



PURCHASE ORDER
Municipal Government of Santa Fe, Romblon
 LGU

Supplier : S.I.G.E. TRADING			P.O. No. : 2022-12-0176 (Lot 3)		
Address : Guinbirayan, Santa Fe, Romblon			Date : December 29, 2022		
TIN : _____			Mode of Procurement : Public Bidding		
			PR No./s : 2022-11-0182		
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 : Deliver at the Mun. Hall		
Date of Delivery : Within 30 Calendar Days Upon the Receipt of NTP			Payment Term : Check		
Stock No.	Unit	Description	Quantity	Unit Cost	Amount
2022-2380-1091	cart	HP ORIGINAL LAZER JET TONER CARTRIDGE, CE285AC, genuine	1	4,500.00	4,500.00
2022-2381-1091	ream	BOND PAPER, hard copy, subs.20, A4	17	230.00	3,910.00
2022-2382-1091	piece	DOOR LOCK - original, duciboll, stainless steel, heavy duty, high quality	2	1,000.00	2,000.00
(Total Amount in Words): TEN THOUSAND FOUR HUNDRED TEN PESOS					10,410.00
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 Date: <u>12/29/2022</u>			 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:			Date: _____		
N/A Secretary to the Sanggunian					