


PURCHASE ORDER
Municipal Government of Santa Fe, Romblon
LGU

Supplier : S.I.G.E. TRADING		P.O. No. : 2022-03-0043 (Lot 12)			
Address : Guinbiravan, Santa Fe, Romblon		Date : March 23, 2022			
TIN : _____		Mode of Procurement : Public Bidding			
		PR No./s : 2022-01-0037			
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 Municipal Hall		
Date of Delivery : Within 30 Working Days upon the receipt of NTP			Payment Term : Check		
Stock No.	Unit	Description	Quantity	Unit Cost	Amount
2022-0808-7611	piece	Correction Tape	12	55.00	660.00
2022-0809-7611	pack	Special Board Paper, Short 8.5x11	15	45.00	675.00
2022-0810-7611	piece	Permanent Marker	10	50.00	500.00
2022-0811-7611	piece	Refill Ink for EPSON L3110 Black	10	340.00	3,400.00
2022-0812-7611	bundle	Toilet Tissue Paper, 2 ply, 100% Recycled	12	300.00	3,600.00
2022-0813-7611	piece	Mouse OPTICAL USB Connection Type	2	350.00	700.00
2022-0814-7611	ream	Paper Multi-Purpose A4 70 gsm	30	210.00	6,300.00
2022-0815-7611	ream	Paper Multi-Purpose Legal 70 gsm	26	220.00	5,720.00
2022-0816-7611	ream	Paper Multi-Purpose Short 8.5x11 gsm	5	200.00	1,000.00
2022-0817-7611	box	Binder Clip 1"	10	33.00	330.00
2022-0818-7611	box	Binder Clip 2"	10	75.00	750.00
2022-0819-7611	box	Paper Fastener Plastic	5	65.00	325.00
2022-0820-7611	piece	Expanding Colored Plastic Envelope with Handle, Assorted	12	125.00	1,500.00
2022-0821-7611	piece	Tape, Packaging, Brown, 48mm	12	40.00	480.00
2022-0822-7611	ream	Neon Paper, Assorted Colors	5	215.00	1,075.00
2022-0823-7611	piece	Folder, Ordinary Long	500	5.00	2,500.00
2022-0824-7611	piece	Folder, Ordinary A4	300	4.50	1,350.00
2022-0825-7611	set	Highlighter Pen	2	250.00	500.00
2022-0826-7611	piece	Filing Case, heavy duty	20	220.00	4,400.00
2022-0827-7611	pack	Battery AA (2 pcs. Per pack)	4	56.00	224.00
2022-0828-7611	box	Paper Clip, 33mm	10	25.00	250.00
2022-0829-7611	piece	Air Humidifier Aroma Essential Oil, Ultrasonic Cool Mist	4	1,500.00	6,000.00
2022-0830-7611	liter	Essential Oil for Air Modifier > 2 liters each scent: Fresh bamboo, Green Tea, Cherry Blossom, Bubble Gum, Citronella and Cotton Blossom	12	225.00	2,700.00
2022-0831-7611	piece	Clean Dirt Separation Mop 360°Free Rotation to Clean Sewage Separation Hand Self-Washing Floor Rotating Mop > Lifting Rod + Stainless Steel Plate, More than 10 kg > Separation of Clean Water and Sewage	1	1,335.00	1,335.00
2022-0832-7611	pack	Eraser (2pcs. Per Pack) > Mars Plastic 526 53 Blister Pack 2's	2	250.00	500.00
(Total Amount in Words): FORTY SIX THOUSAND SEVEN HUNDRED SEVENTY FOUR PESOS					46,774.00

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
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