

Location of Project:

Office of the City Civil Registrar

Supplier : ICT CLOVER LEAF TRADING OPC

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

P.O. No.

BAC-2025 - AWP - 05 - 184

E. Mail Address :

P.O. Date

MAY 19 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

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	20	pack	Battery, Dry Cell, AA, 1.5 Volts, alkaline	57.95	1,039.00
2	15	canister	Battery, Dry Cell, AAA, 1.5 Volts, alkaline	38.00	570.00
3	8	canister	Ballpen, 0.5mm tip, black ordinary, 50's	313.99	2,511.92
4	20	piece	Correction pen, quick dry liquid pen, 12ml	48.95	979.00
5	20	piece	Data File Box, made chipboard, w/ closed ends, size: 15.5"x9.5"x4.5"	219.99	4,399.80
6	1	box	Envelope, expanding, kraftboard, legal size doc, 100pcs/box	1,015.00	1,015.00
7	20	box	Fastener, metal, 70mm between prong	51.99	1,039.80
8	2	box	Folder, pressboard, size: 240mmx370mm(-5mm), 100pcs/box	1,049.94	2,099.88
9	2	bundle	Folder Fancy, legal size	484.50	969.00
10	40	piece	Glue Stick, 9grams	44.95	1,798.00
11	10	bottle	Glue, 130g, all-purpose	86.00	860.00
12	50	pad	Note Pad, stick on, 50mmx76 (2"x3") min	35.95	1,797.50
13	50	pad	Note Pad, stick on, 76mmx100 (3"x4") min	55.95	2,797.50
14	50	piece	Notebook, Stenographer, spiral, 60 leaves	20.00	1,000.00
15	100	bo	Paper Clip, small, vinyl coated, 33mm	40.99	4,099.00
16	100	bo	Paper Clip, vinyl coated, jumbo, 50mm	61.99	6,199.00
17	50	reams	Paper, Multipurpose A4 size, 70GSM, 210mmx297mm	167.99	8,399.50
18	50	pack	Paper, specialty, A4 size, 20s/pack, 200gsm	174.99	8,749.50
19	5	pack	Paper, Parchment, size 210x297mm, multipurpose	226.85	1,134.25
20	22	pack	Paper, Sticker, A4 white, 10s/pack	54.95	1,208.90
21	20	book	Record book, 150 pages, size: 8.5x11 inches	287.00	5,740.00
22	5	box	Rubberband, 70mm min lay flat length (#18)	250.75	1,253.75
23	20	pair	Scissors, symmetrical, blade length: 65mm min	80.00	1,600.00
24	15	box	Sign Pen, black, 12's	1,361.95	20,429.25
25	10	box	Sign Pen, Blue, 12's	1,361.95	13,619.50
26	10	box	Sign Pen, 0.3mm tip gel needle point, 12's per box, black	459.99	4,599.90
27	10	box	Sign Pen, 0.3mm tip gel needle point, 12's per box, red	459.99	4,599.90
28	10	piece	Stamp pad, felt, bed dimension: 60mmx100mm	59.95	599.50
29	10	bottle	Stamp Pad Ink, purple or violet, 50ml (min)	64.94	649.40
30	10	bottle	Stamp Pad Ink, Black, 50ml (min)	80.75	807.50
31	15	roll	Tape, double sided tape, 1 1/2x10m, foam type	425.00	6,375.00
32	15	roll	Tape, packaging, 48mm	120.50	1,807.50
33	40	roll	Tape, scotch, clear, 12mmx30m	47.95	1,918.00
34	15	roll	Tape, clear, 48mmx30m	64.95	974.25
35	21	cart	Ink, cart, Epson C13T00V100, 003 BLACK	479.95	10,078.95
36	20	cart	Ink, cart, Epson C13T00V200, 003 CYAN	419.95	8,399.00
37	20	cart	Ink, cart, Epson C13T00V300, 003 MAGENTA	419.95	8,399.00
38	18	cart	Ink, cart, Epson C13T00V400, 003 YELLOW	419.95	7,559.10
39	3	cart	Toner (developer) for Ineo 165e (xerox machine)	11,749.75	35,249.25
40	3	cart	TK 1175 Toner for Kyocera Printer/xerox	11,449.00	34,347.00
41	3	cart	CE285A (HP85A), Black toner for HP Laserjet P1102	7,499.90	22,499.70
			Printer		
x-x-x	x-x-x	x-x-x	x-x-x-x-x-x-x Nothing follows x-x-x-x-x-x-x	Total	244,172.00
In Words			Two Hundred Forty-Four Thousand One Hundred Seventy-Two Pesos		
In Figures			P244,172.00		

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:

Signature over printed name of supplier

Position/Designation

Date

Very truly yours,

LUCILO R. BAYRON

City Mayor

Authorized official

Fund Available

ALOBS NO. :

Amount :

City Accountant



1 ALL PRICES QUOTED HEREIN ARE VALID, BINDING AND EFFECTIVE AT LEAST WITHIN THIRTY (30) CALENDAR DAYS FROM DATE OF QUOTATION

2 AWARDDEE 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 AWARDDEE to comply with the same shall be ground for cancellation of the award and purchase order issued to that AWARDDEE 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 AWARDDEE 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 AWARDDEE 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 AWARDDEE, 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 AWARDDEE. Refusal by the DEFAULTING AWARDDEE to shoulder the price difference shall be ground for his qualification 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 authorize 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 effective 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 (0.001) 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 liquidate 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 AWARDDEE shall form part of this Purchase Order.

Accepted By:

*[Signature]*  
DANIEL R. MANABEZ  
Procuring 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 DANIEL R. MANABEZ 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 two ( 2 ) pages including this page and its annexes, signed by the parties and their material witnesses.

WITNESS MY HAND AND SEAL this \_\_\_\_ day of \_\_\_\_\_, 2025

Doc No. 398  
Page No. 29  
Book No. 122  
Series of 2025

*[Signature]*  
ATTY. KERWIN ARNOLD MAMIE C. PALATINO  
Notary Public, Puerto Princesa City, Mun. of Aborlan  
Narra/Cuyo, Agutaya and Magsaysay, Palawan  
NPL No. 2025-003, Until December 31, 2026  
PTR No. 2092477, PPC/PALAWAN, 01-02-2025  
Roll No. 67119/NBP NO. 486838/12-23-2024  
MCLE COMPLIANCE NO. VII-0005455  
No. 146-B Burgos Street, Ugy. Masipag, PPC