

PURCHASE ORDER
Municipal Government of Santa Fe, Romblon
 LGU

Supplier: TRISH OFFICE & SCHOOL SUPPLIES			P.O. No. : 2022-12-0152 (Lot 2)		
Address : Santa Maria, Romblon			Date : December 13, 2022		
TIN :			Mode of Procurement : Public Bidding		
Gentlemen:			PR No./s : 2022-10-0192		
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 30 Calendar Days Upon the Receipt of NTP			Payment Term : Check		
Stock No.	Unit	Description	Quantity	Unit Cost	Amount
2022-2080-1011	bottles	AIR FRESHENER	4	250.00	1,000.00
2022-2081-1011	boxes	BALLPEN, 0.5mm line doodle, black 25's	4	200.00	800.00
2022-2082-1011	boxes	BINDER CLIP, 1"	10	36.00	360.00
2022-2083-1011	boxes	BINDER CLIP, 2"	6	75.00	450.00
2022-2084-1011	reams	BOND PAPER, 70gsm, A4	50	220.00	11,000.00
2022-2085-1011	reams	BOND PAPER, 70gsm, long	36	230.00	8,050.00
2022-2086-1011	pack	BROWN ENVELOPE, long, 100's	1	400.00	400.00
2022-2087-1011	pack	BROWN ENVELOPE, short, 100's	1	300.00	300.00
2022-2088-1011	pcs	CORRECTION TAPE, 30m	12	35.00	420.00
2022-2089-1011	dozen	EXPANDED FOLDER, legal	24	218.00	5,232.00
2022-2090-1011	bottles	INK REFILL, black, canon	5	500.00	2,500.00
2022-2091-1011	bottles	INK REFILL, black, epson 003	2	400.00	800.00
2022-2092-1011	bottle	INK REFILL, cyan, epson 003	1	400.00	400.00
2022-2093-1011	bottle	INK REFILL, yellow, epson 003	1	400.00	400.00
2022-2094-1011	bottle	INK REFILL, magenta, epson 003	1	400.00	400.00
2022-2095-1011	bottle	INK REFILL, black, epson	6	400.00	2,400.00
2022-2096-1011	bottle	INK REFILL, cyan, epson	3	400.00	1,200.00
2022-2097-1011	bottle	INK REFILL, yellow, epson	3	400.00	1,200.00
2022-2098-1011	bottle	INK REFILL, magenta, epson	3	400.00	1,200.00
2022-2099-1011	boxes	PAPER CLIP, 32mm	4	35.00	140.00
2022-2100-1011	boxes	PAPER CLIP, 50mm	4	45.00	180.00
2022-2101-1011	boxes	PENCIL NO.2, good kind	5	144.00	720.00
2022-2102-1011	packs	PHOTOPAPER, glossy, 10's 235gsm, A4	4	120.00	480.00
2022-2103-1011	pcs	RECORD BOOK, 300 pages	2	110.00	220.00
2022-2104-1011	pcs	RECORD BOOK, 500 pages	6	140.00	840.00
2022-2105-1011	box	RUBBER BANDS, all purpose, transparent natural color, No. 18	1	320.00	320.00
2022-2106-1011	boxes	SIGN PEN, 0.5mm, black, 12's	2	336.00	672.00
2022-2107-1011	boxes	STAPLE WIRE, No.35	5	75.00	375.00
2022-2108-1011	pcs	TAPE DISPENSER, 1"	5	250.00	1,250.00
2022-2109-1011	pcs	TAPE TRANSPARENT, 1 inch	12	30.00	360.00
2022-2110-1011	packs	TOILET TISSUE PAPER, 2-ply, 12 rolls/pack	10	200.00	2,000.00
2022-2111-1011	cart	TONER CARTRIDGE for GESTETNER M2701 copier	2	2,500.00	5,000.00
2022-2112-1011	pcs	USB FLASH DRIVE 128GB cruiser blade 2.0	4	350.00	1,400.00
2022-2113-1011	pcs	PLASTIC ENVELOPE with handle	10	95.00	950.00
(Total Amount in Words):			FIFTY THREE THOUSAND FOUR HUNDRED NINETEEN PESOS		53,419.00

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
12/13/2022
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