

**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 12)</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>2022-11-0191</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>Cheek</u>		
Property No.	Unit	Description	Quantity	Unit Cost	Amount
2022-07-010-0109-1011	unit	<b>OFFICE CHAIR</b>	1	7,500.00	7,500.00
		➤ Measurement: W55xD61xH99 cm			
		➤ Seat Height: 54cm			
		➤ Color: Black			
		➤ Materials: PP plastic with fiber back frame covered with 492g/1m gsm mesh fabric			
		➤ PP plastic with fiber fixed armrest			
		➤ 50mm thick new foam covered with 353g/1 m gsm mesh fabric seat			
		➤ Dia. 25mm x 2.0mm thick metal frame (In powder coated finish legs)			
➤ Product Weight: 12kgs.					
2022-07-010-0110-1011	unit	<b>High Back Office Chair</b>	1	7,500.00	7,500.00
		➤ Measurement: W52xD60x(H111-121) cm			
		➤ Headset: Nylon plastic frame covered with mesh Fabric			
		➤ Seat: Plywood Frame with recycle foam covered with polyester fabric			
		➤ Arm: Polypropylene (Pp) Plastic			
		➤ Gas lift: 100mm Length Chrome gas lift			
		➤ Star Base: 350mm Dia. Chrome base			
		➤ Wheel Caster: Pu + Nylon Wheel Caster			
➤ Color Finish: Back – grey, Seat – black, Base – Chrome					
➤ Features: Butterfly mechanism, adjustable seat height, tilt locking at 90 – 135 degrees, swivel 360 degrees					
2022-07-010-0111-1011	unit	<b>OFFICE TABLE</b>	1	8,500.00	8,500.00
		➤ Dimension: W120 x D60 x H75cm			
		➤ Color: Dark Brown			
		➤ Table top & drawer front			
		➤ 25mm & 16mm MDF laminated with PVC vinyl			
		➤ Side panel & support			
➤ 16mm thick particle board laminated with PVC vinyl					
➤ Product Weight: 25kgs.					
2022-07-010-0112-1011	unit	<b>OFFICE TABLE</b>	1	8,000.00	8,000.00
		➤ Dimension: L47.25" x W23.5" x H30"			
		➤ Color: Mahogany, wooden table			
➤ With side drawers (3 drawers – right side & 3 drawers – left side)					
<b>(Total Amount in Words): TWENTY NINE THOUSAND FIVE HUNDRED PESOS</b>					<b>29,500.00</b>
<b>(GRAND TOTAL Amount in Words: TWO HUNDRED FOUR THOUSAND TWO HUNDRED SEVENTY TWO PESOS</b>					<b>204,272.00</b>

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 items.

Conforms

Very truly yours,

  
**S.I.G.E. TRADING**  
Signature over Printed Name of Supplier  
12/29/2022  
Date

  
**ELSIE D. VISCA**  
Signature over Printed Name of Authorized Official  
Municipal Mayor  
Designation

(In case of Negotiated Purchase pursuant to Section 309 (a) of RA 7160, this portion must be accomplished.)

Approved per Sanggunian Resolution No. \_\_\_\_\_

Certified Correct

N/A  
Secretary to the Sanggunian

\_\_\_\_\_  
Date