

Project Reference Num: PR No. **100-2025-06-1203**

P.R. Date

June 9, 2025

Location of Project: **Napsan Mini City Hall**

Supplier: **MRN2 CONSUMER GOODS TRADING**

Address: **Blk. 5, Lot 3 Purok Masikap - Jaranilla HOA, Bgy.San Jose**

P.O. No.

BAC-2025- AAY - 11 - 1040

E. Mail Address

P.O. Date

NOV 10 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: **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
1	2	box	Ballpen, black, 1.0mm tip 50pieces per box	438.00	876.00
2	7	pack	Battery, drycell, AAA, 1.5V, Alkaline (pack of 4)	143.00	1,001.00
3	6	piece	Correction Tape, 10m	59.00	354.00
4	10	piece	Data File Box, made of chipboard, legal size with closed ends	239.00	2,390.00
5	7	roll	Double sided tape, 1x5m, foam type	41.00	287.00
6	1	box	Envelope, expandable with elastic band, kraft legal size, 100s/box	2,276.00	2,276.00
7	3	box	Fastener, long plastic 8 1/2 inches, 50's per box	41.00	123.00
8	5	piece	File Paper tray, 3 layers, steel	779.00	3,895.00
9	1	piece	Flash drive, 64GB, USB 2.0	627.00	627.00
10	2	bundle	Folder, Fancy, for legal size doc	349.00	698.00
11	3	jar	Glue, multi-purpose glue, white glue, 240g	133.00	399.00
12	3	cart	Ink cart, EPSON (T662) cyan	289.00	867.00
13	3	cart	Ink cart, EPSON (T663) magenta	289.00	867.00
14	3	cart	Ink cart, EPSON (T6644) yellow	289.00	867.00
15	3	cart	Ink cart, EPSON (T6641) black	289.00	867.00
16	3	piece	Marker, permanent, black, fine point	44.00	132.00
17	24	piece	Pencil, lead with eraser #1, soft	11.00	264.00
18	5	piece	Ruler, metal, 12"	113.00	565.00
19	5	piece	Ruler, plastic, 12"	7.00	35.00
20	10	piece	Sign pen, blue, liquid/gel ink, 0.7mm needle tip	35.00	350.00
21	5	pad	Stamp pad, felt, no. 3	94.00	470.00
22	4	piece	Staple remover, scissor-type	88.00	352.00
23	2	box	Staple wire, (23/13), 1000staples	50.00	100.00
24	2	box	Staple wire, no. 35 (23/6), 5000staples	78.00	156.00
25	2	piece	Stapler #35 heavy duty, with staple remover	503.00	1,006.00
26	2	box	Thumbtacks, 24pcs/box	339.00	678.00
27	6	can	Air freshener, 320ml/can	264.00	1,584.00
28	3	bottle	All-purpose cleaner, 500ml	191.00	573.00
29	20	bar	Bar soap	59.00	1,180.00
30	4	piece	Broom stick (tingting), usable length: 760mm min	33.00	132.00
31	4	piece	Broom soft (tambo)	149.00	596.00
32	11	bottle	Cleaner, toilet bowl and urinal, 900ml-1000ml cap	51.00	561.00
33	2	piece	Brush w/ plastic handle, heavy duty (toilet brush)	86.00	172.00
X-X-X	X-X-X-	X-X-X-	X-X-X-X-X-X Continue to Page 2 X-X-X-X-X-X-X	Sub Total 1	25,300.00

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.

Very truly yours,

Conforme:

By:

MRN2 CONSUMER GOODS TRADING
Mary O. [Signature]ncil

Signature or printed name of supplier

Position designation

12-23-2025

Date

LUCIL R. BAYRON
City Mayor

Authorized official

Fund Available

ALOBS NO. :

Amount

City Accountant

Project Reference Num: PR No. **100-2025-06-1203**

P.R. Date

June 9, 2025

Location of Project: **Napsan Mini City Hall**

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P.O. No.

BAC-2025 - Amp - 1 - 1044

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NOV 10 2025

Telephone No.

Mode of

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Procurement :

Shopping

Gentlemen:

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Date of Delivery :

Payment Term:

ITEM No.	QTY	UNIT	DESCRIPTION	UNIT COST	AMOUNT
34	10	kilo	Detergent powder	349.00	3,490.00
35	6	can	Disinfectant spray, aerosol type 400-550 grams	146.00	876.00
36	20	piece	Doormat, cotton	78.00	1,560.00
37	10	bottle	Dishwashing Liquid, 475ml, kalamansi flavor	159.00	1,590.00
38	2	piece	Dustpan, non-rigid plastic w/ detachable handle	39.00	78.00
39	5	bottle	Glass cleaner, 1 liter capacity	335.00	1,675.00
40	1	unit	Mop bucket, heavy duty, hard plastic	2,397.00	2,397.00
41	10	bottle	Muriatic acid, 1 liter	130.00	1,300.00
42	3	kilo	Rags, all cotton, 32 pieces per kilo per bundle min	97.00	291.00
43	10	piece	Soap, bathroom, 70 grams, antibacterial	44.00	440.00
44	15	piece	Soap, handsoap, 60g	39.00	585.00
45	10	pack	Trashbag GPP specs, black 10pcs/roll/pack, 22"x20", medium	46.00	460.00
46	10	pack	Trashbag GPP specs, black 10pcs/roll/pack, 26"x32", large	67.00	670.00
47	2	piece	Wiper, glass window cleaner, 35x27.4cm, aluminum	326.00	652.00
48	3	piece	Wiper, glass window cleaner, 30x26cm, aluminum	123.00	369.00
49	15	piece	Bed sheets, single size	249.00	3,735.00
50	8	piece	Container, 30 liters capacity, white color	545.00	4,360.00
51	50	meter	Pongee curtains, blue color	56.00	2,800.00
X-X-X	X-X-X	X-X-X	X-X-X-X-X Nothing Follows X-X-X-X-X	Sub Total 2	27,328.00
				Sub Total 1	25,300.00
				Grand Total	52,628.00
In Words			Fifty-Two Thousand Six Hundred Twenty-Eight Pesos		
In Figures			₱52,628.00		

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:

Very truly yours,

By:

MRN2 CONSUMER GOODS TRADING

LUCILO BAYRON

Mary Grace Dancil
Signature over printed name of supplier

City Mayor
Authorized official

Position/Designation

12-23-2025

Date

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 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: 
Mary Grace L. Dancil

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

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Page No. : 14
Book No. : 129
Series of : 2025

DEC 23 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. 671191/BP NO. 486838/12-23-2024
MCLE COMPLIANCE NO. VII-0005453
No. 146-B Burgos Street, 3gy. Masigag, PPC