



Project Reference Num: PR No. 100-2025-05-1139 P.R. Date May 26, 2025
 Location of Project: Office of the Secretary to the Sangguniang Panlungsod
 Supplier : COJIMZ TRADING
 Address : Purok Mangga, Brgy. Sicsican, Puerto Princesa City P.O. No. BAC-2025 - ANP - 11-997
 E. Mail Address : _____ P.O. Date NOV 06 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 : 60CD upon receipt of PO or until contract amount or funds are fully depleted/exhausted whichever comes first
 Date of Delivery : _____ Payment Term: _____

ITEM No.	QTY	UNIT	DESCRIPTION	UNIT COST	AMOUNT
Office Supplies Expenses					
1	10	box	Ballpen, black, ordinary, 12 pcs/box, gel	320.00	3,200.00
2	10	box	Ballpen, blue, ordinary, 12 pcs/box, gel	320.00	3,200.00
3	10	box	Ballpen, 0.5mm tip, Black retractable, oil gel	50.00	500.00
4	10	box	Ballpen, 0.5mm tip, Blue retractable, oil gel	50.00	500.00
5	30	pack	Battery, AA, 4s/pack	159.00	4,770.00
6	30	pack	Battery, AAA, 4pcs/pack	159.00	4,770.00
7	10	pack	Clear Book, 20 transparent pokets Legal	120.00	1,200.00
8	10	box	Clip, Backfold, all metal, clamping: 32mm (-1mm), 12's	81.00	810.00
9	10	box	Clip, Backfold, all metal, clamping 50mm (-1mm)	102.00	1,020.00
10	20	box	Data File Box, made of chipboard, with closed ends	272.00	5,440.00
11	5	pc	Eraser, Plastic/Rubber (Pencil Eraser)	20.00	100.00
12	4	box	Envelope, Expanding, Kraftboard, for legal size doc	1,495.00	5,980.00
13	10	pc	Envelope, Expanding, Plastic, 0.50mm thickness min	50.00	500.00
14	30	box	Fastener, long, plastic 8 1/2 inches, 50/box	64.00	1,920.00
15	10	box	Fastener, plastic, 70mm between prongs	83.00	830.00
16	8	pc	Flash Drive, 64 GB capacity	775.00	6,200.00
17	7	box	Folder, Pressboard, size: 240mm x 370mm	1,795.00	12,565.00
18	10	pack	Folder tagboard, long, white	364.00	3,640.00
19	15	pc	Ink, Cart, Epson C1T664100 (T6641) Black	598.00	8,970.00
20	15	pc	Ink, Cart, Epson C1T664200 (T6642) Cyan	618.00	9,270.00
21	15	pc	Ink, Cart, Epson C1T664300 (T6643) Magenta	618.00	9,270.00
22	15	pc	Ink, Cart, Epson C1T664400 (T6644) Yellow	618.00	9,270.00
23	7	pc	Ink Bottle, Epson, (003) Black	495.00	3,465.00
24	7	pc	Ink Bottle, Epson, (003) Yellow	515.00	3,605.00
25	7	pc	Ink Bottle, Epson, (003) Cyan	515.00	3,605.00
26	7	pc	Ink Bottle, Epson, (003) Magenta	515.00	3,605.00
27	18	pc	Ink, Brother BT60BK Ink, Black	470.00	8,460.00
28	18	pc	Ink, Brother BY5000CC Yellow	470.00	8,460.00
29	18	pc	Ink, Brother BY5000CC Cyan	470.00	8,460.00
x-x-x	x-x-x	x-x-x	x-x-x-x-x Continue to Page 2 x-x-x-x	Sub Total 1	133,585.00

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: NANETTE S. JIMENEZ
 Signature over printed name of supplier
 Position/Designation: _____
 Date: 12-5-25
 Fund Available: _____
 City Accountant: _____

Very truly yours,
LUC LOR. BAYRON
 City Mayor
 Authorized official

ALOBS NO. : _____
 Amount : _____



Project Reference Num: PR No.

100-2025-05-1139

P.R. Date

May 26, 2025

Location of Project:

Office of the Secretary to the Sangguniang Panlungsod

Supplier :
Address :
E. Mail Address :
Telephone No.
TIN

COJIMZ TRADING
Purok Mangga, Brgy. Sicsican, Puerto Princesa City
905-645-393-000

P.O. No.
P.O. Date
Mode of
Procurement :

BAC-2025 - AWP - 11-937
NOV 06 2025
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 PO or until contract amount or funds are fully depleted/exhausted whichever comes first

Date of Delivery :

Payment Term :

ITEM No.	QTY	UNIT	DESCRIPTION	UNIT COST	AMOUNT
30	18	pc	Ink, Brother BY5000CC Magenta	470.00	8,460.00
31	2	pc	Key Board, spill resistant design, 10-key number pad	665.00	1,330.00
32	9	pc	Marker, Permanent, bullet type, black	20.00	180.00
33	9	pc	Marker, whiteboard, bullet type, black	20.00	180.00
34	3	pc	Mouse, optical, USB Connection/Type	670.00	2,010.00
35	8	pc	Note Pad, stick on, 76mm x 76mm (3" x 3") min	74.00	592.00
36	8	pc	Note Pad, stick on, 76mm x 100mm (3" x 4") min	83.00	664.00
37	8	pc	Paper Clip, vinyl/plastic coat, length: 32mm min	15.00	120.00
38	100	pc	Paper, multicopy, A4, 80 gsm	353.00	35,300.00
39	60	pc	Paper, multicopy, legal, 80 gsm	385.00	23,100.00
40	10	box	Staple Wire, No. 35	120.00	1,200.00
41	4	pc	Paper Tray, 3 layers, Steel	778.00	3,112.00
42	4	box	Pencil, Lead, with Eraser, #2, medium, 12's/box	163.00	652.00
43	8	book	Record Book, 300 Pages, size: 214mm x 278mm min	318.00	2,544.00
44	5	pack	Record Book, 500 Pages, size: 214mm x 278mm min	380.00	1,900.00
45	2	box	Rubber Band, 70mm min lay flat length (#18)	240.00	480.00
46	5	pack	Specialty Paper, legal size, 160 gsm	149.00	745.00
47	5	pack	Specialty Paper, A4 size, 160 gsm	144.00	720.00
48	3	pc	Stamp Pad Ink, violet, 50ml	140.00	420.00
49	3	pc	Scissors, symmetrical, blade length: 9"	125.00	375.00
50	60	pc	Sign Pen, Blue, liquid/gel ink, 0.7mm needle tip	75.00	4,500.00
51	60	pc	Sign Pen, Black, liquid/gel ink, 0.7mm needle tip	65.00	3,900.00
52	7	pc	Stapler, #35 heavy duty with staple remover	502.00	3,514.00
53	2	pc	Screw Post Binder Cover	755.00	1,510.00
54	5	roll	Tape, Double Sided tape, 1/2 x 5 cm	40.00	200.00
55	8	roll	Tape, Double Sided tape, 1" x 5 cm	103.00	824.00
56	6	roll	Tape, electrical, black	80.00	480.00
57	8	roll	Tape, Masking, 1" x 25 y	75.00	600.00
58	8	roll	Tape, Masking, 2" x 25 y	60.00	480.00
59	5	roll	Tape, Packaging, width: 48mm (±1mm)	239.00	1,195.00
60	7	roll	Tape, Transparent, (1") 28mm	35.00	245.00
61	8	roll	Tape, Transparent, width: 48mm (±1mm)	110.00	880.00
62	4	cartridge	Toner, TN165 (INEO 165) (Black)	6,510.00	26,040.00
x-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	Sub Total	128,452.00
				Sub Total 1	133,585.00
				Grand Total	262,037.00

In Words

Two Hundred Sixty-Two Thousand Thirty-Seven Pesos

In Figures

₱262,037.00

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
NANETTE JIMENEZ
Proprietress
Signature over printed name of supplier

Position/Designation

Date

Very truly yours,

LUCILIO R. BAYRON
City Mayor
Authorized Official

Fund Available

City Accountant

ALOBS NO. :

Amount :

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:

NANETTE D. JIMENEZ
Proprietress

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 Nanette 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 DEC 05 2025.

Doc No. : 357
Page No. : 73
Book No. : 128
Series of : WNT

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, 2025
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