

**PURCHASE ORDER**  
**MUNICIPALITY OF SANTA FE**  
**LGU**

Supplier : <b>S.I.G.E. TRADING</b>	P.O. No. : <b>2021-03-0221 (Lot 1)</b>
Address : <b>Guinbiravan, Santa Fe, Romblon</b>	Date : <b>17 MAY 2021</b>
TIN :	Mode of Procurement : <b>Public Bidding</b>
	PR No./s: <b>2021 - 03 - 0066</b>

MHO

Gentlemen:

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

Place of Delivery : <b>Municipal Hall - Pob., Santa Fe, Romblon</b>			Delivery Term : <b>Municipal Hall</b>		
Date of Delivery : <b>30 Working Days</b>			Payment Term : <b>Check</b>		
Stock No.	Unit	Description	Quantity	Unit Cost	Amount
2021-0452-4411	pack	BATTERY DRY CELL (AA), 2pcs/pack	24	57.00	1,368.00
2021-0453-4411	pack	BATTERY DRY CELL (AAA), 2pcs/pack	24	87.00	2,088.00
2021-0454-4411	piece	BROWN ENVELOPE, A4	107	4.00	408.00
2021-0455-4411	piece	BROWN ENVELOPE, legal	105	5.00	525.00
2021-0456-4411	unit	CALCULATOR, standard, 12 digits, heavy duty	5	450.00	2,250.00
2021-0457-4411	piece	CLEARBOOK, A4, 20 pages	10	45.00	450.00
2021-0458-4411	piece	CLEARBOOK, legal, 20 pages	10	50.00	500.00
2021-0459-4411	piece	FLASH DRIVE, 32GB	2	450.00	900.00
2021-0460-4411	box	WHITE MAILING ENVELOPE, 50X's long	1	350.00	350.00
2021-0461-4411	piece	MOUSE OPTICAL, USB connection type	2	350.00	700.00
2021-0462-4411	ream	PAPER MULTICOPY, 70gsm, subs 20, short	10	220.00	2,200.00
2021-0463-4411	ream	PAPER MULTICOPY, 70gsm, subs 20, A4	51	230.00	11,730.00
2021-0464-4411	ream	PAPER MULTICOPY, 70gsm, subs 20, legal	51	240.00	12,240.00
2021-0465-4411	unit	PENCIL SHARPENER, heavy duty	2	350.00	700.00
2021-0466-4411	unit	PUNCHER, heavy duty, 2 holes, big	3	250.00	750.00
2021-0467-4411	piece	RECORD BOOK, 300 pages	20	85.00	1,700.00
2021-0468-4411	piece	RING BINDER, black, 1/2"	12	13.00	156.00
2021-0469-4411	piece	RING BINDER, black, 1/2"	12	15.00	180.00
2021-0470-4411	piece	SCISSORS, symmetrical blade, 10 inches	10	110.00	1,100.00
2021-0471-4411	box	STAPLER, standard size, No. 35 with staple wire remover	10	220.00	2,200.00
2021-0472-4411	piece	STAPLE WIRE, standard size, No.35	5	95.00	475.00
2021-0473-4411	piece	TAPE DISPENSER, heavy duty, table top, big	3	220.00	660.00
2021-0474-4411	piece	ANTI-VIRUS INTERNET SECURITY, 5 users	1	4,750.00	4,750.00
2021-0475-4411	set	BROTHER GENUINE INK BTD60MT5000 set (BCYM)	2	2,600.00	5,200.00
2021-0476-4411	set	EPSON INK 954 set of 4 (BCYM)	3	1,800.00	5,400.00
2021-0477-4411	piece	TONER TN116 for INEO 165e	2	4,750.00	9,500.00
2021-0478-4411	bottle	TOILET BOWL CLEANER, 1000ml	5	250.00	1,250.00
2021-0479-4411	pack	BATHROOM TISSUE, 12's, 2ply	10	150.00	1,500.00
2021-0480-4411	bottle	DISHWASHING LIQUID, 250ml	6	105.00	630.00
2021-0481-4411	pack	DETERGENT POWDER, 1kg/pouch	6	150.00	900.00
2021-0482-4411	bottle	ALCOHOL ethyl 70% solution, 500ml	10	135.00	1,350.00
2021-0483-4411	bottle	AIR FRESHENER, lemon scent 320ml, spray	6	250.00	1,500.00
2021-0484-4411	piece	GLUE, all-purpose, 130g	12	53.00	636.00
2021-0485-4411	piece	BALLPEN, black, 5, good quality	60	9.00	720.00
2021-0486-4411	piece	PERMANENT MARKER, good kind, black, refillable	22	60.00	1,320.00
2021-0487-4411	box	PENCIL, No.2	6	98.00	588.00
2021-0488-4411	pack	SPECIALTY BOARD PAPER, 200gsm, white, A4	5	50.00	250.00
2021-0489-4411	dozen	FABRIC CONDITIONER, sachet	3	96.00	288.00
2021-0490-4411	piece	DRUM KIT for INEO 165e	1	6,000.00	6,000.00
2021-0491-4411	pack	PHOTOPAPER, A4, 230gsm high glossy	4	150.00	600.00
2021-0492-4411	piece	DOUBLE SIDED TAPE, 3M, 18mmx10m	20	45.00	900.00
2021-0493-4411	piece	FOLDER, white, short	51	5.00	255.00
2021-0494-4411	piece	FOLDER, white, legal	50	6.00	300.00
2021-0495-4411	unit	FIRE EXTINGUISHER > Mono ammonium phosphate > Dry chemical > Stored pressure type > 10 lbs	1	4,000.00	4,000.00
2021-0496-4411	piece	GLUE GUN, heavy duty	2	450.00	900.00
2021-0497-4411	piece	GLUE STICK, big	28	25.00	700.00
2021-0498-4411	piece	SCOTCH TAPE, 1"	30	30.00	900.00
<b>(Total Amount in Words)</b>			<b>NINETY FIVE THOUSAND FORTY SEVEN PESOS</b>		<b>95,047.00</b>

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.

Conforms:

Very truly yours,

  
**S.I.G.E. TRADING**  
Signature over Printed Name of Supplier  
5/17/2021  
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		P.O. No. : 2021-03-0021 (Lot 2)			
Address : Guinhirvan, Santa Fe, Romblon		Date : 17 MAY 2021			
TIN :		Mode of Procurement : Public Bidding			
Gentlemen:		PR No./s: 2021 - 03 - 0063			
Please furnish this Office the following articles subject to the terms and conditions contained herein.					
Place of Delivery : Municipal Hall - Pnb., Santa Fe, Romblon		Delivery Term : Municipal Hall			
Date of Delivery : 30 Working Days		Payment Term : Check			
Stock No.	Unit	Description	Quantity	Unit Cost	Amount
2021-0499-1091	box	BALLPEN, 24's, black	4	130.00	520.00
2021-0500-1091	ream	BOND PAPER, hard copy, sube 20, legal	16	240.00	3,840.00
2021-0501-1091	ream	BOND PAPER, hard copy, sube 20, A4	8	230.00	1,840.00
2021-0502-1091	piece	RULER, plastic, 12"	4	20.00	80.00
2021-0503-1091	box	STAPLE WIRE, standard	10	75.00	750.00
2021-0504-1091	piece	STAPLER, standard with staple remover, heavy duty	2	220.00	440.00
2021-0505-1091	pack	TOILET TISSUE PAPER, 2 ply, 9 roll/stack	5	130.00	650.00
2021-0506-1091	dozen	FABRIC CONDITIONER, 24-40ml, sachet	5	108.00	540.00
2021-0507-1091	box	PAPER CLIPS, vinyl, plastic coated, (33mm)	5	15.00	75.00
2021-0508-1091	box	PAPER CLIPS, vinyl, plastic coated, (50mm)	5	25.00	125.00
2021-0509-1091	cart	HP LASER JET CARTRIDGE, CE255AC	1	4,800.00	4,800.00
2021-0510-1091	cart	INK CARTRIDGE CANON, colored CL-811	2	1,350.00	2,700.00
2021-0511-1091	cart	INK CARTRIDGE CANON, black PG-810	2	1,100.00	2,200.00
2021-0512-1091	bottle	ALCOHOL, ethyl, 70% solution, 500ml	10	135.00	1,350.00
2021-0513-1091	box	PENCIL #2, medium, yellow, 12 pack with eraser	2	92.00	184.00
2021-0514-1091	piece	EXPANDED ENVELOPE, long	5	20.00	100.00
2021-0515-1091	dozen	FOLDER with tab, legal	5	72.00	360.00
2021-0516-1091	dozen	FOLDER with tab, A4	5	60.00	300.00
2021-0517-1091	unit	CALCULATOR, DM-1200BM, 12 digits, heavy duty	4	450.00	1,800.00
2021-0518-1091	pack	BATTERY, dry cell, AAA	3	85.00	255.00
2021-0519-1091	bottle	CANON printer ink, 100ml, black	1	100.00	100.00
2021-0520-1091	bottle	CANON printer ink, 100ml, yellow	1	100.00	100.00
2021-0521-1091	bottle	EPSON INK T664, 100ml, black	8	375.00	3,000.00
2021-0522-1091	bottle	EPSON INK T664, 100ml, yellow	3	375.00	1,125.00
2021-0523-1091	bottle	EPSON INK T664, 100ml, cyan	3	375.00	1,125.00
2021-0524-1091	bottle	EPSON INK T664, 100ml, magenta	3	375.00	1,125.00
2021-0525-1091	piece	PERMANENT MARKER, bullet type, refillable, black	2	50.00	100.00
2021-0526-1091	piece	HIGHLIGHTER	3	45.00	135.00
2021-0527-1091	piece	PUNCHER, 2holes, big, heavy duty	1	195.00	195.00
2021-0528-1091	piece	FLASHDRIVE, 16GB	2	365.00	730.00
2021-0529-1091	piece	STAMP PAD, felt, black	1	45.00	45.00
2021-0530-1091	piece	CLEARBOOK, legal	3	50.00	150.00
2021-0531-1091	piece	CLEARBOOK, A4	5	45.00	225.00
2021-0532-1091	piece	DUSTPAN, plastic, medium size	2	250.00	500.00
2021-0533-1091	bottle	WINDOW CLEANER, 1000ml	2	350.00	700.00
2021-0534-1091	piece	MAGAZINE FILE BOX, legal	5	200.00	1,000.00
2021-0535-1091	piece	SCISSORS SYMMETRICAL, blade 54mm	2	100.00	200.00
2021-0536-1091	piece	TAPE DISPENSER, table top, big	1	175.00	175.00
2021-0537-1091	piece	RAGS, cotton	6	35.00	210.00
2021-0538-1091	piece	SIGN PEN, liquid gel, 0.55mm needle tip, black	12	25.00	300.00
2021-0539-1091	piece	SPIN MOP, stainless steel, with bucket, mop pole and microfiber head	1	750.00	750.00
2021-0540-1091	bottle	TOILET BOWL CLEANER, 1000ml	2	250.00	500.00
2021-0541-1091	roll	SCOTCH TAPE, 1", big	12	30.00	360.00
2021-0542-1091	pad	DTR, Civil Service Form No.40	5	20.00	100.00
2021-0543-1091	cart	TONER, INEO 165	1	4,000.00	4,000.00
(Total Amount in Words)			THIRTY NINE THOUSAND EIGHT HUNDRED FIFTY NINE PESOS		39,859.00

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**

  
**ELSIE D. VISCA**

Signature over Printed Name of Supplier

Signature over Printed Name of Authorized Official

5/17/2021

Municipal Mayor

Date

Designation

(In case of Negotiated Purchase pursuant to Section 369 (n) 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 : <b>S.I.G.E. TRADING</b>		P.O. No. : <b>2021-09-0021 (Lot 3)</b>			
Address : <b>Guinbirayan, Santa Fe, Romblon</b>		Date : <b>17 MAY 2021</b>			
TIN :		Mode of Procurement : <b>Public Bidding</b>			
		PR No./x: <b>2021 - 02 - 0053</b>			
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein.					
Place of Delivery : <b>Municipal Hall - Pob., Santa Fe, Romblon</b>		Delivery Term : <b>Municipal Hall</b>			
Date of Delivery : <b>30 Working Days</b>		Payment Term : <b>Check</b>			
Stock No.	Unit	Description	Quantity	Unit Cost	Amount
2021-0544-7611	pack	BATTERY DRY CELL, size AA, 4 pieces/pack	2	104.00	208.00
2021-0545-7611	ream	PAPER, MULTI-PURPOSE A4, 70gsm	30	230.00	6,900.00
2021-0546-7611	ream	PAPER, MULTI-PURPOSE legal, 70gsm	30	240.00	7,200.00
2021-0547-7611	box	BINDER CLIP, 2"	3	72.00	216.00
2021-0548-7611	piece	MULTI INSECT KILLER, 600ml water based	6	445.00	2,670.00
2021-0549-7611	piece	AIR FRESHENER, spray, 320ml	6	235.00	1,410.00
2021-0550-7611	sheet	SPECIALTY BOARD, A4, 220gsm	202	5.00	1,010.00
2021-0551-7611	piece	CORRECTION TAPE, good quality, 5mmx8cm	24	40.00	960.00
2021-0552-7611	piece	CUTTER KNIFE, for general purpose	3	75.00	225.00
2021-0553-7611	piece	DATING and STAMPING MACHINE	3	600.00	1,800.00
2021-0554-7611	set	HIGHLIGHTER PEN, 8pieceset	3	400.00	1,200.00
2021-0555-7611	piece	360° SPIN MOP rotating and bucket set extend length handled with 2 micro fiber mop heads	1	750.00	750.00
2021-0556-7611	box	WHITE ENVELOPE, mailing, long, 500pcs/box	2	250.00	500.00
2021-0557-7611	piece	FLASH DRIVE, 32GB	6	500.00	3,000.00
2021-0558-7611	pad	PINS	10	50.00	500.00
2021-0559-7611	box	THUMBSTICKS	2	30.00	60.00
2021-0560-7611	piece	GLUE GUN	3	350.00	1,050.00
2021-0561-7611	piece	ERASER, good quality	15	27.00	432.00
2021-0562-7611	piece	DOORMAT	12	50.00	600.00
2021-0563-7611	piece	BROWN ENVELOPE, long	240	5.00	1,200.00
2021-0564-7611	piece	MOUSE OPTICAL, USB connection type	2	350.00	700.00
2021-0565-7611	piece	REFILL INK for EPSON L3110, black	5	375.00	1,875.00
2021-0566-7611	box	PAPER FASTENER, plastic	5	40.00	200.00
2021-0567-7611	piece	GLUE, 240 grams, all-purpose	12	135.00	1,620.00
2021-0568-7611	piece	TAPE MASKING, 24mm	12	40.00	480.00
2021-0569-7611	piece	TAPE MASKING, 48mm	12	45.00	540.00
2021-0570-7611	piece	TAPE PACKAGING, brown, 48mm	12	45.00	540.00
2021-0571-7611	piece	TAPE, TRANSPARENT, 24mm	13	30.00	390.00
2021-0572-7611	bundle	TOILET TISSUE PAPER, 2 ply, 100% recycled, 17pcs/bundle	2	150.00	300.00
2021-0573-7611	piece	KEYBOARD	2	650.00	1,300.00
<b>(Total Amount in Words) THIRTY NINE THOUSAND EIGHT HUNDRED THIRTY SIX PESOS</b>					<b>39,836.00</b>
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,			
 <b>S.I.G.E. TRADING</b> Signature over Printed Name of Supplier <u>5/17/2021</u> Date		 <b>ELSIE D. VISCA</b> Signature over Printed Name of Authorized Official <b>Municipal Mayor</b> 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 <b>JOYCE T. CANDELARIO</b> Secretary to the Sanggunian					
Date _____					

**PURCHASE ORDER**  
**MUNICIPALITY OF SANTA FE**  
 LGU

Supplier : <u>S.I.G.E. TRADING</u>		P.O. No. : <u>2021-09-0021 (Lot 4)</u>			
Address : <u>Guinbirayan, Santa Fe, Rumbun</u>		Date : <u>17 MAY 2021</u>			
TIN : _____		Mode of Procurement : <u>Public Bidding</u>			
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:		PR No./s: <u>2021 - 03 - 0059</u>			
Place of Delivery : <u>Municipal Hall - Pnh., Santa Fe, Rumbun</u>		Delivery Term : <u>Municipal Hall</u>			
Date of Delivery : <u>30 Working Days</u>		Payment Term : <u>Check</u>			
Stock No.	Unit	Description	Quantity	Unit Cost	Amount
2021-0674-7611	ream	COUPON BOND, subs 20, A4	4	230.00	920.00
2021-0675-7611	ream	COUPON BOND, subs 20, long	3	240.00	720.00
2021-0676-7611	piece	GLUE, all purpose, big	4	135.00	540.00
2021-0677-7611	piece	FRASER	18	27.00	486.00
2021-0678-7611	piece	SPECIALTY BOARD PAPER	5	55.00	275.00
2021-0679-7611	piece	REFILL INK for EPSON L3110, black	2	375.00	750.00
2021-0680-7611	piece	EXPANDED FOLDER, long	24	22.00	528.00
2021-0501-7611	piece	ORDINARY FOLDER, short	24	5.00	120.00
2021-0582-7611	piece	FILING CASE, heavy duty	5	250.00	1,250.00
2021-0583-7611	tube	TONER CARTRIDGE for INEO 154 photocopier	1	4,200.00	4,200.00
2021-0584-7611	piece	STAPLE WIRE No. 35	2	75.00	150.00
<b>(Total Amount in Words) NINE THOUSAND NINE HUNDRED THIRTY NINE PESOS</b>					<b>9,939.00</b>
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,			
 <b>S.I.G.E. TRADING</b> Signature over Printed Name of Supplier <u>5/17/2021</u> Date		 <b>ELSIE D. VISCA</b> Signature over Printed Name of Authorized Official <b>Municipal Mayor</b> 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:		Date: _____			
N/A <b>JOYCE T. CANDELARIO</b> Secretary to the Sanggunim					

**PURCHASE ORDER**  
**MUNICIPALITY OF SANTA FE**  
 LGU

Supplier : <b>S.I.G.E. TRADING</b>		P.O. No. : <b>2021-03-0021 (Lot 5)</b>			
Address : <b>Guinbirayan, Santa Fe, Romblon</b>		Date : <b>17 MAY 2021</b>			
TIN :		Mode of Procurement : <b>Public Bidding</b>			
Gentlemen:		PR No./s: <b>2021 - 03 - 0069</b>			
Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery : <b>Municipal Hall - Pobl., Santa Fe, Romblon</b>		Delivery Term : <b>Municipal Hall</b>			
Date of Delivery : <b>30 Working Days</b>		Payment Term : <b>Check</b>			
Stock No.	Unit	Description	Quantity	Unit Cost	Amount
2021-0585-8711	roll	ADHESIVE TAPE, 12mmx10mm	10	35.00	350.00
2021-0586-8711	bottle	AIR FRESHENER, spray, 320ml	10	240.00	2,400.00
2021-0587-8711	bottle	ALCOHOL, ethyl, 70% solution, 500ml	20	135.00	2,700.00
2021-0588-8711	box	BALLPEN, black, 25's	6	135.00	810.00
2021-0589-8711	pack	BATTERY, super heavy duty, AA, 2 pieces per blister pack	10	55.00	550.00
2021-0590-8711	pack	BATTERY, super heavy duty, AAA, 2 pieces per blister pack	10	89.00	890.00
2021-0591-8711	piece	BASIN, dishwashing, stainless	2	200.00	400.00
2021-0592-8711	ream	BOND PAPER, hard copy, 520, A4	6	230.00	1,380.00
2021-0593-8711	ream	BOND PAPER, hard copy, 520, long (8.5x13)	6	240.00	1,440.00
2021-0594-8711	ream	BOND PAPER, hard copy, 520, short (8.5x11)	6	220.00	1,320.00
2021-0595-8711	piece	BROOM, soft, lambo (thick)	4	150.00	600.00
2021-0596-8711	piece	BROOM, sisk (Ing-Ing)	6	35.00	140.00
2021-0597-8711	piece	CALCULATOR, standard, 12 digits, heavy duty	1	450.00	450.00
2021-0598-8711	piece	CLEARBOOK, A4	10	45.00	450.00
2021-0599-8711	piece	CORRECTION TAPE, good quality, 5mmx3mm	20	40.00	800.00
2021-0600-8711	pack	DETERGENT POWDER, 1kg	5	155.00	775.00
2021-0601-8711	can	DISINFECTANT SPRAY, 340 grams	4	275.00	1,100.00
2021-0602-8711	piece	DYPPER, good quality	4	75.00	300.00
2021-0603-8711	piece	EXORMAT, cloth	10	50.00	500.00
2021-0604-8711	pad	DTR, Civil Service Form No 48	10	25.00	250.00
2021-0605-8711	piece	Dustpan, plastic, medium size	3	250.00	750.00
2021-0606-8711	ozon	FABRIC CONDITIONER, 24-40ml/sachet	10	108.00	1,080.00
2021-0607-8711	piece	FLASH DRIVE, OTG type, 32GB capacity	4	900.00	3,600.00
2021-0608-8711	can	FURNITURE CLEANER, aerosol type	4	250.00	1,000.00
2021-0609-8711	bottle	GLUE, all purpose, 130 grams	10	53.00	530.00
2021-0610-8711	bottle	LIQUID HAND SANITIZER, 500ml	4	200.00	800.00
2021-0611-8711	piece	MOUSE, optical, USB connection type	2	350.00	700.00
2021-0612-8711	bottle	MULTI-INSECT KILLER SPRAY, 500ml	2	450.00	900.00
2021-0613-8711	pad	NOTEPAD, stick-on, 50mmx75mm (2"x3")	4	25.00	100.00
2021-0614-8711	pad	NOTEPAD, stick-on, 50mmx75mm (3"x4")	4	30.00	120.00
2021-0615-8711	piece	PAL, good quality	2	175.00	350.00
2021-0616-8711	piece	PERMANENT MARKER, broad, black, refillable	12	55.00	660.00
2021-0617-8711	pack	PHOTOPAPER, high glossy, A4, 230gsm	10	145.00	1,450.00
2021-0618-8711	pack	RULER, plastic, 16"	10	30.00	300.00
2021-0619-8711	box	SCISSORS, symmetrical, medium size	10	90.00	900.00
2021-0620-8711	roll	SCOTCH TAPE, 1", big	12	30.00	360.00
2021-0621-8711	pack	SPECIALTY BOARD PAPER, short, 200gsm	10	50.00	500.00
2021-0622-8711	unit	SPIN MOP, stainless, with bucket, mop pole and microfiber head	1	650.00	650.00
2021-0623-8711	piece	STAMP PAD, felt	6	45.00	270.00
2021-0624-8711	piece	STAPLER, standard type, with staple wire remover	4	200.00	800.00
2021-0625-8711	box	SURGICAL FACE MASK, disposable, 3ply, 30 pcs/box, DFA approved	6	150.00	900.00
2021-0626-8711	roll	TAPE, packaging, 4"	6	85.00	510.00
2021-0627-8711	bottle	TOILET BOWL CLEANER, 1 liter	2	250.00	500.00
2021-0628-8711	pack	TOILET TISSUE PAPER, 2ply, 12roll/box	10	130.00	1,300.00
2021-0629-8711	piece	TRASHCAN, good quality	4	275.00	1,100.00
2021-0630-8711	unit	TV RACK, good quality	3	620.00	1,860.00
2021-0631-8711	unit	WALL CLOCK, good quality	1	400.00	400.00
<b>(Total Amount in Words)</b>			<b>THIRTY NINE THOUSAND NINE HUNDRED NINETY FIVE PESOS</b>		<b>39,995.00</b>

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  
5/17/2021  
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

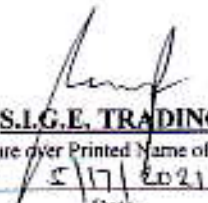

\_\_\_\_\_  
Date



**PURCHASE ORDER**  
**MUNICIPALITY OF SANTA FE**  
 LGU



Supplier : <b>S.I.G.E. TRADING</b>		P.O. No. : <b>2021-03-0021 (Lot 6)</b>			
Address : <b>Guinbirayan, Santa Fe, Romblon</b>		Date : <b>17 MAY 2021</b>			
TIN :		Mode of Procurement : <b>Public Bidding</b>			
Gentlemen:		PR No./s: <b>2021-03-0065</b>			
Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery : <b>Municipal Hall - Pob., Santa Fe, Romblon</b>		Delivery Term : <b>Municipal Hall</b>			
Date of Delivery : <b>30 Working Days</b>		Payment Term : <b>Check</b>			
Stock No.	Unit	Description	Quantity	Unit Cost	Amount
2021-0532-1032	piece	ALCOHOL, ethyl, 70% solution, 500ml	15	130.00	1,950.00
2021-0533-1032	ream	BOND PAPER, hard copy, substance 20, long (8.5x13)	14	240.00	3,360.00
2021-0534-1032	ream	BOND PAPER, hard copy, substance 20, A4	15	230.00	3,450.00
2021-0535-1032	piece	CORRECTION TAPE, good quality, 1mmx6m	10	50.00	500.00
2021-0536-1032	piece	RAGS, cotton	10	35.00	350.00
2021-0537-1032	psd	DTR, Civil Service Form No. 48	10	25.00	250.00
2021-0538-1032	box	PENCIL No. 2, medium, yellow, 12/piece per box, with eraser	5	98.00	490.00
2021-0539-1032	piece	RECORD BOOK, 500 pages	3	98.00	294.00
2021-0540-1032	pack	TOILET TISSUE PAPER, 2ply, 9 roll/pack	10	160.00	1,600.00
2021-0541-1032	piece	EXPANDED FOLDER, legal	50	25.00	1,250.00
2021-0542-1032	piece	FRASER, rubber, white, large, dust free	3	27.00	81.00
2021-0543-1032	pack	SPECIALTY BOARD PAPER, short, 200gsm	2	50.00	100.00
2021-0544-1032	box	FASTENER, elastic, 7cm, 50/box	3	50.00	150.00
2021-0545-1032	piece	STAPLER, standard type, with staple remover, No.35	1	250.00	250.00
2021-0546-1032	dozen	FOLDER with tab, legal	4	72.00	288.00
2021-0547-1032	piece	AIR FRESHENER, spray, 320ml	3	260.00	780.00
2021-0548-1032	pack	VELLUM BOARD, legal	5	65.00	325.00
2021-0549-1032	box	SURGICAL FACE MASK, disposable, FDA approved 3 ply, 50pcs/box	3	170.00	510.00
2021-0550-1032	pack	FILE TAB DIVIDER, A4	2	150.00	300.00
2021-0551-1032	box	PAPER CLIP, vinyl plastic coated, 50mm (big)	3	35.00	105.00
2021-0552-1032	box	PAPER CLIP, vinyl plastic coated, 33mm	2	25.00	50.00
2021-0553-1032	box	DATA FILE BOX/MAGAZINE FILE BOX, legal	3	200.00	600.00
2021-0554-1032	box	CLIP, backfold, 50mm	2	72.00	144.00
2021-0555-1032	piece	DOORMAT cloth (all cotton)	5	75.00	375.00
2021-0556-1032	bottle	LIQUID HAND SANITIZER, 500ml	3	250.00	750.00
2021-0557-1032	piece	RULER, plastic, 12"	3	20.00	60.00
2021-0558-1032	piece	HIGHLIGHTER	2	40.00	80.00
2021-0559-1032	pack	PHOTO PAPER, A4, 230gsm, high glossy	2	150.00	300.00
2021-0560-1032	piece	PUNCHER, 2 holes (big)	1	195.00	195.00
2021-0561-1032	bottle	PENTEL PEN INK	1	95.00	95.00
2021-0562-1032	piece	PERMANENT MARKER, broad, refillable (black)	3	60.00	180.00
2021-0563-1032	piece	TAPE, packaging, 4"	2	85.00	170.00
<b>(Total Amount in Words)</b>			<b>NINETEEN THOUSAND THREE HUNDRED EIGHTY TWO PESOS</b>	<b>19,382.00</b>	
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,			
					
<b>S.I.G.E. TRADING</b>		<b>ELSIE D. VISCA</b>			
Signature over Printed Name of Supplier		Signature over Printed Name of Authorized Official			
Date <u>5/17/2021</u>		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			
<b>JOYCE T. CANDELARIO</b>					
Secretary to the Sanggunian				Date	

**PURCHASE ORDER**  
**MUNICIPALITY OF SANTA FE**  
 LGU



Supplier : <b>S.I.G.E. TRADING</b>		P.O. No. : <b>2021-05-0021 (Lot 7)</b>			
Address : <b>Guinbirayan, Santa Fe, Romblon</b>		Date : <b>17 MAY 2021</b>			
TIN :		Mode of Procurement : <b>Public Bidding</b>			
Gentlemen:		PR No./s: <b>2021 - 03 - 0064</b>			
Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery : <b>Municipal Hall - Pob., Santa Fe, Romblon</b>		Delivery Term : <b>Municipal Hall</b>			
Date of Delivery : <b>30 Working Days</b>		Payment Term : <b>Check</b>			
Stock No.	Unit	Description	Quantity	Unit Cost	Amount
2021-0669-5999	piece	ARCH FILE HORIZONTAL, with Tagla Lock, size 3'x6x15.5'	5	550.00	2,750.00
2021-0670-5999	piece	EXTERNAL HD, 1TB, 256 bit AES file & folder encryption	1	3,200.00	3,200.00
2021-0671-5999	piece	ANTIVIRUS for 2 users, 2 years	1	2,500.00	2,500.00
2021-0672-5999	box	BALLPEN, ordinary, black, 25's	2	140.00	280.00
2021-0673-5999	piece	NOTEPAD, stick-on, 76mmx10mm (3"x4")	1	70.00	70.00
2021-0674-5999	piece	NOTEPAD, stick-on, 50mmx76mm (2"x3")	2	60.00	120.00
2021-0675-5999	set	WALL CLOCK, good quality	1	400.00	400.00
2021-0676-5999	box	TRASH BIN with Lid (Dual Compartment for wet & dry classified garbage storage, trash bin size, > size H-35cm x L-26cm x W-18cm. > size of trash bin 21cmx15.25cm (2 compartment) > Product Code: LCE1000 > Condition: 100% brand new > Material: PP Plastic + Copolymer > Made from high quality material > Opening & Closing Mode: Press-button Cover > Style: Double Cover > Press the cover design, convenient and practical, the lid will automatically bounce open > With division: easy to separate garbage from wet to dry to prevent the odor from spreading > Cap design: to prevent breeding of flying insects and also the stink from overflowing in the trashcan > Easy to clean and scratch-free	1	850.00	850.00
<b>(Total Amount in Words)</b> TEN THOUSAND ONE HUNDRED SEVENTY PESOS					<b>10,170.00</b>
<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,			
 <b>S.I.G.E. TRADING</b> Signature over Printed Name of Supplier Date: <u>5/17/2021</u>		 <b>ELSIE D. VISCA</b> 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:		Date: _____			
N/A <b>JOYCE T. CANDELARIO</b> Secretary to the Sanggunian					

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**PURCHASE ORDER**  
**MUNICIPALITY OF SANTA FE**  
 LGU

Supplier : <b>S.I.G.E. TRADING</b>		P.O. No. : <b>2021-05-0221 (Lot B)</b>			
Address : <b>Guinhiravan, Santa Fe, Romblon</b>		Date : <b>17 MAY 2021</b>			
TIN :		Mode of Procurement : <b>Public Bidding</b>			
Gentlemen:		PR No./s: <b>2021 - 03 - 0062</b>			
Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery : <b>Municipal Hall - Pub., Santa Fe, Romblon</b>		Delivery Term : <b>Municipal Hall</b>			
Date of Delivery : <b>30 Working Days</b>		Payment Term : <b>Check</b>			
Stock No.	Unit	Description	Quantity	Unit Cost	Amount
2021-0677-1201	piece	CLEARBOOK, A4	5	50.00	250.00
2021-0678-1201	piece	CLEARBOOK, legal	5	60.00	300.00
2021-0679-1201	box	CLIP, BACKFOLD, 25mm	5	35.00	175.00
2021-0680-1201	box	CLIP, BACKFOLD, 32mm	5	50.00	250.00
2021-0681-1201	piece	CORRECTION TAPE	10	45.00	450.00
2021-0682-1201	box	MAILING ENVELOPE, white, long	1	230.00	230.00
2021-0683-1201	piece	ERASER, elastic/rubber	6	30.00	180.00
2021-0684-1201	piece	FLASH DRIVE, 16GB	3	375.00	1,125.00
2021-0685-1201	dozen	FOLDER, ordinary, A4	20	60.00	1,200.00
2021-0686-1201	dozen	FOLDER, ordinary, legal	25	84.00	2,100.00
2021-0687-1201	jar	ALL PURPOSE WHITE GLUE, 240 grams	3	145.00	435.00
2021-0688-1201	piece	MAGAZINE FILE BOX, large	5	200.00	1,000.00
2021-0689-1201	piece	PERMANENT MARKER, black, bullet type, refillable	6	60.00	360.00
2021-0690-1201	piece	WHITEBOARD MARKER, black	6	95.00	570.00
2021-0691-1201	pad	NOTE PAD, STICK ON, 90mmx76mm (2x3") min	5	45.00	225.00
2021-0692-1201	piece	STAMP PAD, felt, black color	3	60.00	180.00
2021-0693-1201	piece	STAPLE WIRE REMOVER, pier type	5	75.00	375.00
2021-0694-1201	box	STAPLE WIRE, standard size, No.35	5	75.00	375.00
2021-0695-1201	piece	STAPLER, heavy duty, big/long, binder type	1	200.00	200.00
2021-0696-1201	roll	TAPE, transparent, 1" big	10	30.00	300.00
2021-0697-1201	cart	TONER CARTRIDGE, HP CE285A (HP85A), black	3	4,500.00	13,500.00
2021-0698-1201	bottle	AIR FRESHENER, aerosol type, 320ml	3	245.00	735.00
2021-0699-1201	bottle	TOILET BOWL CLEANER, 1000ml	3	250.00	750.00
2021-0700-1201	can	FURNITURE CLEANER, aerosol type	3	300.00	900.00
2021-0701-1201	ream	BOND PAPER, 70gsm, subs 20, A4	10	230.00	2,300.00
2021-0702-1201	ream	BOND PAPER, 70gsm, subs 20, legal	5	240.00	1,200.00
<b>(Total Amount in Words)</b>			<b>TWENTY NINE THOUSAND SIX HUNDRED SIXTY FIVE PESOS</b>		<b>29,665.00</b>
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,			
 <b>S.I.G.E. TRADING</b> Signature over Printed Name of Supplier <u>5/17/2021</u> Date		 <b>ELSIE D. VISCA</b> Signature over Printed Name of Authorized Official <b>Municipal Mayor</b> 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:		Date _____			
N/A <b>JOYCE T. CANDELARIO</b> Secretary to the Sanggunian					

**PURCHASE ORDER**  
**MUNICIPALITY OF SANTA FE**  
 LGU

Supplier : <b>S.I.G.E. TRADING</b>		P.O. No. : <b>2021-05-0021 (Lot 9)</b>			
Address : <b>Gulnirayan, Santa Fe, Romblon</b>		Date : <b>17 MAY 2021</b>			
TIN :		Mode of Procurement : <b>Public Bidding</b>			
		PR No./s: <b>2021-03-0070</b>			
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery : <b>Municipal Hall - Poh., Santa Fe, Romblon</b>		Delivery Term : <b>Municipal Hall</b>			
Date of Delivery : <b>30 Working Days</b>		Payment Term : <b>Check</b>			
Stock No.	Unit	Description	Quantity	Unit Cost	Amount
2021-0703-8711	ream	PAPER MULTICOPY, 70gsm, sub20, A4	10	220.00	2,200.00
2021-0704-8711	ream	PAPER, special, 80gsm, 8.5x11 inches, letter	2	400.00	800.00
2021-0705-8711	piece	SEMINAR ID BADGE, with holder, color white	100	50.00	5,000.00
2021-0706-8711	dozen	BALLPEN, black, .7mm ball point	7	96.00	672.00
2021-0707-8711	piece	PERMANENT MARKER PEN, broad, black	12	50.00	600.00
2021-0708-8711	piece	PERMANENT MARKER PEN, fine, black	12	50.00	600.00
2021-0709-8711	piece	PERMANENT MARKER, ink refill, black	3	80.00	240.00
2021-0710-8711	piece	WHITE BOARD MARKER	6	95.00	570.00
2021-0711-8711	roll	MANILA PAPER	1	96.00	96.00
2021-0712-8711	bundle	CARTON INK, assorted color	4	96.00	384.00
2021-0713-8711	roll	CLEAR PLASTIC COVER, 48x50cm	1	700.00	700.00
2021-0714-8711	piece	SCISSOR, 11 inches	6	80.00	480.00
2021-0715-8711	bottle	ALCOHOL, 70% solution, 500ml, spray	4	110.00	440.00
2021-0716-8711	piece	PAIL, with cover, 1ft.	12	200.00	2,400.00
2021-0717-8711	piece	BASIN, 15cmx45cm	12	200.00	2,400.00
2021-0718-8711	piece	PLASTIC CHOPPING BOARD, large	12	250.00	3,000.00
2021-0719-8711	piece	KITCHEN KNIFE, stainless, 6 inches, plastic handle	12	200.00	2,400.00
2021-0720-8711	piece	HOE	8	500.00	4,000.00
2021-0721-8711	piece	SPADE	8	500.00	4,000.00
2021-0722-8711	piece	SPADING FORK	8	500.00	4,000.00
2021-0723-8711	piece	RAKE	8	500.00	4,000.00
2021-0724-8711	piece	PLASTIC SEEDING TRAY, 100 holes, 2'x2.5'	14	150.00	2,100.00
2021-0725-8711	piece	SPRINKLER, 10L	10	250.00	2,500.00
2021-0726-8711	piece	PLASTIC DRUM	4	800.00	3,200.00
2021-0727-8711	roll	GARDEN HOSE, 0.5 diameter	4	800.00	3,200.00
<b>(Total Amount in Words)</b>			<b>FORTY NINE THOUSAND NINE HUNDRED EIGHTY TWO PESOS</b>	<b>49,982.00</b>	
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 items.					
Conforme:		Very truly yours,			
 <b>S.I.G.E. TRADING</b> Signature over Printed Name of Supplier <u>5/17/2021</u> Date		 <b>ELSIE D. VISCA</b> Signature over Printed Name of Authorized Official <b>Municipal Mayor</b> 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 <b>JOYCE T. CANDELARIO</b> Secretary to the Sanggunian _____ Date					