



PURCHASE ORDER
Municipal Government of Santa Fe, Romblon
LGU

Supplier : S.I.G.E. TRADING Address : Guinbirayan, Santa Fe, Romblon			P.O. No. : 2022-09-0111 (Lot 6) Date : September 30, 2022 Mode of Procurement : Public Bidding PR No./s : 2022-06-0100		
TIN : _____					
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 Date of Delivery : Within 30 Working Days upon the receipt of NTP			Delivery Term : Deliver at the Municipal Hall Payment Term : Check		
Stock No.	Unit	Description	Quantity	Unit Cost	Amount
2022-1669-1011	reams	Coupon Bond Subs. 20 (A4)	12	230.00	2,760.00
2022-1670-1011	reams	Coupon Bond Subs. 20(Lega)	12	235.00	2,820.00
2022-1671-1011	pcs.	Envelope, Brown Legal	20	7.00	140.00
2022-1672-1011	pcs.	Envelope, Plastic Legal	3	15.00	45.00
2022-1673-1011	pcs	Epson 003 Ink (Black)	12	385.00	4,620.00
2022-1674-1011	pcs.	Epson 003 Ink (Cyan)	6	385.00	2,310.00
2022-1675-1011	pcs	Epson 664 Ink (Black)	12	375.00	4,500.00
2022-1676-1011	pcs	Epson 664 Ink (Cyan)	6	375.00	2,250.00
2022-1677-1011	boxes	Paper Fastener, Plastic/Coated	2	75.00	150.00
2022-1678-1011	pc	Puncher, Big 2 Holes	1	195.00	195.00
(TOTAL Amount in Words): NINETEEN THOUSAND SEVEN HUNDRED NINETY PESOS					19,790.00
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>9/30/2022</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 JOYCE T. CANDELARIO Secretary to the Sanggunian					
					Date _____