




PURCHASE ORDER
Municipal Government of Santa Fe, Romblon
LGU

Supplier : SIGE TRADING		P.O. No. : 2022-01-0004			
Address : Guinbirayan, Santa Fe, Romblon		Date : January 7, 2022			
TIN : _____		Mode of Procurement : Two-Failed Biddings			
		PR No./s : 2021-07-0131			
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery : Municipal Hall - Poblacion, Santa Fe, Romblon		Delivery Term : Deliver at the Mun. Hall			
Date of Delivery : 30 Working Days from the receipt of this PO		Payment Term : Check			
Property No.	Unit	Description	Quantity	Unit Cost	Amount
2022-07-010-0132-4411	unit	OFFICE TABLE > 740mmx580mmx1.160mm > Black in color > 2 locks/metal runner middle drawer	1	5,000.00	5,000.00
2022-07-010-0133-4411	unit	OFFICE CHAIR > Adjustable height > 360 swivel function > Pneumatic height adjustment	1	1800.00	1,800.00
2022-07-010-0134-4411	unit	WALL CABINET > 2 door large shelves > 3ft x 2ft x 1ft dimension > Heavy duty with installation	1	4,000.00	4,000.00
2022-07-010-0135-4411	unit	COMPUTER TABLE > With keyboard drawer and cabinet > With printer shelves > 600cm x 40cm x 112cm	1	3,800.00	3,800.00
2022-07-010-0138-4411		COMPUTER BACK-UP GENERATOR (UPS) > 140-300 VAC > Output frequency: 50 or 60 hz > Typical recharge time: 9-10 hours	1	4,000.00	4,000.00
2022-07-010-0137-4411	unit	WHITE BOARD > 2ft x 3ft size	1	1,200.00	1,200.00
2022-07-010-0138-4411	unit	HIGH STOOL CHAIR > 29 inches height > Wood material	2	1,650.00	3,300.00
2022-07-010-0139-4411	unit	VENETIAN WINDOW BLINDS > 48 inch x 64 inch > PVC non-toxic material > Wand control	1	3,600.00	3,600.00
2022-07-010-0140-4411	unit	METAL DRAWER UNIT > 3 layers > With lock	1	6,500.00	6,500.00
(Total Amount in Words):		Thirty Three Thousand Two Hundred Pesos Only.		33,200.00	
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			
Date				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:					
		Secretary to the Sanggunian		Date	