

Project Reference Num. PR No. 100-2025-09-2082 P.R. Date September 23, 2025
 Location of Project: City Treasurer's Office - ADMIN/CASH TORU
 Supplier : BRAKARR TRADING & SERVICES P.O. No. BAC-2025 - 440 17 - 663
 Address : #146 Manalo St. Bgy. Tanglaw P.O. Date OCT 30 2025
 E. Mail Address : _____ Mode of _____
 Telephone No. _____ Procurement : Shopping
 TIN 450-309-276-00000

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

Place of Delivery : Thru City GSO Delivery Term : §200 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	4	box	Ballpen, Black	439.00	1,756.00
2	4	box	Ballpen, Blue	439.00	1,756.00
3	6	pack	Battery AAA	143.90	863.40
4	6	pack	Battery AA	109.00	654.00
5	46	box	Binder Clip, 15mm	31.70	1,458.20
6	16	box	Binder Clip, 32mm	64.00	1,024.00
7	12	pc	Calculator	1,019.00	12,228.00
8	10	pc	Cash Book	649.90	6,499.00
9	24	pc	Columnar Book, 10 cols	64.90	1,557.60
10	44	box	Continuous form 3ply carbonless, 11x9 1/2	1,559.90	68,635.60
11	52	pc	Correction Tape, disposable	59.90	3,114.80
12	8	pc	Data File Box	239.00	1,912.00
13	3	box	Envelope, Documentary, A4	2,999.00	8,997.00
14	1	box	Envelope, Documentary, Legal	299.00	299.00
15	2	box	Envelope, Expanding, kraft legal	2,276.00	4,552.00
16	4	box	Envelope, mailing white/brown	389.00	1,556.00
17	1	box	Envelope, mailing w/ window	584.00	584.00
18	20	box	Fastener, metal	143.90	2,878.00
19	11	pc	Finger Moistener	64.00	704.00
20	60	pc	Flash Drive - 4GB	259.80	15,588.00
21	15	pc	Flash Drive - 32GB	305.90	4,588.50
22	1	box	Folder, pressboard	1,049.00	1,049.00
23	1	box	Folder, expanding colored long	1,673.00	1,673.00
24	1	box	Folder, tagboard, long	268.00	268.00
25	1	box	Folder, ordinary short	241.00	241.00
26	12	pc	Glue - big	71.90	862.80
27	3	pc	Hand paper clip w/ refills metal stapler	424.90	1,274.70
28	12	pc	Ink, HL-T4000D, BT5000, Black	273.50	3,282.00
29	6	pc	Ink, HL-T4000D, BT5000, Cyan	273.50	1,641.00
30	6	pc	Ink, HL-T4000D, BT5000, Magenta	273.50	1,641.00
31	6	pc	Ink, HL-T4000D, BT5000, Yellow	273.50	1,641.00
32	3	pc	Ink, L5290, set of 4	649.90	1,949.70
33	8	pc	Ink, L3150/L3250, Black	299.90	2,399.20
34	6	pc	Ink, L3150/L3250, Cyan	317.90	1,907.40
x-x-x	x-x-x	x-x-x	x-x-x-x Continue to Page 2 x-x-x-x-x	Sub-Total 1	161,034.90

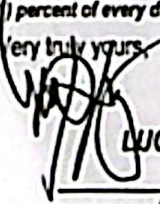
In case failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one (1) percent of every day of delay shall be imposed.

Conforme:

BRAKARR TRADING & SERVICES

By:

KAREN B. MACADO
 Signature over printed name of supplier
PROPRIETOR
 Position/Designation
12-23-25
 Date

Very truly yours,

LUCILO R. BAYRON
 City Mayor
 Authorized official

Fund Available

 City Accountant

ALOBS NO. : _____
 Amount : _____

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 Location of Project: City Treasurer's Office - ADMIN/CASH TORU
 Supplier : BRAKARR TRADING & SERVICES P.O. No. BAC-2025 - Arr - r - 82
 Address : #146 Manalo St. Bgy. Tanglaw P.O. Date OCT 30 2025
 E. Mail Address : _____ Mode of _____
 Telephone No. _____ Procurement : Shopping
 TIN 450-309-276-00000

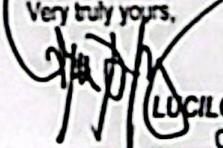
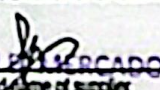
Gentlemen:
 Please furnish this office the following articles subject to the terms and condition contained herein

Place of Delivery : Thru City GSO Delivery Term : 90% 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
35	6	pc	Ink, L3150/L3250, Magenta	317.90	1,907.40
36	6	pc	Ink, L3150/L3250, Yellow	317.90	1,907.40
37	11	pc	Keyboard, HD USB Type	564.90	6,213.90
38	1	pc	Mega Box - 95L	1,499.00	1,499.00
39	2	pc	Mega Box - 34L	799.00	1,598.00
40	9	pc	Mouse, optical USB type	259.00	2,331.00
41	60	ream	Paper, Multi-Purpose, legal	322.70	19,362.00
42	30	ream	Paper, Multi-Purpose, A4	242.30	7,269.00
43	6	ream	Paper, Multi-Purpose, short	275.90	1,655.40
44	3	pad	Paper, ruled pad ordinary, 210x297	77.00	231.00
45	2	pc	Record Book 300pp	123.00	246.00
46	2	pc	Record Book 500pp	134.00	268.00
47	50	pc	Ribbon, LQ310	449.90	22,495.00
48	14	box	Signpen, grip, black	1,365.00	19,110.00
49	9	box	Signpen, grip, blue	1,367.00	12,303.00
50	12	box	Signpen, C3	1,199.00	14,388.00
51	8	pc	Stamp (Paid/casher and names)	249.90	1,999.20
52	16	pc	Staple #35 HD w/ remover	503.90	8,062.40
53	32	pc	Staple wire #35	79.00	2,528.00
54	3	pc	Toner, INEO 85	2,299.00	6,897.00
x-x-x	x-x-x	x-x-x	x-x-x-x-x Nothing Follows x-x-x-x-x	Sub Total 2	132,270.70
				Sub Total 1	161,034.90
				Grand Total	293,305.60

In Words Two Hundred Ninety-Three Thousand Three Hundred Five Pesos and 60/100
 In Figures ₱293,305.60

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,

LUCILO R. BAYRON
 City Mayor
 Authorized official
 By: **BRAKARR TRADING & SERVICES**

 Signature over printed name of supplier
PROPRIETOR
 Position/Designation
13-23-25
 Date
 Fund Available _____ ALOBS NO. : _____
 Amount : _____
 City Accountant _____

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 (CGFP) 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 9154 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 CGFP 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: 
KAREN S. MERCADO

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

BEFORE ME, a Notary Public for and in the City of Puerto Princesa, Philippines on this 23 DEC 2025, 2025, personally appeared _____ 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 _____ (_____) pages including _____ and its Annexes, signed by the parties and their material witnesses.

WITNESS MY HAND AND SEAL
Doc No. : 318
Page No. : 101
Book No. : 28811
Series of : 2025



23 DEC 2025

ATTY. CRYSTAL LIZ P. BERNARDO
NOTARY PUBLIC/ROLL NO. 84841
PPC ABORLAINARRA, PUTAYA, CUYO, MAGSAYSAY
NPL NO. 2025-037 UNTIL DEC. 31, 2026
IBP NO. 477575/NOVEMBER 18, 2024
PTR NO. 6926344/NOVEMBER 18, 2024
MCLE COMPLIANCE NO. VIII-0013748
VALID UNTIL APRIL 14, 2028