


**PURCHASE ORDER**  
Municipal Government of Santa Fe, Romblon  
LGU


<b>Supplier : <u>S.I.G.E. TRADING</u></b>		<b>P.O. No. : <u>2022-03-0044 (Lot 1)</u></b>			
<b>Address : <u>Guinbiravan, Santa Fe, Romblon</u></b>		<b>Date : <u>March 23, 2022</u></b>			
<b>TIN : _____</b>		<b>Mode of Procurement : <u>Public Bidding</u></b>			
		<b>PR No./s : <u>2022-01-0044</u></b>			
<b>Gentlemen:</b> Please furnish this Office the following articles subject to the terms and conditions contained herein:					
<b>Place of Delivery : <u>Municipal Hall-Poblacion, Santa Fe, Romblon</u></b>			<b>Delivery Term : <u>Deliver at the Municipal Hall</u></b>		
<b>Date of Delivery : <u>Within 30 Working Days upon the receipt of NTP</u></b>			<b>Payment Term : <u>Check</u></b>		
Property No.	Unit	Description	Quantity	Unit Cost	Amount
2022-05-020-0003-1021	unit	<b>DOCUMENT SCANNER</b>  Specifications: > Scan up to 12 double-sided pages per minute > Holds up to 10 pages in the automatic documents > Cross-platform compatibility for PC and Mac > One Button Searchable PDF Creation, PDF and JPEG > Scan to editable Word and Excel Files > Create searchable keywords from highlighter text > Business card scanning software > USB or AC Powered General Technical Specifications > ADF ( Automatic Feeder Documents) Scanning > Scanning Modes: Color/ Grayscale/Monochrome/Automatic detection > Image Sensor: CIS (Color Image Sensor) X2 > Light Source: 3 Color LED (Red/Green/Blue) > Optical Resolution: 600dpi X 600 dpi Scanning Speed: > Auto Mode: (Simplex or Duplex 6 pages/minute/12 images/minute) > Normal Mode: (Color 150dpi, Grayscale 300 dpi, 12 pages per minute, 24 images/minute) > Better Mode: ( Color 200dpi, Grayscale 600 dpi, 6 pages per minute, 18 images/minute) > Best Mode: (Color 300dpi, Grayscale 600dpi, 6 pages/minute, 12 images/minute) > Excellent Mode:( Color 600 dpi, Grayscale, 1200 dpi, 3 pages/minute, 6 images/minute)	1	24,800.00	24,800.00
<b>(Total Amount in Words):</b>		<b>TWENTY FOUR THOUSAND EIGHT HUNDRED PESOS</b>			<b>24,800.00</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  
03/24/2022

  
**ELSIE D. VISCA**  
Signature over Printed Name of Authorized Official  
Acting 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  
Secretary to the Sanggunian

\_\_\_\_\_  
Date