



Republic of the Philippines
PROVINCE OF ORIENTAL MINDORO
MUNICIPALITY OF PINAMALAYAN
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OFFICE OF THE MUNICIPAL MAYOR

NOTICE TO PROCEED

March 13, 2025

THE MANAGER
MJP ENTERPRISES
Pinamalayan, Oriental Mindoro

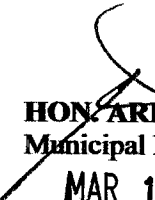
Dear Sir / Madam,

The attached copy of the Agreement having been approved, notice is hereby given **MJP ENTERPRISES** that "Delivery of Goods" may commence on the **Procurement of Office Supplies, Toner and Ink for 1st Qtr. 2025** effective upon receipt of this Notice to Proceed.

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the Contract and in accordance with the Implementation Schedule.

Please acknowledge receipt and acceptance of this notice by signing both in the space provided below. Keep one copy and return the other to the Office of the Mayor thru the BAC Secretariat.

Very truly yours,


HON. ARISTEO A. BALDOS, JR.
Municipal Mayor

MAR 17 2025

I acknowledge receipt of this Notice on March 18 2025

Name of Representative of the Bidder: **THE MANAGER**

Authorized Signature: 



PURCHASE ORDER

MUNICIPAL GOVERNMENT OF PINAMALAYAN

Agency

Supplier: MJP ENTERPRISES
Address: Pinamalayan, Oriental Mindoro

P.O. No. 256-2025
Date: FEB 28 2025
Mode of Procurement: Public Bidding
P.R. No.: 001-25

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

Place of Delivery: LGU Pinamalayan (BAC)
Delivery Term: within 30 calendar days upon receipt of the NTP
Date of Delivery:
Payment Term: within 30 calendar days after complete delivery

Table with 6 columns: Lot, Unit, Qty., Description, Unit Cost, AMOUNT. Lists various office supplies like ballpens, highlighters, and paper with their respective quantities and costs.

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

Conforme: [Signature] MJP ENTERPRISES (Signature over printed name) 09-13-25 (Date)
Very Truly yours, HON. ARISTEO A. BALDOS, JR. Municipal Mayor

Funds Available: [Signature] JUDY DE GUZMAN MORENTE Municipal Accountant
OBRE No:
Amount:



PURCHASE ORDER

MUNICIPAL GOVERNMENT OF PINAMALAYAN

Agency

Supplier: MJP ENTERPRISES
Address: Pinamalayan, Oriental Mindoro

P.O. No. 256-2025
Date: FEB 28 2025
Mode of Procurement: Public Bidding

P.R. No.: 001-25

Gentlemen:

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

Place of Delivery: LGU Pinamalayan (BAC)

Delivery Term: within 30 calendar days upon receipt of the NTP

Date of Delivery:

Payment Term: within 30 calendar days after complete delivery

Table with columns: Lot, Unit, Qty., Description, Unit Cost, AMOUNT. Lists various office supplies like folders, envelopes, paper, and vellum boards with their respective quantities and costs.

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

Very Truly yours,
HON. ARISTEO A. BALDOS, JR.
Municipal Mayor
Conforme: MJP ENTERPRISES (Signature/over printed name) 02-19-25 (Date)

Funds Available:
JUDY DE GUZMAN MORENTE
Municipal Accountant
OBRE No:
Amount:



PURCHASE ORDER

MUNICIPAL GOVERNMENT OF PINAMALAYAN

Agency

Supplier: **MJP ENTERPRISES**
Address: **Pinamalayan, Oriental Mindoro**

P.O. No. **256-2025**

Date: **FEB 28 2025**
Mode of Procurement: **Public Bidding**

P.R. No.: 001-25

Gentlemen:

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

Place of Delivery: **LGU Pinamalayan (BAC)**

Delivery Term: **within 30 calendar days upon receipt of the NTP**

Date of Delivery: _____

Payment Term: **within 30 calendar days after complete delivery**

Lot	Unit	Qty.	Description	Unit Cost	AMOUNT
	Packs	5	Envelope mailing white legal	50.00	250.00
	Boxes	5	Envelope mailing white legal	350.00	1,750.00
	Reams	4	A4 size PVC Card Sheet for ID (50 Sheets)	820.00	3,280.00
	Boxes	2	Lct pvc x mm Long	880.00	1,760.00
	Boxes	2	Lct pvc x mm Short	800.00	1,600.00
	Packs	15	Pvc clear binding cover long	120.00	1,800.00
	Pcs	14	Plastic envelope, legal size	15.00	210.00
	pcs	15	Record book/logbook (500pp) red & Black #85	625.00	9,375.00
	pcs	30	Record book, #45, 200 pages	130.00	3,900.00
	pcs	17	Record book, #99, 300 pages	150.00	2,550.00
	pcs	9	Record book #99, 500 pages	170.00	1,530.00
	pcs	29	Record book, #85, 300 pages	500.00	14,500.00
	pcs	7	Record Book #85, 150 pages	325.00	2,275.00
	Pcs	12	Logbook Blue 500 leaves	170.00	2,040.00
	pc	1	Logbook Blue 300 leaves	150.00	150.00
	Pcs	5	Logbook Blue 150 leaves	100.00	500.00
	Pcs	11	Notebook w/ Cover 80 Leaves	60.00	660.00
	Pcs	44	Notebook (field notebook)	120.00	5,280.00
	pcs	24	Notebook 60 sheets	30.00	720.00
	Pcs	10	Columnar notebook 14 columns	120.00	1,200.00
	Pcs	4	Columnar Notebook 24 Columns	125.00	500.00
	Pcs	6	Class Record	55.00	330.00
	Set	26	Battery AA (4Pcs) Dry cell heavy duty	180.00	4,680.00
	PCS	68	Battery AA Dry cell heavy duty	45.00	3,060.00
	Boxes	6	Battery AA Dry cell heavy duty	1,100.00	6,600.00
	Set	14	Battery AAA (4Pcs) Dry cell heavy duty	190.00	2,660.00
	Pcs	10	Battery AAA Dry cell heavy duty	45.00	450.00
	Boxes	5	Battery AAA Dry cell heavy duty	1,200.00	6,000.00
	Boxes	55	Paper clip jumbo	38.00	2,090.00
	Boxes	29	Paper clip big	38.00	1,102.00
	Boxes	31	Paper clip small	18.00	558.00
	Boxes	9	Paper clip big box (10 Boxes)	380.00	3,420.00
	Boxes	72	Binder clip 1/4	30.00	2,160.00
	Boxes	31	Binder Clip 1/2"	30.00	930.00
	Boxes	91	Binder clip 3/4	30.00	2,730.00
Sub Total III					92,600.00

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

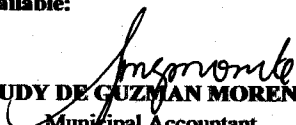
Very Truly yours,

Conforme:


MJP ENTERPRISES
(Signature over printed name) **03-13-25**
(Date)


HON. ARISTEO A. BALDOS, JR.
Municipal Mayor *254 Mb*

Funds Available:


JUDY DE GUZMAN MORENTE
Municipal Accountant

OBRE No: _____

Amount: _____



PURCHASE ORDER

MUNICIPAL GOVERNMENT OF PINAMALAYAN

Agency

Supplier: **MJP ENTERPRISES**
Address: **Pinamalayan, Oriental Mindoro**

P.O. No. **256-2025**
Date: **FEB 20 2025**
Mode of Procurement: **Public Bidding**

P.R. No.: 001-25

Gentlemen:

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

Place of Delivery: **LGU Pinamalayan (BAC)**

Delivery Term: **within 30 calendar days upon receipt of the NTP**

Date of Delivery: _____

Payment Term: **within 30 calendar days after complete delivery**

Lot	Unit	Qty.	Description	Unit Cost	AMOUNT
	Boxes	29	Binder clip 1 1/4	48.00	1,392.00
	Boxes	52	Binder clip 1 5/8	55.00	2,860.00
	Boxes	117	Binder clip 1	35.00	4,095.00
	Boxes	105	Binder clip 2"	90.00	9,450.00
	Boxes	16	Binder clip 1/2	30.00	480.00
	Boxes	12	Binder Clip 1/2 Big box (10 Boxes)	220.00	2,640.00
	Pcs	14	Calculator (12digits)	550.00	7,700.00
	Pcs	12	Ruler	65.00	780.00
	pc	1	Heavy Duty Cutter A4 (Metal Cutter)	120.00	120.00
	Pcs	5	Cutter Ordinary	80.00	400.00
	Pcs	2	Heavy duty cutter small	60.00	120.00
	Pcs	267	Certificate holder A4	60.00	16,020.00
	Pcs	32	Certificate holder (8.5"x11") short	55.00	1,760.00
	Pcs	43	Certificate holder (8.5"x14") long	80.00	3,440.00
	Pcs	2	Dater	55.00	110.00
	Pcs	3	Number Stamp Pad	55.00	165.00
	Pcs	17	Double adhesive/sided tape .5"	40.00	680.00
	Pcs	113	Double adhesive/sided tape 1"	20.00	2,260.00
	Pcs	8	Eraser Stedler	25.00	200.00
	box	1	CD Rewritable, speed: 4xmin, 4.7 GB capacity min.	700.00	700.00
	Pcs	4	Flashdrive (16GB)	500.00	2,000.00
	Pcs	2	Flashdrive (32GB)	650.00	1,300.00
	Pcs	3	Flashdrive (64GB)	750.00	2,250.00
	Boxes	67	Fastener (plastic coated)	38.00	2,546.00
	Boxes	5	Fastener 70mm	40.00	200.00
	Boxes	3	Fastener Plastic 6"	190.00	570.00
	Pcs	22	File divider	160.00	3,520.00
	pcs	6	4 Layer Desk File Organizer Document Paper tray	250.00	1,500.00
	pcs	23	File desk organizer Documents Storage Rack w/ 4 Vertical Compartment	450.00	10,350.00
	Pcs	3	Metal Document File Organize Rack	900.00	2,700.00
	Bottles	37	Glue 130g	70.00	2,590.00
	Bottles	4	Glue 240g	140.00	560.00
	Bottles	4	Glue 473g	320.00	1,280.00
	pcs	14	Magazine box	160.00	2,240.00
	boxes	10	Push Pins, no. 3351	38.00	380.00
Sub Total IV					89,358.00

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

Conforme:

[Signature]
MJP ENTERPRISES
(Signature over printed name) **19-13-25** (Date)

Very Truly yours,

[Signature]
HON. ARISTEO A. BALDOS, JR.
Municipal Mayor *254 Mb*

Funds Available:

[Signature]
JUDY DE GUZMAN MORENTE
Municipal Accountant

OBRE No: _____

Amount: _____



PURCHASE ORDER

MUNICIPAL GOVERNMENT OF PINAMALAYAN

Agency

Supplier: **MJP ENTERPRISES**
Address: **Pinamalayan, Oriental Mindoro**

P.O. No. 256-202
Date: FEB 28 2025
Mode of Procurement: **Public Bidding**

P.R. No.: 001-25

Gentlemen:

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

Place of Delivery: **LGU Pinamalayan (BAC)**

Delivery Term: **within 30 calendar days upon receipt of the NTP**

Date of Delivery: _____

Payment Term: **within 30 calendar days after complete delivery**

Lot	Unit	Qty.	Description	Unit Cost	AMOUNT
	Pads	26	Post it sticky flags	40.00	1,040.00
	Boxes	10	Post it sticky Flag Signed here	40.00	400.00
	Pads	10	Post it 2m flag signed here 1x1.7 inch	40.00	400.00
	pads	27	Post it 3"x3"	55.00	1,485.00
	pads	60	Post it 3"x4"	60.00	3,600.00
	Pads	29	Pos it, 2 x 3"	45.00	1,305.00
	pads	16	Post it, 2x4"	50.00	800.00
	Pcs	8	Ribbon Typewriter	38.00	304.00
	Roll	5	Ribbon Cloth - 1" Red	180.00	900.00
	Roll	5	Ribbon Cloth - 1/2" Red	160.00	800.00
	Pcs	46	Ring Binder 1/2"	65.00	2,990.00
	Pcs	61	Ring binder, 1/8"	50.00	3,050.00
	Pcs	30	Ring Binder 3/4"	70.00	2,100.00
	Pcs	8	Ring binder, 1 1/4"	95.00	760.00
	Pcs	9	Ring binder, 1"	90.00	810.00
	Pcs	12	Ring binder, 2"	120.00	1,440.00
	Pcs	45	Ring Binder 3mm	50.00	2,250.00
	Pcs	52	Ring binder 6MM 1/4" 30 Sheets	55.00	2,860.00
	Pcs	18	Ring Binder 8MM 5/16" 50 sheets	60.00	1,080.00
	Pcs	18	Ring Binder 12MM 1/2" 110 Sheets	65.00	1,170.00
	Pcs	13	Ring Binder 16mm-5/8-150's	80.00	1,040.00
	Pcs	10	Ring Binder 25mm-1-220's	90.00	900.00
	boxes	8	Rubber Band Small	30.00	240.00
	boxes	16	Rubber Band Big	220.00	3,520.00
	Pcs	21	Scissor, big	85.00	1,785.00
	Pcs	2	Small Scissor	55.00	110.00
	Pcs	45	Masking tape 1"	40.00	1,800.00
	Pcs	26	Masking tape 2"	70.00	1,820.00
	Pcs	48	Packing tape 2"	68.00	3,264.00
	Pcs	74	Scotch tape 2"	68.00	5,032.00
	Pcs	179	Scotch tape 1"	25.00	4,475.00
	Pcs	10	Scotch tape 1/2	15.00	150.00
	Pcs	13	Duct tape	160.00	2,080.00
	Pcs	40	Stamp pad ink- black, purple or violet	60.00	2,400.00
	Pcs	4	Stamp pad big	95.00	380.00
Sub Total V					58,540.00

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

Very Truly yours,

Conforme:


MJP ENTERPRISES
(Signature over printed name) 02-13-25 (Date)


HON. ARISTEO A. BALDOS, JR.
Municipal Mayor 254 1/2

Funds Available:


JUDY DE GUZMAN MORENTE
Municipal Accountant

OBRE No: _____

Amount: _____



PURCHASE ORDER

MUNICIPAL GOVERNMENT OF PINAMALAYAN

Agency

Supplier: MJP ENTERPRISES
Address: Pinamalayan, Oriental Mindoro

P.O. No. 256-2025
Date: FEB 28 2025
Mode of Procurement: Public Bidding

P.R. No.: 001-25

Gentlemen:

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

Place of Delivery: LGU Pinamalayan (BAC)

Delivery Term: within 30 calendar days upon receipt of the NTP

Date of Delivery:

Payment Term: within 30 calendar days after complete delivery

Table with 6 columns: Lot, Unit, Qty., Description, Unit Cost, AMOUNT. Lists various office supplies like stamp pads, staplers, tape dispensers, toner cartridges, etc.

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

Very Truly yours,

Conforme:

JUDY DE GUZMAN MORENTE
MJP ENTERPRISES
Signature over printed name (Date)

HON. ARISTEO A. BALDOS, JR.
Municipal Mayor

Funds Available:

JUDY DE GUZMAN MORENTE
Municipal Accountant

OBRE No: _____

Amount: _____



PURCHASE ORDER

MUNICIPAL GOVERNMENT OF PINAMALAYAN

Agency

Supplier: **MJP ENTERPRISES**
Address: **Pinamalayan, Oriental Mindoro**

P.O. No. **256-2025**
Date: **FEB 28 2025**
Mode of Procurement: **Public Bidding**

P.R. No.: 001-25

Gentlemen:

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

Place of Delivery: **LGU Pinamalayan (BAC)**

Delivery Term: **within 30 calendar days upon receipt of the NTP**

Date of Delivery: _____

Payment Term: **within 30 calendar days after complete delivery**

Lot	Unit	Qty.	Description	Unit Cost	AMOUNT
3	Bottles	37	Computer ink (black) T6641 (Epson)	400.00	14,800.00
	Bottles	16	Computer ink (Cyan) T6642 (Epson)	400.00	6,400.00
	Bottles	15	Computer ink (magenta) T6643 (Epson)	400.00	6,000.00
	Bottles	16	Computer ink (yellow) T6644 (Epson)	400.00	6,400.00
	sets	5	664 Colored (Epson)	1,200.00	6,000.00
	sets	9	664 (black,cyan,magenta and yellow) (Epson)	1,600.00	14,400.00
	Bottles	163	Ink 003 65ml epson (black)	400.00	65,200.00
	Bottles	103	Ink 003 65ml epson (cyan)	400.00	41,200.00
	Bottles	83	Ink 003 65ml epson (yellow)	400.00	33,200.00
	Bottles	104	Ink 003 65ml epson (magenta)	400.00	41,600.00
	sets	5	003 colored	1,200.00	6,000.00
	sets	36	Ink 003 black,cyan,magenta, yellow	1,600.00	57,600.00
	pcs	2	L3110 printer ink black	400.00	800.00
	pcs	2	L3110 Cyan	400.00	800.00
	pcs	2	L3110 Magenta	400.00	800.00
	pcs	2	L3110 Yellow	400.00	800.00
	sets	31	Ink refill (CISS) multicolor	1,600.00	49,600.00
	pcs	53	Ink 001 (Black)	550.00	29,150.00
	pcs	36	Ink 001 (cyan)	550.00	19,800.00
	pcs	36	Ink 001 (Magenta)	550.00	19,800.00
	pcs	37	Ink 001 (Yellow)	550.00	20,350.00
	sets	2	Ink 001 Colored (Yellow,Cyan & Magenta)	1,650.00	3,300.00
	sets	18	Ink 001 (Black, Yellow, Cyan and Magenta)	2,200.00	39,600.00
	pcs	11	Ink 008 (Black)	800.00	8,800.00
	pcs	11	Ink 008 (Cyan)	800.00	8,800.00
	pcs	11	Ink 008 (Magenta)	800.00	8,800.00
	pcs	11	Ink 008 (Yellow)	800.00	8,800.00
	Bottles	2	Computer ink T673 Colored	400.00	800.00
	Bottles	4	Computer ink T673 Black	400.00	1,600.00
	boxes	9	Ribbon Cartridge LX 310	350.00	3,150.00
	Boxes	5	Ribbon cartridge LQ2190	450.00	2,250.00
	bottle	1	Computer ink Refill Black BT D60	550.00	550.00
	Bottles	2	Computer ink Refill Cyan BT 500	550.00	1,100.00
	bottle	1	Computer ink Refill Yellow BT500	550.00	550.00
	bottle	1	Computer ink Refill Magenta BT500	550.00	550.00
Sub Total VII					529,350.00

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

Very Truly yours,

Conforme:

[Signature]
MJP ENTERPRISES
(Signature over printed name) **03-13-25**
(Date)

HON. ARISTEO A. BALDOS, JR.
Municipal Mayor *2024/16*

Funds Available:

[Signature]
JUDY DE GUZMAN MORENTE
Municipal Accountant

OBRE No: _____

Amount: _____



PURCHASE ORDER

MUNICIPAL GOVERNMENT OF PINAMALAYAN

Agency

Supplier: MJP ENTERPRISES
Address: Pinamalayan, Oriental Mindoro

P.O. No. 256-2025
Date: FEB 28 2025
Mode of Procurement: Public Bidding

P.R. No.: 001-25

Gentlemen:

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

Place of Delivery: LGU Pinamalayan (BAC)

Delivery Term: within 30 calendar days upon receipt of the NTP
Payment Term: within 30 calendar days after complete delivery

Date of Delivery:

Table with columns: Lot, Unit, Qty., Description, Unit Cost, AMOUNT. Contains itemized list of ink cartridges and continuous ink with sub-totals.

Total Amount in Words: Two Million Two Hundred Thousand Four Hundred Eighty Nine Pesos Only..... 2,200,489.00

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

Conforme: MJP ENTERPRISES (Signature over printed name) 03-19-25 (Date)

Very Truly yours, HON. ARISTEO A. BALDOS, JR. Municipal Mayor

Funds Available: JUDY DE GUZMAN MORENTE Municipal Accountant

OBRE No:
Amount :