



100

Project Reference Num: PR No.

100-2026-01-182

P.R. Date

January 28, 2026

Location of Project

CMO - City Disaster Risk Reduction and Management Division

Supplier

MEGAPRINT ADS & TRADING

Address

277 Cabiguen Bldg., Rizal Avenue, Puerto Princesa City

P.O. No.

BAC-2026 - AMY - 02 - 159

E. Mail Address

P.O. Date

FEB 19 2026

Telephone No.

9055538686

Mode of

TIN

937-350-440

Procurement

Negotiated - Small Value

Gentlemen,

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

Place of Delivery

City General Services Office

Delivery Term:

60 Calendar Days

Date of Delivery

Payment Term:

ITEM No.	QTY	UNIT	DESCRIPTION	UNIT COST	AMOUNT
1	8	bottles	Ink, DCP-T700W Brother, Black	515.00	4,120.00
2	8	bottles	Ink, DCP-T700W Brother, Cyan	462.00	3,696.00
3	8	bottles	Ink, DCP-T700W Brother, Yellow	462.00	3,696.00
4	8	bottles	Ink, DCP-T700W Brother, Magenta	462.00	3,696.00
5	8	bottles	Ink, 003 Epson, L3210, Black	320.00	2,560.00
6	8	bottles	Ink, 003 Epson, L3210, Cyan	332.11	2,656.88
7	8	bottles	Ink, 003 Epson, L3210, Yellow	327.52	2,620.16
8	8	bottles	Ink, 003 Epson, L3210, Magenta	327.52	2,620.16
9	6	bottles	Ink, DCP-T420W Brother, Black	544.00	3,264.00
10	6	bottles	Ink, DCP-T420W Brother, Cyan	462.84	2,777.04
11	6	bottles	Ink, DCP-T420W Brother, Yellow	462.84	2,777.04
12	6	bottles	Ink, DCP-T420W Brother, Magenta	462.84	2,777.04
13	15	roll	Tape, Double sided, 1'x5m, foam type	121.62	1,824.30
14	10	box	Ballpen 1.0mm tip, 50 pcs/box, black	248.05	2,480.50
15	10	pcs	Duct tape, 2'48mm	131.91	1,319.10
16	20	pcs	Battery, Dry Cell, C size Alkaline	202.39	4,047.80
17	10	pcs	Flash Drive, 64gb capacity	362.16	3,621.60
18	6	unit	Mouse, Optical USB connection type	768.00	4,608.00
19	4	pack	PVC, binding cover, A4, 200 micron	304.70	1,218.80
20	7	box	Clip bulldog (3) 12's	222.00	1,554.00
21	10	pcs	Clip board, legal size acrylic	141.76	1,417.60
22	12	pcs	Correction tape 12m	116.70	1,400.40
23	8	pcs	Desk organizer paper tray w/3 tier, plastic	661.19	5,289.52
24	10	pcs	Data file box, made of chipboard, legal	264.65	2,646.50
25	10	box	Lever arch type	115.00	1,150.00
26	10	pcs	Fastener, long plastic 8 1/2 inches, 50's per box	109.76	1,097.60
27	5	pcs	Eraser, felt, for blackboard/whiteboard	53.00	265.00
28	10	pcs	Blade, for general purpose cutter/utility	53.92	539.20
29	2	box	Envelope, expandable with elastic band, kraft legal size, 100's	1,312.82	2,625.64
30	1	1	Envelope, mailing, white, 70gsm (-5%)	459.02	459.02
31	2	box	Envelope documentary, for legal size document, 500's/box	1,598.10	3,196.20
32	3	pack	Folder, tagboard, long, white, 100's	743.01	2,229.03
33	4	pack	Folder, tagboard, A4, white, 100's	443.30	1,773.20
34	2	box	Folder, pressboard 240 mm x 370 mm	2,414.47	4,828.94
35	3	box	Folder, expanding colored long, 100 pcs/pack	1,426.56	4,279.68
36	2	pack	Laminating film, A4, 250 mic 100 pcs/pack	1,177.42	2,354.84
37	1	roll	Manila Paper, 48's/roll	147.28	147.28
38	4	jar	Glue, All purpose, 473 ml	454.04	1,816.16
39	6	box	Marker, permanent, board, black, 12s/box	364.41	2,186.46
40	6	box	Marker, permanent, board, red, 12s/box	364.41	2,186.46
x-x-x	x-x-x	x-x-x	x-x-x-x-x Continue to Page 2 x-x-x-x-x	Total	99,823.15

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,

By:

MEGAPRINT ADS & TRADING

MARIANTE MIRANDA

Signature over the Manager of supplier

Date

2/6/26

LUCILO R. BAYRON
City Mayor
Authorized official

Fund Available

ALOBS NO. :
Amount :

City Accountant



Project Reference Num: PR No. 100-2026-01-182 P.R. Date January 28, 2026

Location of Project CMO - City Disaster Risk Reduction and Management Division

Supplier : MEGAPRINT ADS & TRADING
 Address : 277 Cabiguen Bldg., Rizal Avenue, Puerto Princesa City P.O. No. BAC-2026 - AMV - 02 - 15A
 E. Mail Address : _____ P.O. Date FEB 19 2026
 Telephone No. : 9055538686 Mode of _____
 TIN 937-350-440 Procurement : Negotiated - Small Value

Gentlemen:

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

Place of Delivery : City General Services Office Delivery Term: 60 Calendar Days
 Date of Delivery : _____ Payment Term: _____

ITEM No.	QTY	UNIT	DESCRIPTION	UNIT COST	AMOUNT
41	6	box	Marker, permanent, board, blue, 12/s box	364.41	2,186.46
42	8	pack	Marker fluorecent, colors per set	210.00	1,680.00
43	15	box	Paper clip, viny/plastic coat, length: 33 mm min	18.15	272.25
44	15	box	Paper clip, viny/plastic coat, length: 50 mm min	38.70	580.50
45	30	pack	Paper, speciality, 160 gsm, letter	51.60	1,548.00
46	20	pack	Paper, sticker, A4 high gloss white, 10s/pack	58.31	1,166.20
47	10	box	Pencil lead, with eraser, #1, soft, 12s/box	138.23	1,382.30
48	6	pack	Photo paper, A4, high gloss, 230gsm, 20's/pack	120.00	720.00
49	10	case	Push pin, flat head type, assorted colors 100s/case	49.80	498.00
50	15	pcs	Ruler, plastic, 12"	23.34	350.10
51	30	piece	Sign pen, blue, liquid/gel, 0.7 mm needle	43.51	1,305.30
52	10	pad	Stamp pad, felt no.3	94.17	941.70
53	25	roll	Tape, masking 1x25y	42.91	1,072.75
54	24	roll	Tape, masking 2x25y	63.70	1,528.80
55	25	roll	Tape, packaging, 48 mm, 100 meters length	77.18	1,929.50
56	4	box	File box with cover 12x16	546.76	2,187.04
57	10	pcs	Stapler #35 heavy duty, with staple remover	272.10	2,721.00
x-x-x	x-x-x	x-x-x	x-x-x-x Nothing Follows x-x-x-x	Sub Total 2	22,069.90
				Sub Total 1	99,823.15
				Grand Total	121,893.05

In Words

One Hundred Twenty-One Thousand Eight Hundred Ninety-Three Pesos and 05/100

In Figures

₱121,893.05

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

By:

MEGAPRINT ADS & TRADING

MARIANNE D. MIRANDA

Manager

Signature over printed name of supplier

Position/Designation

Date

3/6/26

LUCIA R. BAYRON

City Mayor

Authorized official

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 (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

MARIAN E. MIRANDA
 Manager

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 _____, 2026, personally appeared Marian E. Miranda 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.

WITNESS MY HAND AND SEAL this MAR 06 day of 2026.
 Doc No. : 451
 Page No. : 92
 Book No. : 171
 Series of : 2020

ATTY. KERWIN 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 / ISB No. 590737 / Jan. 7, 2026
 PTR No. 2303100 / Jan. 5, 2026/ PPC
 MCLE Compliance No. VIII-0029593, until April 14, 2028
 No. 146-B Burgus Street, Bgy. Masipag, PPC