



PURCHASE ORDER
Municipal Government of Santa Fe, Romblon
LGU

Supplier : <u>S.I.G.E. TRADING</u>			P.O. No. : <u>2022-12-0176 (Lot 2)</u>		
Address : <u>Guinbirayan, Santa Fe, Romblon</u>			Date : <u>December 29, 2022</u>		
TIN : _____			Mode of Procurement : <u>Public Bidding</u>		
Gentlemen:			PR No/s : <u>2022-11-0181</u>		
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 Mun. 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
2022-2376-1041	piece	DATA FOLDER with tagla lock, vertical, size: legal	12	285.00	3,420.00
2022-2377-1041	piece	INTERNET SECURITY for 5 or more devices	1	4,500.00	4,500.00
2022-2378-1041	ream	PAPER, MULTICOPY, A4, 80gsm	5	230.00	1,150.00
2022-2379-1041	bottle	EPSON INK 003, 65ml/bottle; color: black	10	340.00	3,400.00
(Total Amount in Words): TWELVE THOUSAND FOUR HUNDRED SEVENTY PESOS					12,470.00
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					
Continue:			Very truly yours,		
 S.I.G.E. TRADING Signature over Printed Name of Supplier <u>12/29/2022</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		