



Republic of the Philippines  
Province of Romblon  
**MUNICIPALITY OF SANTA FE**  
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**OFFICE OF THE MAYOR**

**NOTICE TO PROCEED**

April 14, 2023

**S.I.G.E TRADING**

Guinbirayan, Santa Fe, Romblon

Dear Sir/Madame:

The attached Purchase Order having been approved, notice is hereby given to **S.I.G.E TRADING** – *Guinbirayan, Santa Fe, Romblon* that the delivery of goods may commence on the **Procurement of ICT Equipment (Lot 1 & 3)** effective on two (2) days upon receipt of this notice.

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the Agreement and in accordance with the Implementation Schedule.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to the Municipal Government of Santa Fe, Romblon.

Very truly yours,


**ELSIE D. VISCA**  
Municipal Mayor  
(Head of the Procuring Entity)

I acknowledge receipt of this Notice on \_\_\_\_\_

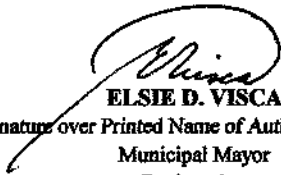
Name of the Representative of the Bidder: **S.I.G.E TRADING**

Authorized Signature: \_\_\_\_\_

**PURCHASE ORDER**  
**Municipal Government of Santa Fe, Romblon**  
**LGU**

Supplier : <b>S.I.G.E. TRADING</b> Address : <b>Guinbirayan, Santa Fe, Romblon</b>		P.O. No. : <b>2023-04-0039 (Lot 1)</b> Date : <b>April 12, 2023</b> Mode of Procurement : <b>Public Bidding</b> PR No./s : <b>2023-02-0046</b>			
TIN : _____					
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery : <b>Municipal Hall - Poblacion, Santa Fe, Romblon</b>			Delivery Term : <b>Municipal Hall</b>		
Date of Delivery : <b>Within 30 Working Days Upon the Receipt of NTP</b>			Payment Term : <b>Check</b>		
Property No.	Unit	Description	Quantity	Unit Cost	Amount
2023-05-030-0005-1011	unit	<b>ALL-IN-ONE DESKTOP COMPUTER</b> > AIO 3i 22iAP7 FOGG000LPH > Intel Core i3-1220P, 10C (2P + 8E) / 12T, P-core 1.5 / 4.4GHZ, E-core 1.1/3.3GHZ, 12MB > Integrated intel UHD > Graphics 2x \$GB SO-DIMM DDR4-3200 > 8GB, 512GB SSD M.22280 Pcle > 4.0 NVMe/Display 21.5" > FHD (1920x1080)WVA > Anti-glare 250 nits > Ethernet Integrated > 100/1000M WLAN + > Bluetooth 11 ax, 2x2 + > BT5.2/ power supply > 90W 89% Adapter > Windows 11	2	48,980.00	97,960.00
2023-05-030-0006-1011	unit	<b>ALL-IN-ONE PRINTER</b> > Nozzle configuration/180 > Nozzles black, 59 nozzles per color/ 3pl/ with variable-sized droplet > Technology dye ink/ printing resolution/ 5,760x1,440 DPI > Category: Home, Home Office > All-in-One > Functions: print, scan > Copy/output tray > Capacity 30 sheets with Ink tank	3	9,990.00	29,970.00
<b>(Total Amount in Words): ONE HUNDRED TWENTY SEVEN THOUSAND NINE HUNDRED THIRTY PESOS</b>					<b>127,930.00</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 item/s.					
Conforme:			Very truly yours,		
<b>S.I.G.E. TRADING</b> Signature over Printed Name of Supplier _____ Date			 <b>ELSIE D. VISCA</b> 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			_____ Date		

**PURCHASE ORDER**  
**Municipal Government of Santa Fe, Romblon**  
**LGU**

Supplier : <b>S.I.G.E. TRADING</b>		P.O. No. : <b>2023-04-0039 (Lot 3)</b>			
Address : <b>Guinabravan, Santa Fe, Romblon</b>		Date : <b>April 12, 2023</b>			
FIN :		Mode of Procurement : <b>Public Bidding</b>			
Gentlemen:		PR No./s : <b>2023-02-0048</b>			
Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery : <b>Municipal Hall - Poblacion, Santa Fe, Romblon</b>			Delivery Term : <b>Municipal Hall</b>		
Date of Delivery : <b>Within 30 Working Days Upon the Receipt of NTP</b>			Payment Term : <b>Check</b>		
Property No.	Unit	Description	Quantity	Unit Cost	Amount
2023-05-030-0007 1081	unit	<b>LAPTOP COMPUTER</b> > Processor: Intel® Core i5 processor GHz (8mb smart cache up to 4.2 GHz) > Display: 14-inch FHD (1920x1080) > GPU: Intel Core i5-1135G7 processor (8MB smart cache, 2.4 GHz with turbo boost up to 4.2GHz, DDR4 or LPDDR4x, Intel Iris X graphics) > Memory: 8GB DDR4 RAM system memory slot x 1M.2 2280 PCIe 4.0x4 > Storage: 512GB NVMe SSD > Operating system: Windows 11 with MS office for Home and Student 2019 > WiFi ready + bluetooth	1	45,875.00	45,875.00
2023-05-030-0008 1081	unit	<b>ALL-IN-ONE PRINTER</b> > Printer type: print, scan, copy with ADF > Print speeds up to 15.5ipm for black and 8.5ipm for color > Automatic 2-sided printing. 100 (up to A4) > Maximum copy size: legal > Equipped with a 30-sheets ADF unit > Ethernet type: network with storage > Ethernet & WiFi direct > Dimensions (WxDxH): 375x347x231mm > Weight: 6.7kg > Number of paper trays: 1 > Operating System Compatibility: Windows XP SP3/ Windows Server 2003/ 2008/ 2012/ 2016/ 2019	1	16,480.00	16,480.00
<b>(Total Amount in Words): SIXTY TWO THOUSAND THREE HUNDRED FIFTY FIVE PESOS</b>					<b>62,355.00</b>
<b>(Grand Total Amount in Words): ONE HUNDRED NINETY THOUSAND TWO HUNDRED EIGHTY FIVE PESOS</b>					<b>190,285.00</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 item/s.					
Conforme:			Very truly yours,		
<b>S.I.G.E. TRADING</b>					
Signature over Printed Name of Supplier			Signature over Printed Name of Authorized Official		
Date			Municipal Mayor		
Date			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			Date		
Secretary to the Sanggunian			Date		