



Republic of the Philippines
Province of Romblon
MUNICIPALITY OF SANTA FE
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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 Office Equipment (Lot 1, 2, 3 & 5)** 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


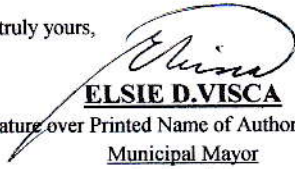
Municipal Mayor
(Head of the Procuring Entity)

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 - 0011			
Address : Guinbirayan, Santa Fe, Romblon		Date : 24 MAR 2021			
TIN :		Mode of Procurement : Public Bidding			
		PR No./s: 2021-01-0005			
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
2021-05-020-0047-1021	unit	WATER DISPENSER Specifications: > Free Standing Water Dispenser > Hot, Cold and Normal > Child-lock Safety for Hot Water Switch > Double Safety Device to prevent overheating > Compressor > Built-in cabinet	1	7,500.00	7,500.00
2021-05-020-0048-1021	unit	TELEVISION Specifications: > Smart TV > Full HD > LED 40"	1	16,000.00	16,000.00
2021-05-020-0049-1021	unit	DELEGATED WIRELESS CONFERENCE MICROPHONE SYSTEM Specifications: > Goose Neck Mic. 360° free adjustment > Equipped with 6.35 receiver > Suitable speaker with microphone and sound card	12	3,930.00	47,160.00
(Total Amount in Words) SEVENTY THOUSAND SIX HUNDRED SIXTY PESOS					70,660.00
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:		 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 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					

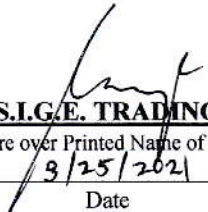
PURCHASE ORDER
MUNICIPALITY OF SANTA FE
LGU


Supplier : S.I.G.E. TRADING		P.O. No. : 2021 - 03 - 006			
Address : Guinbiravan, Santa Fe, Romblon		Date : 24 MAR 2021			
TIN :		Mode of Procurement : Public Bidding			
		PR No./s: 2021-01-0006			
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
2021-05-020-0050-1101	unit	ALL-IN-ONE PRINTER Specifications: PRINT: > Maximum Print Resolution: 4800x1200dpi > ISO Print Speed: Black: 13.7 ISO ppm: Color: 7.3 ISO ppm > Maximum Printable Area: 21.6cmx111cm (8.5"x44") width x length) > Print Speed: Black text: 33ppm, color text: 15ppm > Minimum Ink Droplet Size: 3 picoliters GENERAL: > Operating System: Mac OS x10.6.8.10.7.x.10.8.x.10.9.x.10.10.x > Sound level: 38 dB(A) > Dimensions: 48.2cmx30cmx16.1cm (19"x11.8"x6.3") WxDxL > Weight: 4.6 kg (10.1 lb) COPY: > Copy quality: 1-99 without a PC > Maximum Copy Size: 10cmx15cm (4"x6"), letter, A4 SCANNER: > Scanner type: flatbed color scanner > Photoelectric Device: Color CIS line sensor > Optical Resolution: 1200dpi > Hardware Resolution: 1200x2400 dpi > Color Bit Depth: 48bits > Output Resolution: 9600x9600 CONNECTIVITY: > Standard Connectivity: USB 2.0. Wireless (802.11 b/g/n) PAPER HANDLING: > PC-Free Paper Support: 10x15cm (4"x6"), 13x18cm (5"x7") 20x25 (8"x10"), letter (21.6x27.9cm), legal (21.6x35.6cm) A4, B5, A5, A6: Envelopes: No.10, DL,C6 > Paper types: Plain paper, bond paper, coated paper, matte paper, glossy and semi-gloss paper, self-adhesive and others > Paper Capacity: 100 sheets > Envelope Capacity: 10 envelopes > Output Paper Tray Capacity: 30 sheets	1	18,000.00	18,000.00
(Total Amount in Words)		EIGHTEEN THOUSAND PESOS			18,000.00

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
3/25/2021
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.)

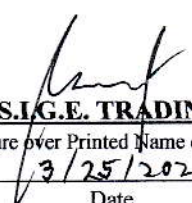
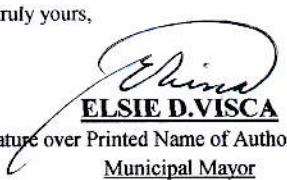
Approved per Sanggunian Resolution No.: _____

Certified Correct:

N/A
JOYCE T. CANDELARIO
Secretary to the Sanggunian

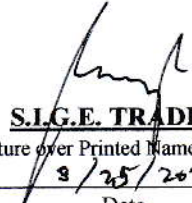
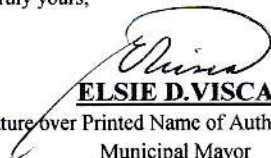
Date

PURCHASE ORDER
MUNICIPALITY OF SANTA FE
LGU

Supplier : S.I.G.E. TRADING Address : Guinbirayan, Santa Fe, Romblon			P.O. No. : 2021 - 03 - 0011 Date : 12 4 MAR 2021 Mode of Procurement : Public Bidding PR No./s: 2021-01-0021		
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 Date of Delivery : 12 9 MAR 2021 - 1 2 MAY 2021			Delivery Term : Municipal Hall Payment Term : Check		
Property No.	Unit	Description	Quantity	Unit Cost	Amount
2021-05-020-0051-1051	piece	AIR PURIFIER Specifications: <ul style="list-style-type: none"> ➤ Removes 99.97% of 0.3 micron fine particles ➤ Dust and odor sensor lamps ➤ Econo mode and auto fan mode ➤ HEPA filter and static electricity for efficient dust collection ➤ Powerful three-directional suction 	1	21,000.00	21,000.00
2021-05-020-0052-1051	piece	BACK-UPS Specifications: <ul style="list-style-type: none"> ➤ Output Power Capacity: 950VA/480 watts ➤ Output Voltage/ Frequency: 230V ➤ Output Connections: 4 Universal and 2 IEC sockets (all with battery back-up and surge protection) ➤ Input Connections: IEC-320 C14, NEMA 5-15P ➤ Input voltage/Frequency: 150V-280V ➤ AC Power surge protection: All sockets ➤ Data line Surge protection: RJ-11 Modem/Fax Protection 	1	4,000.00	4,000.00
2021-05-020-0053-1051	piece	STAND FAN Specifications: <ul style="list-style-type: none"> ➤ 9"(230mm) fan blade ➤ Motor: 35W, 2 speed ➤ With thermal cut off fuse ➤ Adjustable height 	2	2,700.00	5,400.00
(Total Amount in Words) THIRTY THOUSAND FOUR HUNDRED PESOS					30,400.00
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 <u>3/25/2021</u> 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 _____					

PURCHASE ORDER
MUNICIPALITY OF SANTA FE
LGU

Supplier : S.I.G.E. TRADING		P.O. No. : 2021 - 03 - 0011			
Address : Guinbirayan, Santa Fe, Romblon		Date : 24 MAR 2021			
TIN :		Mode of Procurement : Public Bidding			
		PR No./s: 2021-01-0036			
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
2021-05-020-0054-1011	unit	AIRCONDITIONER, 0.75Hp > Inverter Tecnology: Inverter > Aircon Type: Window > EER Rating: 11.4 > Cooling Capacity: At least 8100 Jj/Hr > Nominal Capacity: 0.75 Hp > Power Supply: 230V/60Hz > Refrigerant Type: R410a Refrigerant > Recommended Floor Area: 12-15 sq.m. > Dimension (WxDxH): 450x580x350mm > With remote, high quality motor, rapid cooling, sleep mode > Energy Efficient, Antibacterial Filter	1	23,000.00	23,000.00
2021-05-020-0055-1011	unit	AIRCONDITIONER, 1.5HP > Inverter Tecnology: Inverter > Aircon Type: Window > Nominal Capacity: 1.5 Hp > Cooling Capacity: 5,300 - 13,100 jJ/h > Power Supply: 1 PH/230V/60Hz > Current: 1.7 - 5.3A > Power: 380 - 1, 160 W > EER: 14.0 - 11.3 > Refrigerant (Type/Charge): R-32/530 > Area (unloaded Space): 20-25 m ² > Sound Level(Hi/Mi/Lo): 50/48/46 dB(A) > Unit Weight (Net/Gross): 45/48 kg > Unit Dimension: 580x708x375 mm > Packaging Dimension (WxDxH): 24x32x16 inch	2	41,000.00	82,000.00
2021-05-020-0056-1011	unit	WATER DISPENSER > Free Standing Water Dispenser > Bottom Loading > Hot, Normal and Cold > Compressor Type Cooling > Hot Water Safety Lock > 585W/ (L-12.25", W-12.5", H-41")	1	15,000.00	15,000.00
2021-05-020-0057-1011	unit	COMPUTER PRINTER > Printer Type: Print, Scan, Copy > w/ ink tank > High Printing Resolution of 5760dpi Print Speed: > Photo Default - 10x15cm/4x6": Approx. 69 sec per photo (Border)/90 sec per photo (borderless) > Draft, A4 (Black/Colour): Up to 33 ppm/15ppm > ISO 2434, A4 Simplex (Black/Colour): Up to 10 ipm/5.0 ipm	3	10,000.00	30,000.00

Property No.	Unit	Description	Quantity	Unit Cost	Amount
		<ul style="list-style-type: none"> > First Page Out Time from Ready Mode (Black/Colour): Approx. 10sec/16sec. Copy Speed > Copy Quality: Colour/Black and White, Draft/Standard > Maximum Copies from Standalone: 20 copies > Maximum Copy Size: A4, letter > ISO 29183, A4 Simplex Flatbed (Black/Colour): Up to 7.0ipm/1.7ipm > Max Copy Resolution: 300x300dpi Scan Speed: > Flatbed (Black/Colour): 200dpi: 11sec/200dpi: 32sec 			
2021-05-020-0058-1011	unit	<p>COPIER WITH AUTOMATIC DOCUMENT FEEDER, 1 FEED TRAYS AND 1 MULTIPLE BYPASS TRAY</p> <ul style="list-style-type: none"> > Print Speed: 20ppm > Print Resolution: 600 x 600 dpi > Print Area: 289mm x 412mm > Paper Weight: 64-157 g/m² > Paper Size: A5 to A3 (297 x 432mm) > Copy & Scan Resolution: 600 x 600 dpi > 1st Copy Out Time: less than 6.5 seconds > Magnification: 25-400% > Standard Tray Capacity: Standard: 350 sheets > Output Capacity: 250 sheets > Automatic Document Feeder: Up to 70 sheets > System Memory: 128MB Scanner Specs: > Scan Speed: Max 46 opm (b/w)/Max. 20 opm (colour) > Scan Resolution: 600 x 600 dpi > Supported OS: Windows, Linux > Interface Type USB 2.0 	1	105,950.00	105,950.00
(Total Amount in Words)		TWO HUNDRED FIFTY FIVE THOUSAND NINE HUNDRED FIFTY PESO:			255,950.00
<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 3/25/2021 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>			
<p>(In case of Negotiated Purchase pursuant to Section 369 (a) of RA 7160, this portion must be accomplished.)</p>					
<p>Approved per Sanggunian Resolution No.: _____</p>					
<p>Certified Correct:</p> <p style="text-align: center;">N/A JOYCE T. CANDELARIO Secretary to the Sanggunian</p> <p style="text-align: right;">_____ Date</p>					