



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

Supplier : <u>S.I.G.E. TRADING</u>		P.O. No. : <u>2022-03-0043 (Lot 3)</u>			
Address : <u>Guinbiravan, Santa Fe, Romblon</u>		Date : <u>March 23, 2022</u>			
TIN : _____		Mode of Procurement : <u>Public Bidding</u>			
Gentlemen:		PR No./s : <u>2022-01-0027</u>			
Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery : <u>Municipal Hall-Poblacion, Santa Fe, Romblon</u>			Delivery Term : <u>Deliver at the Municipal Hall</u>		
Date of Delivery : <u>Within 30 Working Days upon the receipt of NTP</u>			Payment Term : <u>Check</u>		
Stock No.	Unit	Description	Quantity	Unit Cost	Amount
2022-0585-1201	10 reams	Bond Paper A4, Substance 20	10	210.00	2,100.00
2022-0586-1201	5 can	Air Freshener Aerosol Type	5	220.00	1,100.00
2022-0587-1201	5 box	Clip, BACKGOLD, 19mm	5	25.00	125.00
2022-0588-1201	5 box	Clip, BACKGOLD, 50mm	5	75.00	375.00
2022-0589-1201	3 can	DISINFECTANT SPRAY, AEROSOL TYPE (18oz)	3	450.00	1,350.00
2022-0590-1201	3 bottle	TOILET BOWL CLEANER, liquid, 1000ml	3	350.00	1,050.00
2022-0591-1201	3 can	FURNITURE CLEANER AEROSOL TYPE	3	350.00	1,050.00
2022-0592-1201	5 pieces	FLASH DRIVE, 16 GB	5	350.00	1,750.00
2022-0593-1201	15 pieces	KEY CHAINS (Ordinary)	15	120.00	1,800.00
2022-0594-1201	15 pieces	MAGAZINE FILE BOX, LARGE	15	250.00	3,750.00
2022-0595-1201	5 pieces	STAPLE WIRE REMOVER, STANDARD	5	150.00	750.00
2022-0596-1201	4 cart	TONER CART, HP CE285A (HP85A), BLACK	4	4,850.00	19,400.00
2022-0597-1201	10 bottle	EPSON INK REFILL 664, 70ml-BLACK	10	340.00	3,400.00
2022-0598-1201	5 bottle	EPSON INK REFILL 664, 70ml-CYAN	5	370.00	1,850.00
2022-0599-1201	5 bottle	EPSON INK REFILL 664, 70ml- MAGENTA	5	370.00	1,850.00
2022-0600-1201	5 bottle	EPSON INK REFILL 664, 70ml -YELLOW	5	370.00	1,850.00
2022-0601-1201	12 pieces	SIGN PEN (Black)	12	35.00	420.00
2022-0602-1201	5 box	Staple Wire No. 35(26/6)	5	75.00	375.00
2022-0603-1201	5 box	FASTENER (Aluminum)	5	85.00	425.00
2022-0604-1201	5 pieces	DOUBLE SIDED TAPE (Big size)	5	85.00	425.00
2022-0605-1201	3 pack	STICKER PAPER (A4) WHITE	3	45.00	135.00
2022-0606-1201	3 pack	PHOTO PAPER (A4)	3	165.00	495.00
2022-0607-1201	5 pack	SPECIALTY BOARD (A4 SIZE) WHITE	5	45.00	225.00
2022-0608-1201	5 pack	SPECIALTY BOARD (LEGAL SIZE) WHITE	5	55.00	275.00
2022-0609-1201	20 roll	TISSUE PAPER (DOUBLE PLY)	20	25.00	500.00
<b>(Total Amount in Words): FORTY SIX THOUSAND EIGHT HUNDRED TWENTY FIVE PESOS</b>					<b>46,825.00</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,		
 <b>S.I.G.E. TRADING</b> Signature over Printed Name of Supplier <u>103/24/2022</u>			 <b>ELSIE D. VISCA</b> 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		