

Project Reference Num PR No. 100-2025-09-2124 P.R. Date September 30, 2025  
 Location of Project Office of the City Accountant  
 Supplier PJMJ Trading & Construction P.O. No. BAC-2025-AMV-12-11A2  
 Address 277 Manalo Extn., Puerto Princesa City P.O. Date DEC 04 2025  
 E. Mail Address \_\_\_\_\_ Mode of \_\_\_\_\_  
 Telephone No. 9263894117 Procurement : Shopping  
 TIN 936-562-575-000

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

Delivery of goods shall start upon commencement of actual work of the project valid for 45CD or until contract amount or funds are fully depleted/exhausted whichever comes first.

Place of Delivery : Thru City GSO

Delivery Term :

Date of Delivery :

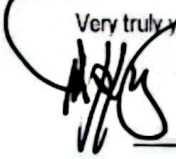
Payment Term :

ITEM No.	QTY	UNIT	DESCRIPTION	UNIT COST	AMOUNT
1	2	canister	Ballpen 0.5mm tip black 50pcd/ canister	345.00	690.00
2	25	piece	Ballpen 0.5mm tip red	15.60	390.00
3	6	piece	Calculator Electronic compact 12 digit Dual power	1,020.00	6,120.00
4	5	box	Carbon film size, legal 100s/box	1,221.60	6,108.00
5	10	box	Clip backfold all metal 50mm (2") black	99.00	990.00
6	2	case	Cork board Push pin flat head assorted colors 50s/case	20.25	40.50
7	150	piece	Correction Tape length: 5mm x 12 mtr	48.30	7,245.00
8	30	piece	Data file box made of chip board tagla lock size: legal	228.00	6,840.00
9	130	piece	Data folder	120.00	15,600.00
10	10	piece	Data and Stamping machine Type: wooden	135.00	1,350.00
11	15	piece	Desk Organizer Plastics paper In/Out 3 Layer	438.00	6,570.00
12	5	roll	Double sided tape 1" x 5mm foam type	42.00	210.00
13	5	box	Envelope Mailing White 70gsm 100's/box	390.00	1,950.00
14	25	box	Fastener Paper Metal Safety Prong Length: 152mm-203mm (6"-8")	192.00	4,800.00
15	50	piece	Fastener Paper Plastic Prong 70mm (3")	55.20	2,760.00
16	25	piece	Fastener Paper Metal prong 70mm (3")	144.00	3,600.00
17	5	pack	Flash drive 2GB USB Capacity	120.00	600.00
18	10	piece	Flash drive 32GB USB Capacity	403.50	4,035.00
19	15	pack	Folder Pressboard 210mmx370mm 100'/pack	1,050.00	15,750.00
20	50	piece	Folder Expanding Pressboard size: Legal	45.00	2,250.00
21	15	tube	Glue All Purpose 130g	87.00	1,305.00
22	5	pack	Index card 5" x 8" 100s/pack	39.30	196.50
23	30	tube	Ink Refill T-6641 Black	420.00	12,600.00
24	20	tube	Ink Refill T-6642 Cyan	420.00	8,400.00
25	20	tube	Ink Refill T-6643 Magenta	420.00	8,400.00
26	20	tube	Ink Refill T-6644 Yellow	420.00	8,400.00
27	35	tube	Ink Refill BT 003 Black T00V100	300.00	10,500.00
28	10	bottle	Ink Stamp Pad Violet 50ml	122.40	1,224.00
29	40	set	Marker Fluorescent 3color / set (Highlighter)	89.40	3,576.00
30	50	piece	Marker Permanent Black fine / Bullet type	45.60	2,280.00
31	5	piece	Marker Whiteboard Black Bullet Type	74.40	372.00
32	30	piece	Mouse pad with wrist rest, ergonomic	156.00	4,680.00
33	10	piece	Note Pad Stick on with Holder	284.00	2,840.00
34	150	pad	Note Pad Stick on Flag index 0.4" x 1.7" (5-8 colors)	85.00	12,750.00
35	100	pad	Note Pad Stick on 76mm x 76mm (3" x 3")	42.00	4,200.00
36	10	piece	Notebook Stenographer Spiral hold 60 leaves	28.80	288.00
37	100	box	Paper clip vinyl plastics coat length : 33mm 100p/box	19.20	1,920.00
38	50	box	Paper clip vinyl plastics coat length : 50mm 100p/box	30.00	1,500.00
39	160	ream	Paper Multi-Copy A4 80gsm 216 x 297mm	312.00	49,920.00
40	5	piece	Pencil Sharpener Manual Single cutter head	456.00	2,280.00
41	70	pad	Record Book 8.5" x 11" 500s/pad	134.40	9,408.00
42	10	piece	Scissor symmetrical Blade length: 8"	73.80	738.00
X-X-X	X-X-X	X-X-X	X-X-X-X Continue to Page 2 X-X-X-X	Sub Total 1	235,676.00

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:

By: MARY JANE LA ROSA  
 Signature (printed name of supplier)  
Proprietor  
 Position/Designation  
12-10-2025  
 Date

Very truly yours,  
  
**LUCILO R. BAYRON**  
 City Mayor  
 Authorized official

Fund Available

ALOBS NO. :  
 Amount :

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 TIN 936-562-575-000 Procurement : Shopping

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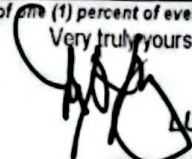
ITEM No.	QTY	UNIT	DESCRIPTION	UNIT COST	AMOUNT
43	150	piece	Sign pen Green liquid gel/ink 0.05 needle tip	63.00	9,450.00
44	5	piece	Sign pen red liquid gel/ink 0.05 needle tip	30.00	150.00
45	12	piece	Sign pen Violet/Pink liquid gel/ink 0.50 needle tip	30.00	360.00
46	10	piece	Stamp pad Felt No 3	95.40	954.00
47	15	piece	Stapler wire Remover Metal Plier type	92.00	1,380.00
48	15	piece	Staple table with stapler remover #35	504.00	7,560.00
49	2	piece	Stapler Heavy Duty Staples: 23/6 to 23/24	1,500.00	3,000.00
50	20	roll	Tape Adding machine length: 57mm x 70mm	35.00	700.00
51	100	roll	Tape masking 48mm x 23mtrs (2"x25Y)	42.00	4,200.00
52	20	roll	Tape packaging 48mm (2"x100mtr)	239.40	4,788.00
53	5	tube	Toner for photocopier Kyocera FK-1150	11,000.00	55,000.00
54	5	tube	Toner for Photocopier Develop Ineo-186	4,600.00	23,000.00
55	100	box	Wire staple #35	60.00	6,000.00
<b>Other Supplies and Materials</b>					
56	50	gallon	Alcohol Ethyl 68%-72%	646.00	32,300.00
57	1	piece	Cork Board wall mount size: 3"x4' (2cm x 92cm x 122cm)	2,500.00	2,500.00
58	100	bottle	Hand soap liquid 1lb/bottle	137.00	13,700.00
59	1	set	Mop with mop Head & bucket 360 degree rotating	1,000.00	1,000.00
60	50	pack	Tissue paper 2ply 12r/pack	127.00	6,350.00
62	3	piece	Waste Basket Plastic non Rigid	69.00	207.00
63	3	set	Wire Extension Assembly 4 Universal outlet length: 6 mtr	675.00	2,025.00
64	4	unit	Maintenance Box for Printer Epson L-15150/L15180	2,800.00	11,200.00
65	2	unit	Switch 8 Ports 10/100	1,300.00	2,600.00
66	3	Unit	Telepon Unit Analog	1,700.00	5,100.00
67	2	Unit	Telepon Unit 24 button Digial	7,000.00	14,000.00
68	2	Unit	Uninterrupted Power Supply 720VA, 420W, 4 Universal	3,400.00	6,800.00
69	1	set	Blinds for windOW 12" X 7'H Sunscreen	31,000.00	31,000.00
70	2	Unit	Filing Cabinet Vertical Steel 4 Drawer with anti- tilt lock Mechanism W: 60cm x D: 45cm x H:133cm , Weight 65kgs compatible with A4 & Legal size files, color: black/Gray	18,000.00	36,000.00
71	2	Unit	Office Clerical Table with locking center drawer, 1side cabinet without top glass, material: laminated board, size: 140xm L x 68cmW x 75cmH, color: black	8,500.00	17,000.00
x-x-x	x-x-x	x-x-x	x-x-x-x-x Nothing Follows x-x-x-x-x-x-x	<b>Sub Total 2</b>	<b>298,324.00</b>
				<b>Sub Total 1</b>	<b>235,676.00</b>
				<b>Grand Total</b>	<b>534,000.00</b>

In Words Five Hundred Thirty-Four Thousand Pesos  
 In Figures ₱534,000.00

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

Conforme:

By: Mary Jane La Rosa  
 Signature over printed name of supplier  
 Position/Designation  
 Date

Very truly yours,  
  
**LUCILO R. BAYRON**  
 City Mayor  
 Authorized official

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 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 

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

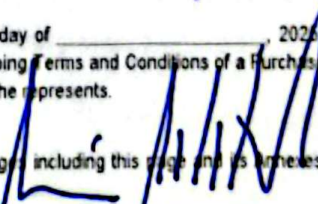
BEFORE ME, a Notary Public for and in the City of Puerto Princesa, Philippines on this \_\_\_ day of \_\_\_\_\_, 2025, personally appeared Mary Jane M. Narra known to me to be the same person who accepted the foregoing Terms and Conditions of a Purchase Order and who acknowledged to me that the same 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.

DEC 10 2025

WITNESS MY HAND AND SEAL this \_\_\_ day of \_\_\_\_\_, 2025

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Series of : WU

  
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, 2025  
PTR No. 2092437, PPC/PALAWAN, 01-02-2025  
Roll No. 67119/IBP NO. 486838/12-23-2024  
MCLE COMPLIANCE NO. VII-0005455