of his supplies/materials/equipment and shall make deliveries in accordance with schedule, quality and specifications of the award and purchase order (PO). Failure by the AWARDEE to comply with the same shall be ground for cancellation of the award and purchase order issued to that AWARDEE and for re-awarding the item(s) to the Next Lowest Responsive Proposal, as determined by the City's Bids and Awards Committee Goods and approved by the Head of Procuring Entity or his duly authorized representative.

3 The Goods shall only be delivered by the Supplier at the City General Services Office of the located at the New City Hall Building not later than 10:00 up to 3:00 pm on the date of delivery as indicated in PO.

Moreover, the delivery schedule as indicated in the PO may be modified at the option of the Procuring Entity with prior due notice, written or verbal, to the Supplier.

4 Subject to the provisions of the preceding paragraph, where AWARDEE has accepted a purchase order but failed to deliver the required product(s) within the time called for in the same order, he may be extended maximum period of _____ (____) calendar days to make good his delivery. Thereafter if AWARDEE has not completed delivery within the extended period, the subject purchase order shall be cancelled and the award for the undelivered balance withdrawn from that AWARDEE, without prejudice to the imposition liquidated damages. The City Government of Puerto Princesa (CGPP) shall then purchase the required item(s) from such other source(s) as it may determine, with the difference in price to be charged against the DEFAULTING AWARDEE. Refusal by the DEFAULTING AWARDEE to shoulder the price difference shall be ground for his disqualification from future bids of the same or all items, without prejudice to the imposition of other sanctions as prescribed under RA 9184 and its IRR.

5 The goods delivered are accepted by the Procuring Entity as to quantity only. However, inspection as to the Goods' compliance with the technical specifications, and its order and condition, will be done in the presence of the representatives of both Supplier and Procuring Entity within three (3) working days from the date of the delivery upon prior due notice, written or verbal, to the authorized representative of the Supplier. The inspection will push through as scheduled even in the absence of the Supplier's representative, if the latter was duly notified. In which case, the results of the inspection conducted by the procuring Entity shall be final and binding upon the Supplier.

6 Rejected deliveries shall be construed as non-delivery of product (s) / item(s) so ordered and shall be, if applicable, subject to liquidated damages and to the terms and conditions prescribed under item 4 hereof.

7 Supplier shall guarantee his deliveries to be free from defects. Any defective item(s)/product(s) that may be discovered by the CGPP within three (3) months after acceptance of the same shall be replaced by the Supplier within seven (7) calendar days upon receipt of a written notice to that effect.

8 A penalty of one-tenth of one per cent (0.01) of the cost of the unperformed portion for everyday of delay.

The maximum deduction shall be ten per cent (10%) of the amount of contract. Once the cumulative amount of liquidated damages reaches ten per cent (10%) of the amount of the contract, the producing entity shall rescind the contract, without prejudice to other courses of action and remedies open to it. The Procuring Entity may also rescind the contract and impose 10% of the amount of the contract as liquidated damages, upon non-performance by the Supplier of any of its obligations under the contract.

The imposition of liquidated damages in all instances shall be automatic, except upon prior request for extension and approval thereof by the Procuring Entity before the scheduled delivery date. Any request for extension not acted upon before delivery date shall be considered denied.

9 All duties, excise and other taxes and revenue charges, if any, shall be for the supplier's account.

10 The Notarization of this instrument shall be on the account of the supplier.

11 The technical specifications, bid proposal and other documents required from the AWARDEE shall form part of this Purchase Order.

Accepted By:


DIGNA B. FERNANDEZ
LIAISON OFFICER

REPUBLIC OF THE PHILIPPINES)
PUERTO PRINCESA CITY)S.S.

BEFORE ME, a Notary Public for and in the City of Puerto Princesa, Philippines on this _____ day of _____, 2025, personally appeared 16 MAI PERALTA known to me to be the same person who accepted the foregoing Terms and Conditions of a Purchase Order and who acknowledged to me that the same is his free and voluntary act and deed and of the entity he represents.

This Instrument refers to a PO consisting of four (4) pages including this page and its annexes, signed by the parties and their material witnesses.

WITNESS MY HAND AND SEAL this MAY 20 2025 day of 2025.

Doc No. 414

Page No. 51

Book No. 14

Series of 7028

ATTY. KERWIN ARNOLD MARIO C. PALATINO
Notary Public, Puerto Princesa City, Mun. of Aborlan
Narri, Cuyo, Aguilar and Magsaysay, Palawan
NPL No. 2025-003, Until December 31, 2026
PTR No. 2092437, PPC/PALAWAN, 01-02-2025
Roll No. 67119/EP NO. 486838/12-23-2024
MCLE COMPLIANCE NO. VII-0005455
No. 146-B Burgos Street, Bgy. Masipag, PPC