



Project Reference Num: PR No. 100-2025-09-1989 P.R. Date September 4, 2025  
Location of Project: Office of the City Planning and Development Coordinator - Admin Section

Supplier: ICT CLOVER LEAF TRADING OPC  
Address: 2nd Flr. Petal Bldg., Fernandez St., Bgy. Tanglaw P.O. No. BAC-2025-AMV-1-176  
E. Mail Address: \_\_\_\_\_ P.O. Date NOV 06 2025  
Telephone No. \_\_\_\_\_ Mode of \_\_\_\_\_  
TIN: 607-139-767-00000 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: 90 days upon receipt of P.O. 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	5	pcs	Paper tray, 3layer	94.74	473.70
2	40	box	Pencil, No. 1 (box)	51.98	2,079.20
3	40	box	Pencil, No. 2	51.98	2,079.20
4	22	box	Pencil lead with eraser	141.98	3,123.56
5	5	pcs	Pencil, sharpener, single manual	209.98	1,049.90
6	10	pcs	Ruler plastic 18"	53.98	539.80
7	30	pcs	Record Book 150 pages	59.98	1,799.40
8	50	pcs	Sign pen black	38.98	1,949.00
9	50	pcs	Signpen blue	38.98	1,949.00
10	20	box	Staple wire standard	27.98	559.60
11	3	box	Sliding Folder assrt color long	279.98	839.94
12	3	box	sliding Folder assrt color short	277.98	833.94
13	6	pcs	Scissors big	108.98	653.88
14	3	pack	Thermal binder cover A4 size 12mm white	299.98	899.94
15	3	pack	Thermal binder cover A4 size 8mm white	299.98	899.94
16	3	pack	Thermal binder cover A4 size 6mm white	299.98	899.94
17	3	pack	Thermal binder cover A4 size 4mm white	299.98	899.94
18	3	pack	Thermal binder cover A4 size 2mm white	299.98	899.94
19	3	pack	Thermal binder cover A4 size 12mm white	299.98	899.94
20	3	pack	Thermal binder cover A4 size 8mm white	299.98	899.94
21	3	pack	Thermal binder cover A4 size 6mm white	299.98	899.94
22	3	pack	Thermal binder cover A4 size 4mm white	299.98	899.94
23	25	pcs	Tape Masking width 24mm	45.54	1,138.50
24	25	pcs	Tape Masking width 48mm	81.10	2,027.50
25	25	pcs	Tape Packaging width 48mm	40.20	1,005.00
26	25	pcs	Tape transparent width 24mm	16.70	417.50
27	25	pcs	Tape transparent width 48mm	21.98	549.50
28	8	pcs	Toner for copier Kyocera TK 1175	6,399.98	51,199.84
29	8	pcs	Kyocera, Taskalfa 2553ci toner Cyan	14,999.98	119,999.84
30	8	pcs	Kyocera, Taskalfa 2553ci toner Magenta	14,999.98	119,999.84
31	8	pcs	Kyocera, Taskalfa 2553ci toner Black	14,999.98	119,999.84
32	8	pcs	Kyocera, Taskalfa 2553ci toner Yellow	14,999.98	119,999.84
33	50	pcs	Vellume Board (white, A4 size)	49.98	2,499.00
34	50	pcs	Vellume Board (white, long)	49.98	2,499.00
35	50	pcs	Parchment Paper A4	49.98	2,499.00
36	5	pcs	SD Card reader	1,999.98	9,999.90
37	100	pcs	V-board long	9.98	998.00
38	100	pcs	Vboard A4	7.98	798.00
39	5	pcs	Epson L3110 maintenance box /waste ink pad	249.98	1,249.90
40	5	pcs	Epson L6190 maintenance box /waste ink pad	649.98	3,249.90
41	5	pcs	Epson L15150 maintenance box/waste ink pad	2,499.98	12,499.90
42	5	pcs	Paper Puncher, heavy duty	149.98	749.90
43	5	pcs	On the go Flash Drive 256GB capacity	1,999.98	9,999.90
44	8	box	Hotglue pellets (box)	1,874.98	14,999.84
<b>x-x-x</b>	<b>x-x-x</b>	<b>x-x-x</b>	<b>x-x-x-x Nothing Follows x-x-x-x-x</b>	<b>Total</b>	<b>624,409.02</b>

In Words: Six Hundred Twenty-Four Thousand Four Hundred Nine Pesos and 02/100  
In Figures: ₱624,409.02

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: Digna P. Fernandez Signature over printed name of supplier  
Position/Designation: \_\_\_\_\_  
Date: \_\_\_\_\_  
Very truly yours,  
LUCILO 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: *Digic P. Fernandez*  
*licon official*

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 *RODOLFO SERRANO* 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 *DEC 03* day of *2025*, 2025.

Doc No. : *333*  
Page No. : *68*  
Book No. : *128*  
Series of : *WT*

*[Signature]*  
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, 2025  
PTR No. 2092437, PPC/PALAWAN, 01-02-2025  
Roll No. 67119/IBP NO. 486238/12-23-2024  
MCLE COMPLIANCE NO. VII-0005455  
No. 116-B, Burgos Street, Jgy. Masipag, PPC