



PURCHASE ORDER
Municipal Government of Santa Fe, Romblon
LGU

Supplier : S.I.G.E. TRADING Address : Guinbirayan, Santa Fe, Romblon			P.O. No. : 2022-03-0043 (Lot 13) Date : March 23, 2022 Mode of Procurement : Public Bidding PR No./s : 2022-01-0038		
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
2022-0833-1011	bottles	Air Freshener	3	220.00	660.00
2022-0834-1011	box	Ballpen, black	1	150.00	150.00
2022-0835-1011	ream	Bond Paper, hard copy, S-20, A4	130	210.00	27,300.00
2022-0836-1011	ream	Bond Paper, hard copy, S-20, long	30	220.00	6,600.00
2022-0837-1011	bottles	Canon Printer Ink, No.71 (Black)	9	750.00	6,750.00
2022-0838-1011	set	Canon Printer Ink, No.71 (Black), Cyan, Magenta & Yellow), 4 bottles/set	4	2,750.00	11,000.00
2022-0839-1011	box	Clip, backfold, 50mm	12	75.00	900.00
2022-0840-1011	pc	Computer Keyboard	1	500.00	500.00
2022-0841-1011	pc	Cork board, 60x90 cm, wooden frame	1	850.00	850.00
2022-0842-1011	pieces	Correction Tape, good quality, 5mmx8m	12	50.00	600.00
2022-0843-1011	pieces	Envelope, brown, long	12	5.00	60.00
2022-0844-1011	cart	Ink Cartridge Canon CL-98	2	1,050.00	2,100.00
2022-0845-1011	cart	Ink Cartridge Canon PG-88	2	880.00	1,760.00
2022-0846-1011	cart	Ink Cartridge Canon CL-57	2	1,150.00	2,300.00
2022-0847-1011	cart	Ink Cartridge Canon PG-47	4	650.00	2,600.00
2022-0848-1011	pc	Laptop Battery for Lenovo Idea pad 330s	1	3,300.00	3,300.00
2022-0849-1011	pc	Puncher, big, 2 holes	1	165.00	165.00
2022-0850-1011	piece	Plastic Combi Binding Ring, 1"	24	37.00	888.00
2022-0851-1011	piece	Plastic Combi Binding Ring, 9/16"	48	20.00	960.00
2022-0852-1011	book	Record Book, 300 pages	6	75.00	450.00
2022-0853-1011	pack	Specialty Board Paper, 220gsm, A4, pale cream	24	45.00	1,080.00
2022-0854-1011	pack	Specialty Board Paper, 220gsm, long, pale cream	12	50.00	600.00
2022-0855-1011	roll	Tape, transparent, 24mm, big	6	47.00	282.00
2022-0856-1011	pack	Toilet Tissue Paper, 2-Ply	3	300.00	900.00
2022-0857-1011	cart	Toner Cartridge for Gestnetner M2701 copier	1	4,600.00	4,600.00
(Total Amount in Words):			SEVENTY SEVEN THOUSAND THREE HUNDRED FIFTY FIVE PESOS		77,355.00
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>03/29/2022</u>			 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		