



PURCHASE ORDER
Municipal Government of Santa Fe, Romblon
 LGU

Supplier: <u>TRISH OFFICE & SCHOOL SUPPLIES</u> Address: <u>Santa Maria, Romblon</u>			P.O. No. : <u>2022-12-0152 (Lot 1)</u> Date : <u>December 13, 2022</u> Mode of Procurement : <u>Public Bidding</u> PR No./s : <u>2022-10-0189</u>		
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>Municipal Hall</u>		
Date of Delivery : <u>Within 30 Calendar Days Upon the Receipt of NTP</u>			Payment Term : <u>Check</u>		
Stock No.	Unit	Description	Quantity	Unit Cost	Amount
2022-2077-1011	reams	COPIER PAPER, 70gsm, 8 1/2" x 11 3/4", 500 sheets (A4)	50	210.00	10,500.00
2022-2076-1011	pcs	RING BINDER, 2 inches	12	60.00	720.00
2022-2079-1011	pc	CALCULATOR, Mini Desk Type 12 digits, extra large display, solar & battery, plastic keys	1	500.00	500.00
(Total Amount in Words): ELEVEN THOUSAND SEVEN HUNDRED TWENTY PESOS					11,720.00
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.					
Confirmer:			Very truly yours,		
 TRISH OFFICE & SCHOOL SUPPLIES Signature over Printed Name of Supplier <u>12/13/2022</u> Date			 ELSIE D. VISCA Signature over Printed Name of Authorized Official 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		