



PURCHASE ORDER
Municipal Government of Santa Fe, Romblon
LGU

| Supplier: TRISH OFFICE & SCHOOL SUPPLIES Address: Santa Maria, Romblon | | | P.O. No.: 2022-12-0152 (Lot 6) Date: December 13, 2022 Mode of Procurement: Public Bidding PR No./s: 2022-10-0179 | | |
|--|--------|---|---|-----------|------------------|
| 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 | | | Delivery Term: Municipal Hall | | |
| Date of Delivery: Within 10 Calendar Days Upon the Receipt of NTP | | | Payment Term: Check | | |
| Stock No. | Unit | Description | Quantity | Unit Cost | Amount |
| 2022-2117-1201 | pieces | BROOM SOFT, tambo | 10 | 250.00 | 2,500.00 |
| 2022-2118-1201 | cans | CLEANSER, scouring powder | 6 | 100.00 | 600.00 |
| 2022-2119-1201 | unit | FIRE EXTINGUISHER, dry chemical | 10 | 2,330.00 | 23,300.00 |
| 2022-2120-1201 | boxes | PENCIL, lead with eraser | 10 | 144.00 | 1,440.00 |
| 2022-2121-1201 | packs | SCOURING PAD | 11 | 50.00 | 550.00 |
| 2022-2122-1201 | packs | TOILET TISSUE PAPER, 2-ply, 100% recycled | 5 | 200.00 | 1,000.00 |
| 2022-2123-1201 | cart | TONER CART, brother TN-3478 black | 2 | 4,000.00 | 8,000.00 |
| 2022-2124-1201 | packs | TRASHBAG | 25 | 380.00 | 9,500.00 |
| 2022-2125-1201 | pieces | WASTERBASKET, non-rigid plastic | 10 | 150.00 | 1,500.00 |
| (Total Amount in Words): FORTY EIGHT THOUSAND THREE HUNDRED NINETY PESOS | | | | | 48,390.00 |
| 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, | | |
|  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 | | |