



Project Reference Num: PR No. 100-2025-08-1913 P.R. Date August 22, 2025
 Location of Project: CMO - City Disaster Risk Reduction and Management Division
 Supplier : MEGAPRINT ADS & TRADING
 Address : 277 Cabiguen Bldg., Rizal Avenue, Puerto Princesa City P.O. No. BAC-2025 - AMP - P - 647
 E. Mail Address : _____ P.O. Date OCT 13 2025
 Telephone No. 9055538686 Mode of _____
 TIN 937-350-440 Procurement : Negotiated - Small Value

Gentlemen:
 Please furnish this office the following articles subject to the terms and condition contained herein

Place of Delivery : Thru City GSO Payment 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
			Public Service Continuity Plan Formulation For CGPP Offices Supplies and Materials		
1	6	canister	Ballpen, 0.5mm Tip, Black, Ordinary, 50's	380.00	2,280.00
2	20	box	Pencil, Lead with Eraser	144.00	2,880.00
3	2	box	Envelope, Expandable with Elastic Ban, Kraft Legal Size, 100's/box	3,100.00	6,200.00
4	4	ream	Certificate Paper, 200 gsm, A4 Size	1,200.00	4,800.00
5	150	pcs	Certificate Holder, A4 Size	49.00	7,350.00
6	100	pcs	Manila Paper	6.00	600.00
7	4	bottle	Ink, Cart, 003, Black	660.00	2,640.00
8	4	bottle	Ink, Cart, 003, Cyan	660.00	2,640.00
9	4	bottle	Ink, Cart, 003, Magenta	660.00	2,640.00
10	4	bottle	Ink, Cart, 003, Yellow	660.00	2,640.00
11	10	box	Marker, Permanent, Black	48.35	483.50
12	40	pcs	Marker, White Board, Bullet Type, Black	74.40	2,976.00
13	40	pcs	Tape, Masking 48mm	68.80	2,752.00
14	100	pcs	ID Holder, Clear Plastic Horizontal & Lanyard	30.00	3,000.00
15	20	ream	Paper, Multicopy, Size A4	240.00	4,800.00
16	20	ream	Paper, Multicopy, Size Legal	322.80	6,456.00
17	100	pcs	Token For Participants (Sublimation Shirt Size S,M,L,XL,2XL)	850.00	85,000.00
18	2	packs	Laminating Film, A4, 25 mic, 100pcs/pack	3,100.00	6,200.00
19	2	packs	PVC Binding Cover, Legal, 200 microns, 100's/pack	1,657.00	3,314.00
20	100	pcs	Ring Binder, Plastic, 3/4" (20mm)	40.50	4,050.00
x-x-x	x-x-x	x-x-x	x-x-x-x-x Nothing Follows x-x-x-x-x-x	Total	153,701.50

In Words One Hundred Fifty-Three Thousand Seven Hundred One Pesos and 50/100
In Figures ₱153,701.50

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: MEGAPRINT ADS & TRADING
MARIANNE B. MIRANDA
 Signature over printed name of supplier
 Position/Designation _____
 Date 11/27/25
 Fund Available _____
 City Accountant _____

Very truly yours,
ESCILLO R. BAYRON
 City Mayor
 Authorized official

ALOBS NO. : _____
 Amount : _____

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.

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

Accepted By: *
Marianne S. Miranda
MARIANNE S. MIRANDA
Manager

BEFORE ME, a Notary Public for and in the City of Puerto Princesa, Philippines on this ___ day of _____, 2025, personally appeared Marianne S. Miranda 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 _____ consisting of two (____) pages including this page and its Annexes, signed by the parties and their material witnesses.

NOV 03 2025

WITNESS MY HAND AND SEAL this ___ day of _____, 2025.

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