



LGU

Project Reference Num: PR No.

100-2025-06-1268

P.R. Date

June 19, 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 - A¹¹¹ - 07 - 305B**
 P.O. Date : **JUL 28 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 : **60CD upon receipt of P.O.**
 Date of Delivery : Payment Term:

ITEM No.	QTY	UNIT	DESCRIPTION	UNIT COST	AMOUNT
1	250	piece	Ballpen, 0.5mm tip, black, retractable, oil gel	15.58	3,895.00
2	100	piece	Ballpen, 0.5mm tip, red, retractable, oil gel 50s	15.58	1,558.00
3	10	piece	Battery, coin cell button, lithium	93.55	935.50
4	10	piece	Battery, dry cell, AA, 105V, alcaline (pack of 4)	143.95	1,439.50
5	10	piece	Battery, dry cell, AAA, 105V, alcaline (pack of 4)	143.95	1,439.50
6	20	piece	Correction Tape, 12m	48.28	965.60
7	50	piece	Fastener for paper, plastic coated, 50 sets/box	41.98	2,099.00
8	50	piece	Folder, white long	7.78	389.00
9	25	bottle	Ink, Continuous, black, C13T00V100, 003	299.98	7,499.50
10	20	bottle	Ink, Continuous, Cyan, C13T00V100, 003	317.98	6,359.60
11	20	bottle	Ink, Continuous, Magenta, C13T00V100, 003	317.98	6,359.60
12	20	bottle	Ink, Continuous, Yellow, C13T00V100, 003	317.98	6,359.60
13	50	piece	Marker, permanent, 0.5mm point, water resistant	99.88	4,994.00
14	10	piece	Marker, permanent, black fine point 12s/box	550.75	5,507.50
15	30	box	Paper Clip, gem type, 50mm, 100pcs/box	29.98	899.40
16	8	case	Push pin, flat head type, assorted colors, 100s	43.15	345.20
17	50	piece	Sign pen, black, liquid gel ink, 0.5mm needle tip	29.98	1,499.00
18	8	roll	Tape, packaging, 48mm, 100meters length	239.35	1,914.80
19	8	roll	Tape, Transparent, 48mm, 100meters length	80.90	647.20
20	20	piece	LED bulb 40W	199.98	3,999.60
21	4	bundle	360 degree rotating Head floor mop head refill	84.95	339.80
22	50	pack	Black garbage bag medium (11x11x24") 100s	143.98	7,199.00
23	50	pack	Black garbage bag large (13x13x32") 100s	199.98	9,999.00
24	20	pack	Plastic Sando Bag (10lks capacity) 50s/pack	99.98	1,999.60
X-X-X	X-X-X	X-X-X-	X-X-X-X-X Nothing Follows X-X-X-X-X	Total	78,643.50
In Words			Seventy-Eight Thousand Six Hundred Forty-Three Pesos and 50/100		
In Figures			P78,643.50		

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:

ICT CLOVER LEAF TRADING OPC

Signature over printed name of supplier

DIGNA B. FERNANDEZ

LIAISON OFFICER

Position/Designation

8/19/2025

Date

Very truly yours,

LUCILO R. BAYRON

City Mayor

Authorized official

Fund Available

ALOBS NO. :

Amount :

City Accountant

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 (0.01) 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*
DBF
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 *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 Two (2) pages including this page and its Annexes, signed by the parties and their material witnesses.

AUG 29 2025

WITNESS MY HAND AND SEAL this _____ day of _____, 2025.

Doc No. : 223

Page No. : 51

Book No. : 125

Series of : WY

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
No. 146-B Burgos Street, Bgy. Masipag, PPC