



Republic of the Philippines
Province of Romblon
MUNICIPALITY OF SANTA FE
-oOo-

OFFICE OF THE MAYOR

NOTICE TO PROCEED

March 26, 2021

S.I.G.E TRADING

Guinbirayan, Santa Fe, Romblon

Dear Sir/Madame:

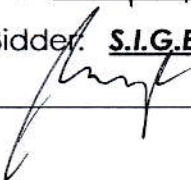
The attached *Purchase Order* having been approved, notice is hereby given to **S.I.G.E TRADING** – *Guinbirayan, Santa Fe, Romblon* that the delivery of goods may proceed on the **Procurement of Furniture & Fixtures (Lot 1-7)** effective on two (2) days after the receipt of this notice.

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

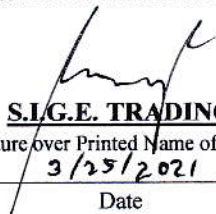
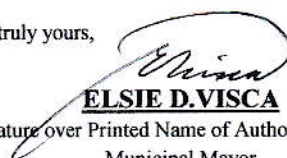
Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to the Municipal Government of Santa Fe, Romblon.

Very truly yours,

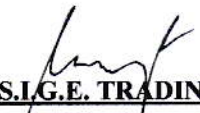


ELSIE D. VISCA
Municipal Mayor
(Head of the Procuring Entity)

I acknowledge receipt of this Notice on 3/26/2021
Name of the Representative of the Bidder: **S.I.G.E TRADING**
Authorized Signature: 


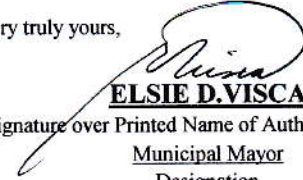
PURCHASE ORDER
MUNICIPALITY OF SANTA FE
 LGU

Supplier : S.I.G.E. TRADING		P.O. No. : 2021-03-0010			
Address : Guinbirayan, Santa Fe, Romblon		Date : 24 MAR 2021			
TIN :		Mode of Procurement : Public Bidding			
		PR No./s: 2021-01-0003			
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery : Municipal Hall - Pob., Santa Fe, Romblon			Delivery Term : Municipal Hall		
Date of Delivery : 12 9 MAR 2021 - 12 MAY 2021			Payment Term : Check		
Property No.	Unit	Description	Quantity	Unit Cost	Amount
2021-07-010-0022-7611	unit	CABINET Specifications: > Two Layer Steel Office Cabinet > Material: Steel > Color: Off-white > Length: 88cm > Depth: 40cm > Height: 176cm	1	14,500.00	14,500.00
(Total Amount in Words)		FOURTEEN THOUSAND FIVE HUNDRED PESOS			14,500.00
<p>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 on the undelivered item/s.</p>					
Conforme:		Very truly yours,			
 S.I.G.E. TRADING Signature over Printed Name of Supplier <u>3/25/2021</u> Date		 ELSIE D. VISCA Signature over Printed Name of Authorized Official <u>Municipal Mayor</u> Designation			
(In case of Negotiated Purchase pursuant to Section 369 (a) of RA 7160, this portion must be accomplished.)					
Approved per Sanggunian Resolution No.: _____					
Certified Correct:					
N/A JOYCE T. CANDELARIO Secretary to the Sanggunian					
_____ Date					

PURCHASE ORDER
MUNICIPALITY OF SANTA FE
 LGU

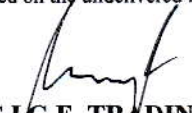

Supplier : S.I.G.E. TRADING		P.O. No. : 2021 - 03 - 0010			
Address : Guinbirayan, Santa Fe, Romblon		Date : 24 MAR 2021			
TIN :		Mode of Procurement : Public Bidding			
		PR No./s: 2021-01-0008			
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery : Municipal Hall - Pob., Santa Fe, Romblon			Delivery Term : Municipal Hall		
Date of Delivery : 29 MAR 2021 - 12 MAY 2021			Payment Term : Check		
Property No.	Unit	Description	Quantity	Unit Cost	Amount
2021-07-010-0023-1101	unit	OFFICE WORKSTATION COMPUTER DESK Specifications: > BS-004 > W2800xD1400xH1200mm > Wooden grain 25mm MFC top of table (wooden board with melamine laminated surface & PVC edging), scratch resistant, waterproof > Glass screens with alum-alloy frame > With fixed 3 drawer side storage cabinet and movable wooden computer pallet with wheels on the bottom	1	21,000.00	21,000.00
(Total Amount in Words)		TWENTY ONE THOUSAND PESOS			21,000.00
<p>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 on the undelivered item/s.</p>					
Conforme:		 S.I.G.E. TRADING Signature over Printed Name of Supplier <u>3/25/2021</u> Date		Very truly yours,  ELSIE D. VISCA Signature over Printed Name of Authorized Official <u>Municipal Mayor</u> Designation	
(In case of Negotiated Purchase pursuant to Section 369 (a) of RA 7160, this portion must be accomplished.)					
Approved per Sanggunian Resolution No.: _____					
Certified Correct:					
N/A JOYCE T. CANDELARIO Secretary to the Sanggunian _____ Date					

PURCHASE ORDER
MUNICIPALITY OF SANTA FE
 LGU


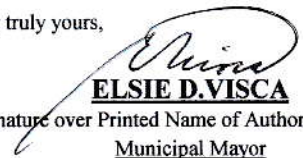
Supplier : S.I.G.E. TRADING		P.O. No. : 2021 - 03 - 0010			
Address : Guinbiravan, Santa Fe, Romblon		Date : 12 4 MAR 2021			
TIN :		Mode of Procurement : Public Bidding			
		PR No./s: 2021-01-0009			
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery : Municipal Hall - Pob., Santa Fe, Romblon			Delivery Term : Municipal Hall		
Date of Delivery : 12 9 MAR 2021 - 11 2 MAY 2021			Payment Term : Check		
Property No.	Unit	Description	Quantity	Unit Cost	Amount
2021-07-10-0024-1081	unit	SOFA BED Specifications: > Made with high-quality medium firm foam > Materials: velvet fabric cover > Folded mattress > Size: 48x75x7.5	1	9,900.00	9,900.00
(Total Amount in Words) NINE THOUSAND NINE HUNDRED PESOS					9,900.00
<p>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 on the undelivered item/s.</p>					
Conforme:		Very truly yours,			
 S.I.G.E. TRADING Signature over Printed Name of Supplier _____ Date		 ELSIE D. VISCA Signature over Printed Name of Authorized Official _____ Municipal Mayor Designation			
(In case of Negotiated Purchase pursuant to Section 369 (a) of RA 7160, this portion must be accomplished.)					
Approved per Sanggunian Resolution No.: _____					
Certified Correct:					
N/A					
JOYCE T. CANDELARIO Secretary to the Sanggunian			_____ Date		

Accounting

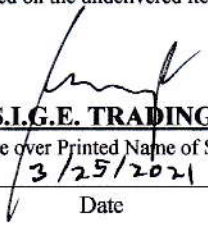
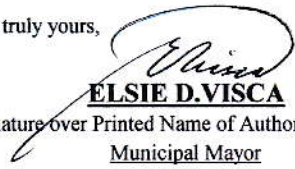
PURCHASE ORDER
MUNICIPALITY OF SANTA FE
LGU

Supplier : S.I.G.E. TRADING			P.O. No. : 2021 - 03 - 0630		
Address : Guinbirayan, Santa Fe, Romblon			Date : 12 4 MAR 2021		
TIN :			Mode of Procurement : Public Bidding		
Gentlemen:			PR No./s: 2021-01-0023		
Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery : Municipal Hall - Pob., Santa Fe, Romblon			Delivery Term : Municipal Hall		
Date of Delivery : 12 9 MAR 2021 - 12 MAY 2021			Payment Term : Check		
Property No.	Unit	Description	Quantity	Unit Cost	Amount
2021-07-010-0025-1051	piece	LADDER CHAIR Specifications: ➢ Material: MDF ➢ Color: white ➢ Dimension: L15.5"xW10.5"xH28.75"	1	4,500.00	4,500.00
2021-07-010-0026-1051	piece	MIDBACK OFFICE CHAIR Specifications: ➢ Midback chair with armrest ➢ Adjustable gas lift ➢ PVC black or black fabric back and seat ➢ Chrome starbase with castor wheels ➢ Dimension: L25"xW22"xH37"-47"	2	4,000.00	8,000.00
2021-07-010-0027-1051	piece	L-SHAPE BENCH Specifications: ➢ LxWxH = 110"x15"x16" ➢ Made of wood ➢ Fully varnished/painted with cabinet	1	12,000.00	12,000.00
2021-07-010-0028-1051	piece	BUILT-IN DIVIDER WITH SHELVES & TABLE DESIGN Specifications: ➢ LxWxH = 90"x18"x95" ➢ With shelves and cabinets ➢ Made of wood ➢ Fully varnished and or painted ➢ With attached working table	1	18,000.00	18,000.00
2021-07-010-0029-1051	piece	BUILT-IN DIVIDER Specifications: ➢ LxWxH = 30"x18"x95" ➢ With shelves and cabinets	1	7,500.00	7,500.00
(Total Amount in Words) FIFTY THOUSAND PESOS					50,000.00
<p>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 on the undelivered item/s.</p>					
<p>Conforme:</p> <p style="text-align: center;"> S.I.G.E. TRADING Signature over Printed Name of Supplier <u>3 / 25 / 2021</u> Date</p>			<p>Very truly yours,</p> <p style="text-align: center;"> ELSIE D. VISCA Signature over Printed Name of Authorized Official Municipal Mayor Designation</p>		
(In case of Negotiated Purchase pursuant to Section 369 (a) of RA 7160, this portion must be accomplished.)					
Approved per Sanggunian Resolution No.: _____					
Certified Correct:					
<p style="text-align: center;">N/A JOYCE T. CANDELARIO Secretary to the Sanggunian</p> <p style="text-align: right;">_____ Date</p>					

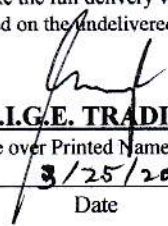
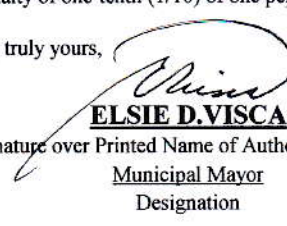
PURCHASE ORDER
MUNICIPALITY OF SANTA FE
LGU

Supplier : S.I.G.E. TRADING		P.O. No. : 2021-03-0010			
Address : Guinbirayan, Santa Fe, Romblon		Date : 24 MAR 2021			
TIN :		Mode of Procurement : Public Bidding			
		PR No./s: 2021-01-0029			
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery : Municipal Hall - Pob., Santa Fe, Romblon			Delivery Term : Municipal Hall		
Date of Delivery : 29 MAR 2021 - 12 MAY 2021			Payment Term : Check		
Property No.	Unit	Description	Quantity	Unit Cost	Amount
2021-07-010-0030-8751	unit	OFFICE STEEL RACK Specifications: ➢ Material: steel, heavy duty ➢ Number of layer: 5 ➢ Color: antique finish ➢ Dimension: 200cmx90cmx40cm (HxWxD)	1	7,200.00	7,200.00
2021-07-010-0031-8751	unit	STEEL CABINET Specifications: ➢ 4-layer steel vertical cabinet ➢ Dimension: 60cmx46cmx131.5cm (LxWxH) ➢ Color: grey	1	14,500.00	14,500.00
(Total Amount in Words) TWENTY ONE THOUSAND SEVEN HUNDRED PESOS					21,700.00
<p>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 on the undelivered item/s.</p>					
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(In case of Negotiated Purchase pursuant to Section 369 (a) of RA 7160, this portion must be accomplished.)					
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Certified Correct:					
N/A JOYCE T. CANDELARIO Secretary to the Sanggunian					
Date					

PURCHASE ORDER
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LGU

Supplier : S.I.G.E. TRADING		P.O. No. : 2021 - 03 - 0010			
Address : Guinbirayan, Santa Fe, Romblon		Date : 24 MAR 2021			
TIN :		Mode of Procurement : Public Bidding			
		PR No./s: 2021-01-0030			
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery : Municipal Hall - Pob., Santa Fe, Romblon		Delivery Term : Municipal Hall			
Date of Delivery : 29 MAR 2021 - 12 MAY 2021		Payment Term : Check			
Property No.	Unit	Description	Quantity	Unit Cost	Amount
2021-07-010-0032-1011	piece	WINDOW BLINDS ➢ Combi-shades, L220cmxW135cm ➢ Color: mid green + white	4	5,630.00	22,520.00
2021-07-010-0033-1011	piece	WINDOW BLINDS ➢ Combi-shades, L160cmxW80cm ➢ Color: mid green + white	4	2,625.00	10,500.00
2021-07-010-0034-1011	piece	WINDOW BLINDS ➢ Venetian blinds, L180cmx80cm ➢ Tropical blue, horizontal	2	1,500.00	3,000.00
2021-07-010-0035-1011	piece	WINDOW BLINDS ➢ Venetian blinds, L160cmx70cm ➢ Tropical blue, horizontal	1	1,220.00	1,220.00
2021-07-010-0036-1011	unit	OFFICE TABLE ➢ Material: MDF ➢ Color: mahogany color, L120xW60x75cm ➢ Dimension: L120xW60x75cm	1	6,500.00	6,500.00
2021-07-010-0037-1011	unit	EXECUTIVE CHAIR ➢ Highback Executive Chair, can be recline ➢ Materials: mesh ➢ Dimesion: L24.5" (Arm to Arm) xH49.5"	3	7,000.00	21,000.00
2021-07-010-0038-1011	unit	VISITOR'S CHAIR ➢ with armrest, PU black back and seat, four legged base	12	2,900.00	34,800.00
2021-07-010-0039-1011	unit	VISITOR'S CHAIR ➢ without armrest, PVC black back and seat, four legged base	4	1,700.00	6,800.00
2021-07-010-0040-1011	unit	HANGING CABINET ➢ wood, 2 layers, 6 shelves, L280cmxH70cm	1	17,000.00	17,000.00
2021-07-010-0041-1011	unit	STEEL RACK ➢ Features: 6 adjustable shelves ➢ Materials: steel ➢ Dimension: L36"xW19.5"xH78.75"	1	11,350.00	11,350.00
(Total Amount in Words)		ONE HUNDRED THIRTY FOUR THOUSAND SIX HUNDRED NINETY PES			134,690.00
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 on the undelivered item/s.					
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Certified Correct: Date _____					
N/A JOYCE T. CANDELARIO Secretary to the Sanggunian					

PURCHASE ORDER
MUNICIPALITY OF SANTA FE
LGU

Supplier : S.I.G.E. TRADING		P.O. No. : 2021 - 03 - 0019			
Address : Guinbiravan, Santa Fe, Romblon		Date : 24 MAR 2021			
TIN :		Mode of Procurement : Public Bidding			
		PR No./s: 2021-01-0007 / 2021-01-0038			
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery : Municipal Hall - Pob., Santa Fe, Romblon		Delivery Term : Municipal Hall			
Date of Delivery : 12 9 MAR 2021 - 12 MAY 2021		Payment Term : Check			
Property No.	Unit	Description	Quantity	Unit Cost	Amount
2021-07-010-0042-1021	unit	18-ROOM LOCKER Specifications: ➤ 18 Door Metal Locker ➤ With double security lock keys ➤ With name card holder ➤ With ventilation holes ➤ 90x40x180.5cm	1	19,500.00	19,500.00
2021-07-010-0043-1021	unit	OFFICE STEEL CABINET Specifications: ➤ Lateral steel filling cabinet 4 layer drawer ➤ Assembled already ➤ Thickness: 0.8mm or gauge 20 ➤ Dimension: In 133x90x45cm or 52.5x35.5x17.5 inches ➤ Drawer Max. Load 30kg uniform distributed loading	2	16,000.00	32,000.00
2021-07-010-0044-1021	piece	EXECUTIVE TABLE Specifications: ➤ Glass Top/Color Black L-type ➤ Iron casted/stainless frame ➤ With three (3) side drawers ➤ Wide leg room ➤ 160x80x75cm ➤ With main desk drawer	1	25,000.00	25,000.00
2021-07-010-0045-1021	piece	EXECUTIVE TABLE Specifications: ➤ Wooden ply board (top) laminated ➤ Color cream/L-type ➤ Iron casted/stainless frame ➤ With three (3) side drawers ➤ Wide leg room ➤ 160x80x75cm	1	18,500.00	18,500.00
2021-07-010-0046-1021	set	PURCHASE AND INSTALLATION OF CARPET (PODIUM) Specifications: ➤ 21 sqm ➤ Color: maroon ➤ Anti-skid wool type	1	10,400.00	10,400.00
(Total Amount in Words) ONE HUNDRED FIVE THOUSAND FOUR HUNDRED PESOS					105,400.00
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 on the undelivered item/s.					
Conforme:		Very truly yours,			
 S.I.G.E. TRADING Signature over Printed Name of Supplier		 ELSIE D. VISCA Signature over Printed Name of Authorized Official			
<u>3/25/2021</u> Date		<u>Municipal Mayor</u> Designation			
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Approved per Sanggunian Resolution No.: _____					
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