


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

Supplier : <b>S.I.G.E. TRADING</b> Address : <b>Guinbirayan, Santa Fe, Romblon</b> TIN :			P.O. No. : <b>2022-03-0043 (Lot 16)</b> Date : <b>March 23, 2022</b> Mode of Procurement : <b>Public Bidding</b> PR No./s : <b>2022-01-0041</b>		
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery : <b>Municipal Hall-Poblacion, Santa Fe, Romblon</b> Date of Delivery : <b>Within 30 Working Days upon the receipt of NTP</b>			Delivery Term : <b>Deliver at the Municipal Hall</b> Payment Term : <b>Check</b>		
Stock No.	Unit	Description	Quantity	Unit Cost	Amount
2022-0889-4411	ream	Bond Paper Hard Copy 80gsm, sub24 500 sheets (A4)	115	210.00	24,150.00
2022-0890-4411	ream	Bond Paper Hard Copy 80gsm, sub24 sheets (Legal)	75	220.00	16,500.00
2022-0891-4411	ream	Bond Paper Hard Copy 80gsm, sub24 sheets (Letter)	5	200.00	1,000.00
2022-0892-4411	set	Brother Genuine Ink BT60/BT5000 Set of 4 (BK, C, M, Y)	4	2,360.00	9,440.00
2022-0893-4411	pcs	Drum Kit for INEO 165c	1	16,000.00	16,000.00
2022-0894-4411	set	Epson ink 004 set of 4 (BK, C, Y, M)	4	1,500.00	6,000.00
2022-0895-4411	bottle	Epson ink 664 BK	2	350.00	700.00
2022-0896-4411	set	Toner TN116 for INEO 165e	1	2,200.00	2,200.00
2022-0897-4411	pcs	Ballpoint Pen Black 0.5 (Good Quality)	70	10.00	700.00
2022-0898-4411	pack	Battery Dry Cell (AA), 2pcs/pack	12	58.00	696.00
2022-0899-4411	pack	Battery Dry Cell (AAA), 2pcs/pack	12	85.00	1,020.00
2022-0900-4411	pcs	Brown Envelope (A4)	75	5.00	375.00
2022-0901-4411	pcs	Brown Envelope (Legal)	115	6.00	690.00
2022-0902-4411	pcs	Columnar books	10	65.00	650.00
2022-0903-4411	pcs	Double-sided Tape 18mmx10mm (3M)	8	150.00	1,200.00
2022-0904-4411	pcs	Folder, white (A4)	20	5.00	100.00
2022-0905-4411	pcs	Folder, white (Legal)	20	6.00	120.00
2022-0906-4411	pcs	Glue, 130g all-purpose	10	75.00	750.00
2022-0907-4411	set	Highlighter Set (Paste/Neon), 6's/Set	2	285.00	570.00
2022-0908-4411	box	Pencil No.2	5	96.00	480.00
2022-0909-4411	unit	Record Book 300 pages	10	85.00	850.00
2022-0910-4411	pcs	Refillable Permanent Market Black (Good Quality)	12	50.00	600.00
2022-0911-4411	pcs	Ring Binder, black, 1/4"	4	20.00	80.00
2022-0912-4411	pcs	Ring Binder, black, 1/2"	4	25.00	100.00
2022-0913-4411	pcs	Scissors Symmetrical Blade (length 65 mm 1pc)	5	160.00	800.00
2022-0914-4411	pack	Specialty Velum Board, 220gsm, White A4	10	50.00	500.00
2022-0915-4411	box	Stapler standard size, No.35 staple wire	6	285.00	1,710.00
2022-0916-4411	bottle	Air Freshener, lemon scent 320ml, spray	10	220.00	2,200.00
2022-0917-4411	pack	Bathroom tissue, 12's 3 ply	10	300.00	3,000.00
2022-0918-4411	pack	Detergent powder, 1kilo/pouch	4	145.00	580.00
2022-0919-4411	bottle	Dishwashing Liquid, 250ml	4	85.00	340.00
2022-0920-4411	doz	Fabric conditioner, sachet	4	96.00	384.00
2022-0921-4411	bottle	Toilet bowl cleaner 1000ml	4	350.00	1,400.00
<b>(Total Amount in Words):</b>		<b>NINETY FIVE THOUSAND EIGHT HUNDRED EIGHTY FIVE PESOS</b>			<b>95,885.00</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.C.E. TRADING  
Signature over Printed Name of Supplier  
103/24/2022

  
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