



PURCHASE ORDER
CITY GOVERNMENT OF PUERTO PRINCESA
LGU

Project Reference Num: PR No. 100-2026-01-143 P.R. Date January 26, 2026
Location of Project CMO - BAC Secretariat and Procurement Planning Division

Supplier: ICT CLOVER LEAF TRADING OPC
Address: 2nd Flr. Petal Bldg., Fernandez St., Bgy. Tanglaw P.O. No. BAC-2026-AMP-03-237
E-Mail Address: _____ P.O. Date MAR 02 2026
Telephone No.: _____ Mode of: _____
TIN: 607-139-767-00000 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: 60 Calendar Days
Date of Delivery: _____ Payment Term: _____

ITEM No.	QTY	UNIT	DESCRIPTION	UNIT COST	AMOUNT
1	50	piece	Ball point pen, 0.5 mm (Black) retract, oil gel	29.99	1,499.50
2	50	piece	Ball point pen, 0.5 mm (Blue) retract, oil gel	29.99	1,499.50
3	2	piece	Battery dry cell, AAA, 1.5V, alkaline (pack of 4)	234.50	469.00
4	12	piece	Correction fluid, 12ml	34.70	416.40
5	12	piece	Correction Tape, disposable, 12m min	48.15	577.80
6	1	box	Envelop, documentary for A4 size document 500's/box	1,430.00	1,430.00
7	1	box	Envelop, documentary for legal size document 500's/box	1,597.00	1,597.00
8	3	box	Envelop, expanding, with elastic band, kraft, legal size, 100's	1,312.75	3,938.25
9	1	box	Folder, Pressboard, size: 240mm x 370mm 100's box	2,414.00	2,414.00
10	2	box	Folder, tagboard, long, white, 100's	743.00	1,486.00
11	10	piece	Flash Drive (64GB), USB 2.0	362.00	3,620.00
12	5	tube	HP Toner CF287A	14,999.00	74,995.00
13	9	tube	KYOCERA Toner KM1175	8,999.00	80,991.00
14	25	bottles	Ink, Epson (L5190/L3110), Black	323.45	8,086.25
15	12	bottles	Ink, Epson (L5190/L3110), Cyan	327.45	3,929.40
16	12	bottles	Ink, Epson (L5190/L3110), Magenta	327.45	3,929.40
17	12	bottles	Ink, Epson (L5190/L3110), Yellow	327.45	3,929.40
18	1	set	Marker, Fluorescent 3 colors per set	209.99	209.99
19	1	box	Marker, Permanent, fine, black, 12s	364.20	364.20
20	3	piece	Marker, whiteboard, bullet type	64.00	192.00
21	15	pads	Note pad, stick on, 50 mm x 76 mm (2"x3") min	25.99	389.85
22	75	boxes	Paper fastener, multi color	55.10	4,132.50
23	30	boxes	Paper clip, gem type, 50 mm 100 pieces per box	18.65	559.50
24	6	ream	Paper, All purpose, A3, 80gsm	1,149.99	6,899.94
25	3	ream	Pencil, 12's/pack, No. 2	143.99	431.97
26	5	piece	Puncher, paper, heavy duty, with two hole guide	209.99	1,049.95
27	10	piece	Record book, 500 pages, size 214mm x 278mm mm	134.25	1,342.50
28	1	piece	Rubber band, 70 mm, #18	310.00	310.00
29	1	boxes	Scissors, symmetrical, blade length 65mm min	101.00	101.00
30	6	pieces	Stapler #35 heavy duty, with staple remover	274.75	1,648.50
31	25	boxes	Staple wire, no. 35 (23/6), 5000 staples	67.65	1,691.25
32	3	pcs	Optical mouse, USB type, heavy duty	259.65	778.95
x-x-x	x-x-x	x-x-x	x-x-x-x-x-x-x Nothing Follows x-x-x-x-x-x-x	Total	214,910.00

In Words Two Hundred Fourteen Thousand Nine Hundred Ten Pesos
In Figures ₱214,910.00

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: Digna B. Fernandez
Liaison officer
3/18/2026
Date

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

Fund Available: _____ ALOBS NO.: _____
Amount: _____
City Accountant: _____

1 ALL PRICES QUOTEES 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: *DBL Digne B. Fernandez*
Licentiate

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

MAR 18 2026

BEFORE ME, a Notary Public for and in the City of Puerto Princesa, Philippines on this ___ day of ___ 2026, personally appeared *Pigna Fedorander* 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 2 pages including this page and its Annexes, signed by the parties and their material witnesses.

WITNESS MY HAND AND SEAL this MAR 18 2026 day of _____, 2026.

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Series of 2026

ATTY. KEVIN ARNOLD MAWIE C. PALATINO
Notary Public for Puerto Princesa City, Mun. of Aborlan
Narra, Cuyo, Agutaya and Magsaysay, Palawan
NPL No. 2025-003, Until December 31, 2026
Roll No. 67119 / IBP No. 590737 / Jan. 7, 2025
FER No. 230310, Jan. 5, 2020 / PPC
MPLC Certificate No. 448003683, until April 11, 2020
MPLC Certificate No. 448003683, until April 11, 2020