CITY GOVERNMENT OF PUERTO PRINCESA

LGU

Project Reference Num: PR No.	100-2025-08-1794	P.R. Date	August 14, 2025
Location of Project:	Office of the City Administrator		
Supplier :	ICT CLOVER LEAF TRADING OPC	P.O. No.	BAC-2025-AMY-10-614
Address :	2nd Flr. Petal Bldg., Fernandez St., Bgy. Tanglaw	P.O. Date	OCT 0 6 2025
E. Mail Address :		Mode of Procurement :	Shopping
Telephone No.			
TIN	607-139-767-00000		

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	3	canister	Ballpen (0.5mm tip, black, ordinary) 50s	340.00	1,020.00
2	3	canister	Ballpen (0.5mm tip, blue, ordinary) 50s	340.00	1,020.00
3	1	canister	Ballpen (0.5mm tip, red, ordinary) 50s	340.00	340.00
4	2	canister	Ballpen (0.7mm tip, oil base gel pen, black) 50's	374.00	748.00
5	2	canister	Ballpen (0.7mm tip, oil base gel pen, blue) 50's	374.00	748.00
6	8	pack	Battery, dry cell (AA, 1.5V alcaline pack of 4)	109.00	872.00
7	8	pack	Battery, dry cell (AAA, 1.5V alcaline pack of 4)	137.00	1,096.00
8	5	box	Binder Clips 15mm, 12's/box	31.00	155.00
9	10	box	Binder Clips 32mm, 12's/box	64.00	640.00
10	2	piece	Calculator, compact, electronic, 12 digits cap	381.00	762.00
11	100	piece	Correction tape ,12m	42.99	4,299.00
12	12	piece	Data file box, made of chipboard, legal	183.00	2,196.00
13	5	piece	Desk Organizer Paper Tray with 2 tier, metal	370.00	1,850.00
14	5	roll	Double sided tape, 1x5m, foam type	42.00	210.00
15	5	roll	Double sided tape, 1/2x5m, foam type	32.00	160.00
16	5	roll	Double sided tape, 3/4x5m, foam type	42.00	210.00
17	5	piece	Duct tape, 2" 48mm, cloth	92.00	460.00
18	12	piece	Envelope, expandable with band, short	17.00	204.00
19	12	piece	Envelope, expandable with band, long	20.00	240.00
20	12	piece	Envelope, expanding, plastic (long)	32.00	384.00
21	12	piece	Envelope, expanding, plastic (long) with handle	79.00	948.00
22	1	box	Envelope, mailing, white, 70gsm	390.00	390.00
23	10	box	Fastener, long, plastic 8 1/2 inches, 50's per box	42.00	420.00
24	20	piece	Finger moistener, 40g, non-toxic	41.00	820.00
25	10	piece	Flashdrive, 16GB, USB 2.0	250.00	2,500.00
26	24	piece	Folder with transparent front cover, legal	23.00	552.00
27	2	box	Folder, expanding colored long, 100/box	1,600.00	3,200.00
28	1	pack	Folder, tagboard,A4, white, 100s	241.00	241.00
29	2	pack	Folder, tagboard, long, white, 100's	268.00	536.00
30	6	can	Furniture cleaner, 380ml, lemon scent	342.00	2,052.00
31	6	can	Glass cleaner, 50ml, spray type, lemon scent	186.00	1,116.00
32	2	jar	Glue, all-purpose, 130g	86.00	172.00
33	12	bottle	Ink, Epson 003, black T00V100	300.00	3,600.00
34	12	bottle	Ink, Epson 003, cyan T00V200	300.00	3,600.00
35	12	bottle	Ink, Epson 003, magenta T00V300	300.00	3,600.00
36	12	bottle	Ink, Epson 003, yellow T00V400	300.00	3,600.00
37	12	bottle	Ink, Epson, L360, black	300.00	3,600.00
38	6	bottle	Ink, Epson, L360, cyan	330.00	1,980.00
39	6	bottle	Ink, Epson, L360, magenta	330.00	1,980.00
40	6	bottle	Ink, Epson, L360, yellow	330.00	1,980.00
41	6	bottle	Ink, for stamp pad, black/violet, 50ml	122.00	732.00
42	6	bottle	Ink for trodat, black/violet, 30ml	219.00	1,314.00
x-x-x	x-x-x	x-x-x	x-x-x-x-x-x Continue to Page 2 x-x-x-x-x	Sub Total 1	56,547.00

In case failure to make the full delivery within the time specefied above, a penalty of one-tenth (1/10) of one (1) percent of every day of delay shall be imposed.

Very truly yours,

Conforme:

ICT CLOVER LEAF TRADING OPC

By:

DIGNA B. FERNANDEZ

Signature over printed name of Supplier

11/06/2025

Position/Designation

Date

LUCILO R. BAYRON

City Mayor

Authorized official

Fund Available

City Accountant

ALOBS NO. :

Amount :

This document is intended only for the ff: BAC Office, Accounting Office, COA, GSO , Supplier and Legal Office/Atty.'s File Copy.

CITY GOVERNMENT OF PUERTO PRINCESA

LGU

Project Reference Num: PR No.	100-2025-08-1794	P.R. Date	August 14, 2025
Location of Project	Office of the City Administrator		
Supplier :	ICT CLOVER LEAF TRADING OPC	P.O. No.	BAC-2025 - Amp - 10 - 614
Address :	2nd Flr. Petal Bldg., Fernandez St., Bgy. Tanglaw	P.O. Date	OCT 0 6 2025
E. Mail Address :		Mode of Procurement :	Shopping
Telephone No.			
TIN	607-139-767-00000		

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
43	2	pack	Marker, fliorescent, 3 colors per set	89.00	178.00
44	1	box	Marker, permanent, broad black, 12's/box	542.00	542.00
45	1	box	Marker, permanent, broad blue, 12's/box	542.00	542.00
46	1	box	Marker, permanent, fine black, 12's/box	542.00	542.00
47	1	box	Marker, permanent, fine blue, 12's/box	542.00	542.00
48	6	piece	Mouse pad, foam type	40.00	240.00
49	3	piece	Mouse, optical, USB connection type, 1000dpi	259.00	777.00
50	3	piece	Mouse, wireless, 1000dpi	456.00	1,368.00
51	5	pad	Notepad, stick on, 50mmx76mm (1.5"2") min	42.00	210.00
52	5	pad	Notepad, stick on, 50mmx76mm (2"x3") min	36.00	180.00
53	5	pad	Notepad, stick on, 50mmx76mm (3"x3") min	42.00	210.00
54	5	pad	Notepad, stick on, 50mmx76mm (3"x4") min	54.00	270.00
55	80	ream	Paper, multicopy, A4, 80gsm, size 210mmx297mm	280.00	22,400.00
56	2	pack	Paper, sticker, A4. hi-gloss, white, 10s/pack	55.00	110.00
57	1	pack	Photo paper, A4, hi-gloss, 180gsm, 20s/pack	153.00	153.00
58	10	book	Record book 300 pages, size 214mmx278mm	95.00	950.00
59	20	book	Record book 500 pages, size 214mmx278mm min	130.00	2,600.00
60	2	box	Rubber band, #18, 350gms	194.00	388.00
61	10	piece	Ruler, plastic 12"	7.00	70.00
62	10	box	Sign pen, black, 12's	1,095.00	10,950.00
63	10	box	Sign pen, blue, 12's	1,095.00	10,950.00
64	16	pad	Stamp pad, felt, no.3	46.00	736.00
65	5	box	Staple wire, no. 35 (23/6), 500 staples	70.00	350.00
66	5	piece	Stapler #35 heavy duty, with stapler remover	500.00	2,500.00
67	3	roll	Tape, electrical black	45.00	135.00
68	8	piece	Toner, cart, TK-1175	8,195.00	65,560.00
x-x-x	x-x-x	x-x-x	x-x-x-x-x Nothing Follows x-x-x-x-x	Sub Total 2	123,453.00
				Sub Total 1	56,547.00
				Grand Total	180,000.00
In Words			One Hundred Eighty Thousand Pesos		
In Figures			₱180,000.00		

In case failure to make the full delivery within the time specefied above, a penalty of one-tenth (1/10) of one (1) percent of every day of delay shall be imposed.

Conforme:

ICT CLOVER LEAF TRADING OPC

By:

Signature over printed name of supplier
DIGNA B. FERNANDEZ

LIAISON OFFICER
Position/Designation

11/06/2025
Date

Very truly yours,

LUCILO R. BAYRON
City Mayor
Authorized official

Fund Available

City Accountant

ALOBS NO. :

Amount :

(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 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 accoint 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
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 NOV 06 2025, 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 ______ P.O ______ 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 NOV 06 2025, 2025.

Doc No. 490
Page No. 97
Book No. 127
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. 496838/12-23-2024
MCLE COMPLIANCE NO. VII-0005455
No. 144-B Burgos Street, Bgy. Masipag, PPC