


PURCHASE ORDER
Municipal Government of Santa Fe, Romblon
LGU

Supplier : S.I.G.E. TRADING Address : Guinbiravan, Santa Fe, Romblon			P.O. No. : 2023-06-0074 (Lot 8) Date : June 6, 2023 Mode of Procurement : Public Bidding PR No./s : 2023-02-0044/February 8, 2023		
TIN : _____					
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 : Municipal Hall		
Date of Delivery : Within 30 Working Days Upon the Receipt of NTP			Payment Term : Check		
Property No.	Unit	Description	Quantity	Unit Cost	Amount
2023-05-020-0024-1011	unit	PLASTIC BINDING MACHINE/BINDER	1	14,500.00	14,500.00
		➤ Punching capacity: 15-20 sheets			
		➤ Binding Capacity: 450 sheets max. (70gsm)			
		➤ Paper size: 14" legal size			
		➤ Punching holes: 24 holes			
		➤ Disengageable die pins: 24 pins			
		➤ Dimension: H4.5"xL17.5"xW14.5" inches			
		➤ Weight: 15.8kg			
(Total Amount in Words): FOURTEEN THOUSAND FIVE HUNDRED PESOS					14,500.00
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			Signature over Printed Name of Authorized Official		
_____			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					
Secretary to the Sanggunian			Date		