



LGU

Project Reference Num: PR No. 100-2025-05-1082 P.R. Date May 13, 2025  
 Location of Project: Office of the City Accountant

Supplier : COJIMZ TRADING P.O. No. BAC-2025- 4 MV - 67 - 315  
 Address : Purok Mangga, Brgy. Sicsican, Puerto Princesa City P.O. Date JUL 01 2025  
 E. Mail Address :  Mode of   
 Telephone No. :  Procurement : Shopping  
 TIN 905-645-393-000

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 the receipt of PO  
 Date of Delivery :  Payment Term:

| ITEM No. | QTY   | UNIT  | DESCRIPTION  | UNIT COST   | AMOUNT     |
|----------|-------|-------|--|-------------|------------|
|          |       |       | <u>Office Supplies</u>   |             |            |
| 1        | 5     | pack  | Battery dry cell 1.5V AA Alkaline 4pc/pack                       | 143.00      | 715.00     |
| 2        | 5     | pack  | Battery dry cell 1.5V AAA Alkaline 4pc/pack                      | 143.00      | 715.00     |
| 3        | 20    | piece | Dating & Stamping Machine Trodat                                 | 500.00      | 10,000.00  |
| 4        | 70    | piece | Data Folder made of chipboard taglia lock                        | 120.00      | 8,400.00   |
| 5        | 1     | box   | Envelop Documentary Size: Legal 500pcs/box                       | 2,900.00    | 2,900.00   |
| 6        | 25    | box   | Fastener Paper Metal Safety Prong Length: 152mm-203mm<br>(6"-8") | 190.00      | 4,750.00   |
| 7        | 5     | tube  | Ink Refill BT D60 Black Printer DCP-T710W                        | 450.00      | 2,250.00   |
| 8        | 10    | tube  | Ink Refill BT 6000 Black Printer DCP-T700W                       | 273.00      | 2,730.00   |
| 9        | 10    | tube  | Ink Refill BT 5000 Cyan Printer DCP-T700W                        | 273.00      | 2,730.00   |
| 10       | 10    | tube  | Ink Refill BT 5000 Magenta Printer DCP-T700W                     | 273.00      | 2,730.00   |
| 11       | 10    | tube  | Ink Refill BT 5000 Yellow Printer DCP-T700W                      | 273.00      | 2,730.00   |
| 12       | 25    | piece | Ink Refill BT 003 Black Printer L-3210                           | 300.00      | 7,500.00   |
| 13       | 30    | tube  | Ink Refill BT 003 Cyan Printer L-3210                            | 316.00      | 9,480.00   |
| 14       | 30    | tube  | Ink Refill BT 003 Magenta Printer L-3210                         | 316.00      | 9,480.00   |
| 15       | 30    | tube  | Ink Refill BT 003 Yellow Printer L-3210                          | 316.00      | 9,480.00   |
| 16       | 20    | tube  | Ink Refill BT 001 Black Printer L-6170                           | 646.00      | 12,920.00  |
| 17       | 20    | tube  | Ink Refill BT 001 Black Printer L-6170                           | 421.00      | 8,420.00   |
| 18       | 20    | tube  | Ink Refill BT 001 Black Printer L-6170                           | 421.00      | 8,420.00   |
| 19       | 20    | tube  | Ink Refill BT 001 Black Printer L-6170                           | 421.00      | 8,420.00   |
| 20       | 30    | tube  | Ink Refill T-6641 Black Printer L-121                            | 420.00      | 12,600.00  |
| 21       | 20    | tube  | Ink Refill T-6642 Cyan Printer L-121                             | 420.00      | 8,400.00   |
| 22       | 20    | tube  | Ink Refill T-6643 Magenta Printer L-121                          | 420.00      | 8,400.00   |
| 23       | 20    | tube  | Ink Refill T-6644 Yellow Printer L-121                           | 420.00      | 8,400.00   |
| 24       | 15    | tube  | Ink Refill 008 Pigment Black Printer L-15150                     | 970.00      | 14,550.00  |
| 25       | 6     | tube  | Ink Refill 008 Pigment Cyan Printer L-15150                      | 796.00      | 4,776.00   |
| 26       | 6     | tube  | Ink Refill 008 Pigment Magenta Printer L-15150                   | 796.00      | 4,776.00   |
| 27       | 6     | tube  | Ink Refill 008 Pigment Yellow Printer L-15150                    | 796.00      | 4,776.00   |
| 28       | 10    | tube  | Ink Refill 680 Black Printer 3775                                | 700.00      | 7,000.00   |
| 29       | 10    | tube  | Ink Refill 680 Colored Printer 3775                              | 700.00      | 7,000.00   |
| 30       | 5     | tube  | Ink Refill Trodat  | 218.00      | 1,090.00   |
| 31       | 50    | pad   | Notepad Stick-On 38mm x 50mm (1.5" x 2")                         | 42.50       | 2,125.00   |
| 32       | 200   | ream  | Paper Multi Copy A4 80gsm Size: 216mm x 297mm                    | 311.00      | 62,200.00  |
| 33       | 150   | ream  | Paper Multi Copy 80gsm Size: 216mm x 330mm                       | 357.00      | 53,550.00  |
| X-X-X    | X-X-X | X-X-X | X-X-X Continued on Page 2-X-X-X                                  | Sub Total 1 | 314,413.00 |

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:

By:

COJIMZ TRADING

Signature over printed name of supplier

Position/Designation

8-8-75

Date

Very truly yours,

LUCILO R. BAYRON

City Mayor

Authorized official

Fund Available

ALOBS NO. :

Amount :

City Accountant



LGU

Project Reference Num: PR No. 100-2025-05-1082 P.R. Date May 13, 2025  
 Location of Project: Office of the City Accountant

Supplier : COJIMZ TRADING P.O. No. BAC-2025 - 1M0 - 07 - 315  
 Address : Purok Mangga, Brgy. Sicsican, Puerto Princesa City P.O. Date JUL 01 2025  
 E. Mail Address :  Mode of   
 Telephone No. :  Procurement : Shopping  
 TIN : 905-645-393-000

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     |
|----------|-------|--------|---|-------------|------------|
| 34       | 5     | piece  | Puncher Paper Heavy Duty 2 hole punch   | 210.00      | 1,050.00   |
| 35       | 30    | pad    | Record Book 214mm x 278mm (8.5" x 11") 500 sheets/pad   | 134.00      | 4,020.00   |
| 36       | 6     | box    | Rubber Band #18 350gms, 3 x 1 / 16  | 112.00      | 672.00     |
| 37       | 15    | piece  | Ruler Plastic 12" Transparent, Flexible   | 7.50        | 112.50     |
| 38       | 10    | piece  | Scissor Symmetrical Blade length: 8"  | 73.00       | 730.00     |
| 39       | 250   | piece  | Sign Pen Black Liquid/Gel Ink 0.50 Tip  | 30.00       | 7,500.00   |
| 40       | 30    | piece  | Sign Pen Blue Liquid/Gel Ink 1.0 high tech point BXGPN-V10  | 114.00      | 3,420.00   |
| 41       | 6     | piece  | Tape Dispenser for 1" Tape  | 80.00       | 480.00     |
| 42       | 150   | roll   | Tape Transparent 24mm Tape (1")   | 16.50       | 2,475.00   |
|          |       |        | <b>Other Supplies &amp; Materials:</b>  |             |            |
| 43       | 5     | can    | Air Freshner Lemon scent 320ml/can  | 264.00      | 1,320.00   |
| 44       | 10    | gallon | Bleaching Liquid Lemon Scent 3795ml   | 170.00      | 1,700.00   |
| 45       | 15    | pouch  | Detergent Powder All purpose 1kg/pouch  | 120.00      | 1,800.00   |
| 46       | 50    | bottle | Dishwashing Liquid Lemon scent 11tr/bottle  | 246.00      | 12,300.00  |
| 47       | 10    | bottle | Glass Cleaner 500ml Spray type Lemon scent  | 180.00      | 1,800.00   |
| 48       | 2     | piece  | Mop Head Refill 360° Tornado Mop Handle   | 116.00      | 232.00     |
| 49       | 7     | piece  | Photo Frame 14" x 17"   | 1,400.00    | 9,800.00   |
| 50       | 10    | pack   | Sando Bag plastic Size: Large 51cmH x 30cmW 50pc/pack   | 102.00      | 1,020.00   |
| 51       | 25    | piece  | Scouring Pad with Sponge 75mm x 75mm  | 17.00       | 425.00     |
| 52       | 100   | pack   | Trash Bag 26" x 32" Large 10sheet/pack  | 67.50       | 6,750.00   |
|          |       |        | <b>Semi Expendable - Machinery &amp; Equipment Expenses</b>   |             |            |
| 53       | 2     | unit   | External Hard Drive 1TB   | 1,750.00    | 3,500.00   |
| 54       | 2     | unit   | Maintenance Box for Printer Epson L-15150/L-15180   | 2,800.00    | 5,600.00   |
| 55       | 3     | unit   | Telephone Unit Analog   | 1,700.00    | 5,100.00   |
| 56       | 8     | unit   | Uninterrupted Power Supply 720VA, 420W, 4 Universal Outlet  | 3,400.00    | 27,200.00  |
|          |       |        | <b>Semi Expendable - Machinery &amp; Equip Expenses</b>   |             |            |
| 57       | 5     | unit   | Office Clerical Ergonomic High Back, Chrome Steel Base  | 5,285.00    | 26,425.00  |
| 58       | 3     | unit   | Filing Cabinet Vertical Steel 4 Drawer with anti tilt lock  | 18,000.00   | 54,000.00  |
|          |       |        | mechanism W:60cm x D: 45cm x H: 133cm, Weight: 60kgs,<br>compatible with A4 & Legal Size files, color: Black/Gray |             |            |
| x-x-x    | x-x-x | x-x-x  | x-x-x-x Nothing Follows x-x-x-x   | Sub Total 2 | 179,431.50 |
|          |       |        |   | Sub Total 1 | 314,413.00 |
|          |       |        |   | Grand Total | 493,844.50 |

In Words : Four Ninety-Three Thousand Eight Hundred Forty-Four Pesos and 50/100  
 In Figures : ₱493,844.50

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:

COJIMZ TRADING  
NANETTE D. BAYRON

Signature over printed name of supplier

Position/Designation

8-8-7K

Date

Very truly yours,

LUCILO R. BAYRON

City Mayor

Authorized official

Fund Available

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

City Accountant

(PURCHASE ORDER)

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 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:



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 Nancy L. Gutierrez 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 \_\_\_\_\_ consisting of 11 ( ) pages including this page and its Annexes, signed by the parties and their material witnesses.

WITNESS MY HAND AND SEAL this \_\_\_\_\_ day of AUG 08 2025

Doc No. : 248

Page No. : 51

Book No. : 24

Series of : 00-25

ATTY. KERWIN ARNOLD MAWIE 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. 2092437, PPC/PALAWAN, 01-02-2025

Roll No. 67119/IBP NO. 486838/12-23-2024

MCLE COMPLIANCE NO. VII-0005455