



Project Reference Num: PR No. 100-2025-10-2247 P.R. Date October 22, 2025  
 Location of Project: City General Services Office  
 Supplier: COJIMZ TRADING  
 Address: Purok Mangga, Brgy. Sicsican, Puerto Princesa City P.O. No. BAC-2025 - AMP - 12 - 1211  
 E. Mail Address: \_\_\_\_\_ P.O. Date DEC 04 2025  
 Telephone No. \_\_\_\_\_ Mode of \_\_\_\_\_  
 TIN: 905-645-393-000 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 Delivery Term: 30CD 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
			FOR REPAIR AND MAINTENANCE OF CGPP MOTOR VEHICLES		
			I. FOR MITSUBISHI L300 WITH EN: 4N14UAC2008, CN: PAEL65NYLLB005847, MV FILE #: 0403-272209 OF THE MINI CITY HALL LUZVIMINDA		
1	2	pcs	Strut Bar Bushing	1,095.00	2,190.00
2	4	pcs	Tie Rod End	1,195.00	4,780.00
3	1	pc	Idler Arm	3,495.00	3,495.00
4	1	pc	Drag Link	3,895.00	3,895.00
5	1	lot	Underchassis Repair	4,795.00	4,795.00
			II. FOR TOYOTA HILUX WITH EN: 1KD7658152, CN: MR0FZ29GX02514942, PN: SGR-167 OF THE CMO-OPLAN LINIS		
6	1	pc	Alternator Assembly	20,095.00	20,095.00
7	1	pc	Drive belt	7,195.00	7,195.00
8	1	lot	Labor	1,395.00	1,395.00
			III. FOR NISSAN NAVARRA WITH EN: YD25434542T, CN: CVLGLVYD40A08793 OF THE CITY MAYORS OFFICE		
9	5	pcs	Aicon System Cleaner 141-B	295.00	1,475.00
10	1	lot	Aircon Cleaning and Flushing	10,995.00	10,995.00
			IV. FOR TOYOTA HILUX WITH EN: 1KD7868795, CN: MR0FZ29G501574293, PN: SGP-538 OF THE CITY COMELEC		
11	1	pc	Oil Filter	945.00	945.00
12	1	pc	Fuel Filter	915.00	915.00
13	1	lot	Check Brake	1,195.00	1,195.00
14	4	pcs	Brake Cleaner	795.00	3,180.00
15	1	pc	Battery 3SMF	11,895.00	11,895.00
16	1	lot	Wheel Alignment	3,495.00	3,495.00
			V. FOR NISSAN BRAVADO WITH EN: TD27-933938, CN: CVPGLDFD22H79973, PN: SKK-826 OF THE CMO-PUBLIC MARKET		
17	1	pc	Battery 3SMF	11,895.00	11,895.00
18	2	pcs	Tie Rod End upper	3,695.00	7,390.00
19	8	pcs	Shackle Bearing	695.00	5,560.00
			VI. DROPSIDE TRUCK HINO EN: N04CVC28298, CN: MJECA40H4M9005828, MV FILE: 0601-1119381 OF THE MINI CITY HALL LUZVIMINDA		
20	2	pcs	Tail Light Assembly	1,695.00	3,390.00
			VII. FOR NISSAN BRAVADO WITH EN: TD27930856, CN: CVPGLDFD22H73932, PN: SKF-524 OF THE CITY MAYORS OFFICE		
21	1	pc	Fuel Filter	1,395.00	1,395.00
22	1	lot	Fuel Tank Cleaning	3,395.00	3,395.00
23	1	lot	Injection Pump Calibration	7,695.00	7,695.00
24	1	lot	Roof Repair	3,695.00	3,695.00
			VIII. FOR TOYOTA HILUX WITH EN: 1KD7640599, CN: MR0FZ29G601555459, PN: SGR-176 OF THE CITY MAYORS OFFICE		
25	1	pc	Oil Filter	945.00	945.00
26	1	pc	Fuel Filter	915.00	915.00
x-x-x	x-x-x	x-x-x	x-x-x Continue to Page 2 x-x-x	Sub Total 1	128,210.00

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:

COJIMZ TRADING

Natelli Jimenez  
 Signature over printed name of supplier

Proc  
 Position Designation  
12/22/25  
 Date

Very truly yours

Lucilo R. Bayron  
 City Mayor  
 Authorized official

Fund Available

City Accountant

ALOBS NO. \_\_\_\_\_  
 Amount

Project Reference Num: PR No. 100-2025-10-2247 P.R. Date October 22, 2025  
 Location of Project City General Services Office

Supplier : COJIMZ TRADING  
 Address : Purok Mangga, Brgy. Sicsican, Puerto Princesa City P.O. No. BAC-2025-44V - n - 1211  
 E. Mail Address : \_\_\_\_\_ P.O. Date DEC 04 2025  
 Telephone No. : \_\_\_\_\_ Mode of \_\_\_\_\_  
 TIN 905-645-393-000 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 Delivery Term : 30CD 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
27	1	set	Brake Pad	3,595.00	3,595.00
28	1	lot	Check Brake	1,195.00	1,195.00
29	4	pcs	Brake Cleaner IX. FOR TOYOTA HILUX WITH EN: 1KD7682086, CN: MR0FZ29G902514978, PN: SGR-159 OF THE CITY GENERAL SERVICES OFFICE	795.00	3,180.00
30	1	lot	Diagnosed	1,795.00	1,795.00
31	1	lot	EGR and Intake Manifold Cleaning	4,795.00	4,795.00
32	1	lot	Turbo Cleaning X. FOR MITSUBISHI ESTRADA WITH EN: 4D56UCFL1109, CN: MMBJYKB40ED044060, PN: SAA-2939 OF THE CITY ENRO	4,795.00	4,795.00
33	1	set	Brake Shoe	4,795.00	4,795.00
34	1	set	Brake Pad	2,895.00	2,895.00
35	1	pc	Oil Filter	845.00	845.00
36	1	pc	Fuel Filter	1,195.00	1,195.00
37	1	lot	Check Brake	1,195.00	1,195.00
38	4	pcs	Brake Cleaner	795.00	3,180.00
39	1	lot	Wheel Alignment	3,495.00	3,495.00
40	2	pcs	Belt A-43	795.00	1,590.00
41	1	pc	Belt A-34	1,095.00	1,095.00
42	1	lot	Diagnosed	1,795.00	1,795.00
43	1	lot	EGR and Intake Manifold Cleaning	4,795.00	4,795.00
44	1	lot	Turbo Cleaning XI. FOR NISSAN BRAVADO WITH EN: TD27-922916, CVPGLDFD22H79974, PN: SKK-526 OF THE CMO-YOUTH DIVISION	4,795.00	4,795.00
45	1	pc	Radio Assembly	23,995.00	23,995.00
46	1	lot	Leaktest	1,345.00	1,345.00
47	5	pcs	Aircon System Cleaner 141-B	295.00	1,475.00
48	7	kilo	Freon	1,195.00	8,365.00
49	1	lot	Aircon Repair and Cleaning XII. FOR TOYOTA AVANZA WITH EN: DG80238, CN: MHFM1BE2F8K017958, PN: TG-6742 OF THE CITY ENRO	10,995.00	10,995.00
50	1	pc	Oil Filter	945.00	945.00
51	1	pc	Fuel Filter	915.00	915.00
52	1	lot	Check Brake	1,195.00	1,195.00
53	4	pcs	Brake Cleaner	795.00	3,180.00
54	1	pc	Filter Dner	2,495.00	2,495.00
55	5	pcs	Aircon System Cleaner 141-B	295.00	1,475.00
56	1	lot	Aircon Cleaning and Flushing XIII. FOR TOYOTA FORTUNER WITH EN: 2KD6685781, CN: MHFZR69G803018488, PN: SGP-909 OF THE CITY AUDITOR	10,995.00	10,995.00
<b>x-x-x</b>	<b>x-x-x</b>	<b>x-x-x</b>	<b>x-x-x Continue to Page 3 x-x-x-x</b>	<b>Sub Total 2</b>	<b>118,400.00</b>

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:

**COJIMZ TRADING**

By: Nonela Jimenez  
 Signature over printed name of supplier  
PROF  
 Position/Designation  
12/23/25  
 Date

Very truly yours,  
LUCILOR BAYRON  
 City Mayor  
 Authorized official

Fund Available

ALOBS NO. : \_\_\_\_\_  
 Amount : \_\_\_\_\_

City Accountant



LGU

Project Reference Num: PR No. 100-2025-10-2247 P.R. Date October 22, 2025

Location of Project City General Services Office

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ITEM No.	QTY	UNIT	DESCRIPTION	UNIT COST	AMOUNT
57	1	pc	Oil Filter	945.00	945.00
58	1	pc	Fuel Filter	915.00	915.00
59	1	lot	Check Brake	1,195.00	1,195.00
60	4	pcs	Brake Cleaner	795.00	3,180.00
			<b>XIV. FOR TOYOTA HILUX WITH EN: 1KD7681470, CN: MR0FZ29G502514931, PN: SGR-180 OF THE CITY GENERAL SERVICES OFFICE</b>		
61	2	pcs	Engine Support	2,495.00	4,990.00
62	1	lot	Check Brake	1,195.00	1,195.00
63	4	pcs	Brake Cleaner	795.00	3,180.00
64	1	set	Brake Pad	3,595.00	3,595.00
65	1	set	Brake Shoe	4,795.00	4,795.00
x-x-x-	x-x-x-	x-x-x-	x-x-x-x Nothing Follows x-x-x-x-x-x	<b>Sub Total 3</b>	<b>23,990.00</b>
				<b>Sub Total 1</b>	<b>128,210.00</b>
				<b>Sub Total 2</b>	<b>118,400.00</b>
				<b>Grand Total</b>	<b>270,600.00</b>

In Words Two Hundred Seventy Thousand Six Hundred Pesos,  
In Figures ₱270,600.00,

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: Nanelle Jimenez  
Signature over printed name of supplier  
PNOP  
Position/Designation  
12/23/25  
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, Notary Public for and in the City of Puerto Princesa, Philippines on this \_\_\_ day of \_\_\_\_\_, 2025, personally appeared Narciso Torres 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 four (4) pages including this page and its Annexes, signed by the parties and their material witnesses.

WITNESS MY HAND AND SEAL this DEC 23 2025 day of \_\_\_\_\_, 2025.

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Series of : no 25

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