



Project Reference Num: PR No.

100-2025-04-902

P.R. Date

April 7, 2025

Location of Project:

City Health Office

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 - AMY - 05 - 191**  
 P.O. Date : **MAY 22 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 : **90 CD upon receipt of P.O.**  
 Date of Delivery : \_\_\_\_\_ Payment Term: \_\_\_\_\_

ITEM No.	QTY	UNIT	DESCRIPTION	UNIT COST	AMOUNT
1	24	box	Common Office Supplies	281.99	6,767.76
2	3	box	Ballpen (fine point), 12pc/box, black	281.99	845.97
3	12	box	Ballpen (fine point), 12pc/box, blue	281.99	3,383.88
4	29	box	Ballpen, Black 1.0mm tip 50 pieces per box	439.98	12,759.42
5	17	box	Ballpen, Blue 1.0mm tip 50 pieces per box	439.98	7,479.66
6	20	box	Ballpen, Red 1.0mm tip 50 pieces per box	439.98	8,799.60
7	5	box	Ballpen, oil gel .7mm, blue, 12's (50pcs)	374.95	1,874.75
8	76	piece	Ball point pen, 0.5 (Black), retractable oil gel	15.45	1,174.20
9	76	piece	Ball point pen, 0.5 (Blue), retractable oil gel	15.45	1,174.20
10	25	piece	Cartolina, thick, light blue	10.65	266.25
11	510	piece	Cartolina, thick, green	10.36	5,283.60
12	1250	piece	Cartolina, thick, orange	10.75	13,437.50
13	35	piece	Cartolina, thick, pink	10.60	371.00
14	25	piece	Cartolina, thick, white	9.45	236.25
15	20	piece	Certificate Holder, A4 Size	63.50	1,270.00
16	5	piece	Certificate Holder, Legal Size	67.00	335.00
17	9	piece	Clipboard, black, legal with cover, acrylic	114.75	1,032.75
18	11	piece	Clip Backfold, 32mm, 12's/box	64.00	704.00
19	17	box	Clip, bulldog (3"), 12's/box	193.70	3,292.90
20	145	piece	Correction tape, 10m	60.00	8,700.00
21	37	box	Data File Box, made with chipboard, with closed ends, dark blue	239.99	8,879.63
22	6	piece	Desk Organizer Paper Tray, with 3 tier, metal	438.00	2,628.00
23	50	piece	DATA Folder, horizontal with taglia lock (75mm width, 230mm height, 380mm length), blue color	130.00	6,500.00
24	76	box	Fastener, metal, 7cm between prongs	143.99	10,943.24
25	33	box	Fastener, plastic, 70mm between prongs	54.99	1,814.67
26	2	box	Folder, Pressboard, size 210mm x 370mm, 100s/box	1,049.95	2,099.90
27	140	bottle	Ink, Epson 003, Black, T00V100	299.99	41,998.60
28	108	bottle	Ink, Epson 003, Cyan, T00V200	317.99	34,342.92
29	108	bottle	Ink, Epson 003, Magenta, T00V300	317.99	34,342.92
30	112	bottle	Ink, Epson 003, Yellow, T00V400	317.99	35,614.88
31	26	bottle	Ink Epson 001, C13T03Y100 black	646.70	16,814.20
32	20	bottle	Ink Epson 001, C13T03Y200 cyan	421.70	8,434.00
33	20	bottle	Ink Epson 001, C13T03Y300 magenta	421.70	8,434.00
X-X-X	X-X-X	X-X-X	X-X-X-X-X-X Continue on Page 2 X-X-X-X-X-X-X	Sub Total 1	292,035.65

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:

LUCIO R. BAYRON

Position/Designation:

Date

Very truly yours,

**LUCIO R. BAYRON**

City Mayor

Authorized official

Fund Available

ALOBS NO. :

Amount :

City Accountant



Project Reference Num: PR No

100-2025-04-902

P.R. Date

April 7, 2025

Supplier :	ICT CLOVER LEAF TRADING OPC		
Address :	2nd Flr. Petal Bldg., Fernandez St., Bgy. Tanglaw	P.O. No.	BAC-2025-AUG-05-161
E. Mail Address :		P.O. Date	MAY 22 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: \_\_\_\_\_

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,

**LUCILO R. BAYRON**  
City Mayor *an*

**Authorized official**

Conforme:

ICT CLOVER LEAF TRADING OPC

By:

Signature over printed name of supplier

**Position/Designation**

Date

**Fund Available**

ALOBS NO. : \_\_\_\_\_  
Amount : \_\_\_\_\_

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

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 (0.001) 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 AWARDEE shall form part of this Purchase Order.

Accepted By:   
DIGNA B. FERNANDEZ  
LAW OFFICES, INC.

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 Digna B. Fernandez 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 THREE (3) pages including this page and its Annexes, signed by the parties and their material witnesses.

MAY 29 2025

WITNESS MY HAND AND SEAL this \_\_\_\_ day of \_\_\_\_\_, 2025. ATTY. KERWIN ARNOLD MAWIE C. PALATINO  
Notary Public, Puerto Princesa City, Mun. of Aborlan  
Narra, Cuyo, Agutaya and Magsaysay, Palawan  
NPI No. 2025-003, Until December 31, 2026  
PTR No. 2092437, PPC/PALAWAN, 01-02-2025  
Roll No. 67119/IBP NO. 466838/12-23-2024  
MCLE COMPLIANCE NO. VII-0005455  
No. 146-B Burgos Street, Bgy. Masipag, PPC