

PURCHASE ORDER
Municipal Government of Santa Fe, Romblon
LGU

Supplier : S.I.G.E. TRADING		P.O. No. : 2022-03-0043 (Lot 6)			
Address : Guinbiravan, Santa Fe, Romblon		Date : March 23, 2022			
TIN :		Mode of Procurement : Public Bidding			
		PR No./s : 2022-01-0030			
Gentlemen:					
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
2022-0648-8711	roll	Adhesive Tape, 12mmx10m	10	35.00	350.00
2022-0649-8711	bottle	Air Freshener, spray, 320ml	10	220.00	2,200.00
2022-0650-8711	unit	Air Humidifier, aroma, essential oil, ultrasonic cool mist	1	750.00	750.00
2022-0651-8711	bottle	Alcohol, ethyl, 70% solution, 500ml	15	115.00	1,725.00
2022-0652-8711	box	Ballpen, black, 25's	6	143.00	858.00
2022-0653-8711	ream	Bond Paper, hard copy, S-20, A4	6	210.00	1,260.00
2022-0654-8711	ream	Bond Paper, hard copy, S-20, long (8.5x13)	6	220.00	1,320.00
2022-0655-8711	ream	Bond Paper, hard copy, S-20, short (8.5x11)	6	200.00	1,200.00
2022-0656-8711	pc	Broom, soft, Tambo (thick)	4	75.00	300.00
2022-0657-8711	dozen	Brown Envelope, short	5	60.00	300.00
2022-0658-8711	bottle	Canon Printer Ink, 70ml, black	3	100.00	300.00
2022-0659-8711	bottle	Canon Printer Ink, 70ml, cyan	2	100.00	200.00
2022-0660-8711	bottle	Canon Printer Ink, 70ml, magenta	2	100.00	200.00
2022-0661-8711	bottle	Canon Printer Ink, 70ml, yellow	2	100.00	200.00
2022-0662-8711	pc	Data File Box,/Magazine Box, legal	3	195.00	585.00
2022-0663-8711	bottle	Dishwashing Liquid, 790ml	3	210.00	630.00
2022-0664-8711	pad	DTR, Civil Service Form No. 48	10	25.00	250.00
2022-0665-8711	unit	External Hard Drive, 1 TB, 2.5"HDD, USB 3.0	1	3,000.00	3,000.00
2022-0666-8711	dozen	Envelope, legal size, plastic	5	120.00	600.00
2022-0667-8711	pc	Envelope, legal size, plastic, with holder	10	130.00	1,300.00
2022-0668-8711	bottle	Epson Ink 001, black, 70ml	5	350.00	1,750.00
2022-0669-8711	bottle	Epson Ink 001, Yellow,70ml	3	370.00	1,110.00
2022-0670-8711	bottle	Epson Ink 001, Magenta, 70ml	3	370.00	1,110.00
2022-0671-8711	bottle	Epson Ink 001, cyan, 70ml	3	370.00	1,110.00
2022-0672-8711	bottle	Epson Ink 003, black, 70ml	5	320.00	1,600.00
2022-0673-8711	bottle	Epson Ink 003, Yellow,70ml	2	360.00	720.00
2022-0674-8711	bottle	Epson Ink 003, Magenta, 70ml	2	360.00	720.00
2022-0675-8711	bottle	Epson Ink 003, cyan, 70ml	2	360.00	720.00
2022-0676-8711	pc	Eraser, rubber, white, large, dust free	10	45.00	450.00
2022-0677-8711	pc	Flash Drive, 32 GB, OTG	6	950.00	5,700.00
2022-0678-8711	pc	Highlighter	10	50.00	500.00
2022-0679-8711	bottle	Liquid Hand Sanitizer, 500ml	4	250.00	1,000.00
2022-0680-8711	pad	Note Pad, stick-on, 50mmx76mm(2"x3")	4	30.00	120.00
2022-0681-8711	pad	Note Pad, stick-on, 76mmx100mm(3"x4")	2	35.00	70.00
2022-0682-8711	roll	Scotch Tape, 1" big	11	25.00	275.00
2022-0683-8711	box	Surgical Face Mask, disposable, 3-ply, 50pcs/box, FDA Approved	10	150.00	1,500.00
2022-0684-8711	roll	Tape, packaging, 4"	6	95.00	570.00
2022-0685-8711	roll	Tape, masking, 1"	6	35.00	210.00
2022-0686-8711	pack	Toilet Tissue Paper,	8	25.00	200.00
(Total Amount in Words):			THIRTY SIX THOUSAND NINE HUNDRED SIXTY THREE PESOS	36,963.00	

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


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