



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
Address : Purok Mangga, Brgy. Sicaican, Puerto Princesa City P.O. No. BAC-2025-AMP-07-315
E. Mail Address : _____ P.O. Date JUL 01 2025
Telephone No. : _____ Mode of _____
TIN 905-645-393-000 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 the receipt of PO
Date of Delivery : _____ Payment Term: _____

ITEM No.	QTY	UNIT	DESCRIPTION	UNIT COST	AMOUNT
			Office Supplies		
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 (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	648.00	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

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

Address : Purok Mangga, Brgy. Sicsican, Puerto Princesa City

P.O. No.

BAC-2025 - AMP - 07 - 315

E. Mail Address :

P.O. Date

JUL 01 2025

Telephone No.

Mode of

TIN

905-645-393-000

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 the receipt of PO
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 Baand #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
			Other Supplies & Materials:		
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 1kl/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
			Semi Expendable - Machinery & Equipment Expenses		
53	2	unit	External Hard Drive 1TB	1,750.00	3,500.00
54	2	unit	Maintenance Box for Printer Epson L-15150L-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
			Semi Expendable - Machinery & Equip Expenses		
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, compatible with A4 & Legal Size files, color: Black/Gray		
X-X-X	X-X-X	X-X-X	X-X-X-X-X Nothing Follows X-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

P493,844.50

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. SAMPANZ

Signature over printed name of supplier

Position/Designation

8-8-X
Date

Fund Available

City Accountant

Very truly yours,

LUCILO R. BAYRON

City Mayor

Authorized official

ALOBS NO. :

Amount :

(PURCHASE ORDER)

1 ALL PRICES QUOTED 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 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 Awardee shall form part of this Purchase Order.

Accepted By:


NANCIE D. JIMENEZ

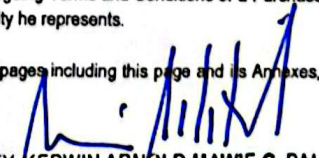
REPUBLIC OF THE PHILIPPINES)
PUERTO PRINCESA CITY JS.S.

BEFORE ME, a Notary Public for and in the City of Puerto Princesa, Philippines on this ____ day of _____, 2025, personally appeared NANCIE D. JIMENEZ 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.

WITNESS MY HAND AND SEAL this ____ day of AUG 08 2025.

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Page No. : 51
Book No. : 724
Series of : 2025


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-0005-55
No. 146 Burgos Street, Bgy. Masipag, PPC