

PURCHASE ORDER
CITY GOVERNMENT OF PUERTO PRINCESA
LGU

Project Reference Num: PR No.	100-2025-06-1198	P.R. Date	June 5, 2025
Location of Project:	City Social Welfare and Development Office		
Supplier	MRN2 CONSUMER GOODS TRADING		
Address	Blk. 5, Lot 3 Purok Masikap - Jaranilla HOA, Bgy.San Jose	P.O. No.	BAC-2025 - AMP -06 -301A
E. Mail Address		P.O. Date	JUN 26 2025
Telephone No.		Mode of	
TIN	314-021-638-00001	Procurement	Shopping

Gentlemen:

Please furnish this office the following articles subject to the terms and condition contained herein

Place of Delivery :	<u>Thru City GSO</u>	Delivery Term :	<u>60CD upon receipt of PO</u>
Date of Delivery :		Payment Term:	

ITEM No.	QTY	UNIT	DESCRIPTION	UNIT COST	AMOUNT
1	14	box	Ballpen, black, 50 pieces per box	438.25	6,135.50
2	2	box	Ballpen, blue, 50 pieces per box	438.25	876.50
3	7	pack	Battery, dry cell, AA, 1.5 volts, alkaline	143.00	1,001.00
4	10	pack	Battery, dry cell, AAA, 1.5 volts, alkaline	143.00	1,430.00
5	30	piece	Envelope, Expanding, Plastic, for legal size docs	98.25	2,947.50
6	1	box	Envelope, Expanding, Kraftboard, for legal size docs	1,249.00	1,249.00
7	50	box	Fastener, Metal, 70mm between prongs	55.00	2,750.00
8	1	piece	Finger Moisture, 40 grams, non-toxic	63.00	63.00
9	4	packs	Folder, Tagboard, Long, White, 100's	268.00	1,072.00
10	4	bundle	Folder, Fancy, with slide, legal	349.00	1,396.00
11	4	box	Folder, Expanding, colored, long, 100/box	1,674.00	6,696.00
12	20	jar	Glue, All purpose, gross weight, 200g min	86.00	1,720.00
13	5	unit	Hard Drive, 1TB portable USB, 3.0 external hard drive	3,299.00	16,495.00
14	20	piece	Marker, permanent, bullet type, black	14.50	290.00
1	20	piece	Marker, permanent, bullet type, blue	14.50	290.00
16	20	piece	Computer mouse, Optical, SUB connection type, 10000dpi	199.00	3,980.00
17	20	cube	Note pad, stick on, 50mm x 50mm (2x2) min	109.00	2,180.00
18	120	ream	Paper, multipurpose, A4, 70gsm, 210mmx297mm	241.00	28,920.00
19	120	ream	Paper, multipurpose, Legal, 70gsm, 210mmx330mm	321.00	38,520.00
20	2	pack	Photo Paper, A4, High Gloss, 180gsm, 20's/pack	207.00	414.00
21	10	piece	Puncher, paper, heavy duty with two hole guide	137.00	1,370.00
22	32	pack	Specialty Board, 8.5x13, white, 200gsm	114.25	3,656.00
23	70	pack	Paper, specialty, 160gsm, legal size	49.25	3,447.50
24	71	pack	Paper, specialty, 160gsm, letter size	46.25	3,283.75
25	30	piece	Staple remover, plier type, metal	65.00	1,950.00
26	10	roll	Tape, double sided, 1/2"	44.25	442.50
27	10	roll	Tape double sided, 1"	64.25	642.50
27	20	roll	Tape, Transparent, width:48mm (±1mm)	27.25	545.00
28	6	piece	Toner, TN 116, net weight 281.5gx2	5,618.00	33,708.00
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	167,470.75

In Words

One Hundred Sixty-Seven Thousand Four Hundred Seventy Pesos and 75/100

In Figures

P167,470.75

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:

MRN2 CONSUMER GOODS TRADING

By:

Mary Grace B. Bancel

Signature over printed name of supplier

Position/Designation

Date _____

Fund Available

ALOPS NO. :

Amount

Very truly yours

LUCILO R. BAYRON

City Mayor

Authorized official

City Accountant

(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.

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

Accepted By:

BEFORE ME, a Notary Public for and in the City of Puerto Princesa, Philippines on this ____ day of _____, 2025, personally appeared MARY LOUISE BANGGAW 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 14 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 AUG 11 day of 2025, 2025.

Doc No. : 287
Page No. : 59
Book No. : 124
Series of : 2025

ATTY. KERWIN ARNOLD MAWIE C. PALATINO
Notary Public, Puerto Princesa City, Mun. of Aborian
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. 46638/12-23-2024
MCLE COMPLIANCE NO. VII-0005455
No. 146-B Burgus Street, Bgy. Masipag, PBC