



Project Reference Num: PR No. 300-2025-01-014 P.R. Date January 7, 2025  
 Location of Project City Health Office - TIFA

Supplier : AMD CONSUMER GOODS TRADING  
 Address : 142-A Manalo Street, Bgy. Tanglaw, Puerto Princesa City P.O. No. BAC-2025 - AMY - 04 - 098X  
 E. Mail Address \_\_\_\_\_ P.O. Date APR 16 2025  
 Telephone No. 433-2855 Mode of \_\_\_\_\_  
 TIN 110-778-316-000 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 : The delivery period shall begin upon the commencement of actual work within 90 CD  
 Date of Delivery : \_\_\_\_\_ Payment Term: \_\_\_\_\_

ITEM No.	QTY	UNIT	DESCRIPTION	UNIT COST	AMOUNT
<b>Office Supplies</b>					
1	90	ream	Paper, Multi-Purpose, A4	300.00	27,000.00
2	50	ream	Paper, Multi-Purpose, 7gsm (min) legal	300.00	15,000.00
3	30	bottle	Ink, Magenta	500.00	15,000.00
4	30	bottle	Ink, Cyan	500.00	15,000.00
5	50	bottle	Ink, Black	500.00	25,000.00
6	30	bottle	Ink, Yellow	500.00	15,000.00
7	70	piece	Record Book Standard Size 300pgs	150.00	10,500.00
8	75	piece	Record Book Standard Size 500pgs	170.00	12,750.00
9	20	box	Balpen black	80.00	1,600.00
10	12	piece	Marker Permanent, black	50.00	600.00
11	5	box	Yellow Pencil with eraser	160.00	800.00
12	10	box	Pushpin thumb tacks	50.00	500.00
13	6	box	Staple wire standard	80.00	480.00
14	4	piece	Stapler, Standard type	550.00	2,200.00
15	5	roll	Tape, Double sided	30.00	150.00
16	5	box	Paper Clip, 33mm	20.00	100.00
17	10	piece	Correction tape standard size	65.00	650.00
18	14	piece	Data file box	200.00	2,800.00
19	10	box	Fastener, metal	150.00	1,500.00
20	2	box	Folder, Pressboard	1,100.00	2,200.00
21	2	box	Envelope, Documentary, Legal	3,300.00	6,600.00
22	5	pair	Scissors, size 10"	120.00	600.00
23	10	roll	Tape, packaging 48mm	25.00	250.00
24	10	jar	Glue, all-purpose	90.00	900.00
25	7	piece	Two hole puncher heavy duty	230.00	1,610.00
26	20	pad	Notepad, stick on (3"x3")	55.00	1,100.00
27	14	pad	Notebook, stenographer	35.00	490.00
28	10	piece	Binding Ring/Comb, plastic, (32mm)	70.00	700.00
29	10	piece	Binding Ring/Comb, plastic, (22mm)	50.00	500.00
30	1	box	Folder, L-type, legal	1,750.00	1,750.00
31	11	box	Fastener, plastic	70.00	770.00
32	10	box	Clip, backfold, 19mm	45.00	450.00
33	10	box	Clip, backfold, 32mm	80.00	800.00
34	10	box	Clip, backfold, 50mm	120.00	1,200.00
35	5	pack	Flourescent, Marker tri-colors	110.00	550.00
36	10	pack	Velum Board Paper legal white 10sheets	60.00	600.00
37	10	pack	Velum Board Paper A4 white 10sheets	50.00	500.00
38	1	roll	Manila Paper, roll	600.00	600.00
39	3	piece	Flash drive, 64GB capacity	680.00	2,040.00
40	41	piece	Envelope, Expanding, plastic	30.00	1,230.00
41	5	piece	Flashdrive, 1tb capacity	1,400.00	7,000.00
x-x-x	x-x-x	x-x-x	x-x-x-x Nothin Follows x-x-x-x	Total	179,070.00

In Words One Hundred Seventy-Nine Thousand Seventy Pesos  
 In Figures P179,070.00

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: MIA D. DE JESUS LUCILO R. BAYRON  
 Signature of Authorized Person City Mayor  
0917 710 7966 Authorized official  
 Position/Designation  
5-16-25 Date

Fund Available \_\_\_\_\_ ALOBS NO. : \_\_\_\_\_  
 \_\_\_\_\_ Amount : \_\_\_\_\_  
 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.

Accepted By:   
**MIA D. DE JESUS**  
Authorized Person  
0917 770 7966

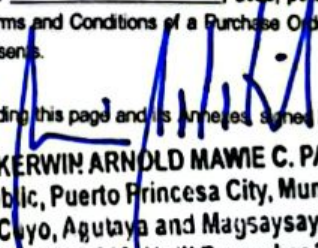
REPUBLIC OF THE PHILIPPINES)  
PUERTO PRINCESA CITY )S.S.

BEFORE ME, a Notary Public for and in the City of Puerto Princesa, Philippines on this \_\_\_ day of \_\_\_\_\_, 2025, personally appeared Mia de Jesus 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 10 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 \_\_\_ day of MAY 16 2025, 2025.

Doc No. : 10  
Page No. : 10  
Book No. : 10  
Series of : 10

  
**ATTY. KERWIN ARNOLD MAWIE C. PALATINO**  
Notary Public, Puerto Princesa City, Mun. of Aborlan  
Narra, Cuyo, Agutaya and Maysaysay, Palawan  
NPL No. 2025-003, Until December 31, 2026  
PTR No. 2092437, PPC/PALAWAN, 01-02-2025  
Roll No. 67119/REP NO. 486838/12-23-2024  
MCLE COMPLIANCE NO. VII-0005455  
No. 145-B Burgos Street, 3g. Mas...  
Page 2 of 2