



Project Reference Num: PR No. 100-2025-08-1677

P.R. Date

August 5, 2025

Location of Project: City Architect Department

Supplier: MRN2 CONSUMER GOODS TRADING

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

P.O. No.

BAC-2025 - AMR - 09 - 2025

E. Mail Address

P.O. Date

SEP 3 11 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:

90CD 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
<b>Office Supplies</b>					
1	20	pack	Acetate Clear PVC Binding Cover, A4, 200 microns, 10s/pack	248.00	4,960.00
2	20	pack	Acetate Clear PVC Binding Cover, A3, 200 microns, 10s/pack	471.00	9,420.00
3	35	box	Ballpen, 1.0mm tip, 50 pieces per box, black	439.00	15,365.00
4	35	box	Ballpen, 1.0mm tip, 50 pieces per box, blue	439.00	15,365.00
5	5	box	Ballpen, 1.0mm tip, 50 pieces per box, red	439.00	2,195.00
6	35	box	Certificate Holder, A4 size	62.00	2,170.00
7	30	pcs	Clip, Backfold, all metal, clamping: 19mm (-1mm)	30.00	900.00
8	30	box	Clip, Backfold, all metal, clamping: 25mm (-1mm)	39.00	1,170.00
9	30	box	Clip, Backfold, all metal, clamping: 32mm (-1mm)	46.00	1,380.00
10	30	box	Clip, Backfold, all metal, clamping: 50mm (-1mm)	98.00	2,940.00
11	12	pcs	Cutter Knife, for general purpose	32.00	384.00
12	60	pcs	Correction Tape, 10m	59.00	3,540.00
13	30	pcs	Data File Box, made with chipboard, with closed ends	239.00	7,170.00
14	30	pcs	Data Folder, made of chipboard, taglia lock	227.00	6,810.00
15	10	rolls	Duct Tape, 2", 48mm, cloth	119.00	1,190.00
16	2	box	Envelope, expendable with elastic band, kraft legal size 100's	2,276.00	4,552.00
17	4	unit	External Hard Drive, 2TB	5,845.00	23,380.00
18	30	box	Fastener, plastic, 70mm between prongs	54.00	1,620.00
19	40	box	Fastener, plastic, 8 1.2 inches, 50's per box	41.00	1,640.00
20	35	box	Fastener, metal, 7cm between prongs	143.00	5,005.00
21	15	pcs	Field Book, hard bound	113.00	1,695.00
22	10	pack	File Tab Divider, bristol board, for A4	48.00	480.00
23	10	pack	File Tab Divider, bristol board, for legal	59.00	590.00
24	6	pack	Folder, tagboard, A4, white, 100's	240.00	1,440.00
25	4	pack	Folder, tagboard, long, white, 100's	267.00	1,068.00
26	7	box	Folder, Pressboard, size 210mm x 370mm, 100's/box	1,049.00	7,343.00
27	20	jar	Glue, all-purpose, 130g	86.00	1,720.00
28	4	box	Marker, permanent, broad, black, 12's box	824.00	3,296.00
29	4	box	Marker, permanent, broad, blue, 12's box	549.00	2,196.00
30	4	box	Marker, permanent, broad, red, 12's box	549.00	2,196.00
31	50	pcs	Marker, whiteboard, bullet type, black	73.00	3,650.00
32	50	pcs	Marker, whiteboard, bullet type, blue	73.00	3,650.00
33	60	pack	Paper, specialty, 160gsm, letter	44.00	2,640.00
34	150	ream	Paper, multicopy, A3, 80gsm	719.00	107,850.00
35	150	ream	Paper, multicopy, A4, 80gsm, size 210mm x 297mm	311.00	46,650.00
36	100	ream	Paper, multicopy, 8.5x13, 80gsm, size 216mmx330mm	356.00	35,600.00
37	7	rolls	Paper, tracing, 24"x50 yards. 85gsm	2,700.00	18,900.00
38	20	box	Pencil, lead, with eraser, #2, medium, 12's/box	143.00	2,860.00
39	7	roll	Plotter Paper (White), 80gsm/2" core, 24"x50 yards	856.00	5,992.00
40	20	box	Push pin, flat head type, assorted colors, 100s/case	42.00	840.00
41	50	pcs	Ring binder, plastic comb 1/2"(12mm)	11.00	550.00
42	25	pcs	Ring binder, plastic comb 1"(25mm)	20.00	500.00
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	Sub Total 1	362,862.00

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:

MRN2 CONSUMER GOODS TRADING

By:

May Grace Domcil  
Signature over printed name of supplier

Position/Designation

12-5-2025  
Date

Very truly yours,

LUCILO R. BAYRON

City Mayor

Authorized official

Fund Available

ALOBS NO. :

Amount :

City Accountant



Project Reference Num: PR No. 100-2025-08-1677

P.R. Date

August 5, 2025

Location of Project: City Architect Department

Supplier : MRN2 CONSUMER GOODS TRADING

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

P.O. No.

BAC-2025-ANV-09-512B

E. Mail Address

P.O. Date

SEP 30 2025

Telephone No.

Mode of

TIN

314-021-638-00001

Procurement :

Shopping

Gentlemen:

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Delivery Term :

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Date of Delivery

Payment Term:

ITEM No.	QTY	UNIT	DESCRIPTION	UNIT COST	AMOUNT
43	25	pcs	Ring binder, plastic comb 2"(51mm)	35.00	875.00
44	20	pair	Scissors, symmetrical, blade length: 7.5"	143.00	2,860.00
45	30	box	Sign Pen, 1.0 mm, blue, 12's	1,367.00	41,010.00
46	40	box	Sign Pen, black, liquid/gel ink, 0.5mm needle tip, 12's/box	359.00	14,360.00
47	40	box	Sign Pen, blue, liquid/gel ink, 0.5mm needle tip, 12's/box	359.00	14,360.00
48	40	pack	Paper, Sticker A4 hi-gloss, 12s/pack	54.00	2,160.00
49	30	rolls	Tape, masking, 1x25y	44.00	1,320.00
50	30	rolls	Tape, double sided, 1/2" x 5m, foam type	23.00	690.00
51	30	rolls	Tape, double sided, 1" x 5m, foam type	239.00	7,170.00
52	30	rolls	Tape, transparent, width:48mm(±1mm)	79.00	2,370.00
53	4	pcs	Triangular scale	667.00	2,668.00
54	4	pcs	Triangle 45 deg/90 deg	213.00	852.00
55	4	pcs	Triangle 30 deg/60 deg	491.00	1,964.00
56	30	box	Fastener, Metal, 70mm between prongs	99.00	2,970.00
57	7	box	Folder, pressboard, size: 240mm x 370mm (-5mm)	1,000.00	7,000.00
58	80	pad	Note Pad, stick on, 50mm x 76mm (2"x 3") min	37.00	2,960.00
59	40	pad	Note Pad, stick on, 76mm x 100mm (3"x 4") min	61.00	2,440.00
60	40	pad	Note Pad, stick on, 76mm x 76mm (3"x 3") min	53.00	2,120.00
X-X-X	X-X-X	X-X-X	X-X-X-X Nothing Follows X-X-X-X	Sub Total 2	110,149.00
				Sub Total 1	362,862.00
				Grand Total	473,011.00

In Words

Four Hundred Seventy-Three Thousand Eleven Pesos

In Figures

₱473,011.00

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:

MRN2 CONSUMER GOODS TRADING

Very Truly yours,

LUSILO R. BAYRON  
City Mayor  
Authorized official

By:

Mary Grace D. Dancil  
Signature over printed name of supplier

Prop.  
Position/Designation

12-5-2025  
Date

Fund Available

ALOBS NO. :

Amount :

City Accountant

- 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 defective 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:

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 Ray Brul Rosal 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, 2025

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Series of : 10

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. 486838/12-23-2024  
MCLE COMPLIANCE NO. VII-0005455  
No. 146-B Burgus Street, Bgy. Masipag, PPC