


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

Supplier : <b>S.I.G.E. TRADING</b> Address : <b>Guinbiravan, Santa Fe, Romblon</b>			P.O. No. : <b>2023-06-0073 (Lot 6)</b> Date : <b>June 6, 2023</b> Mode of Procurement : <b>Public Bidding</b> PR No./s : <b>2023-03-0090/March 29, 2023</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>		
Stock No.	Unit	Description	Quantity	Unit Cost	Amount
2023-1151-8711	ream	BOND PAPER, hard copy, S-20, A4	50	245.00	12,250.00
2023-1152-8711	ream	BOND PAPER, hard copy, long (8.5x13)	47	250.00	11,750.00
2023-1153-8711	ream	BOND PAPER, hard copy, short	10	240.00	2,400.00
2023-1154-8711	pc	FLASHDRIVE, 32GB, OTG	6	850.00	5,100.00
2023-1155-8711	dozen	FOLDER with tab, legal	10	72.00	720.00
2023-1156-8711	pc	ENVELOPE, plastic with holder, legal size	10	150.00	1,500.00
2023-1157-8711	dozen	ENVELOPE, brown, legal size	10	72.00	720.00
2023-1158-8711	pc	TOILET TISSUE PAPER	12	25.00	300.00
2023-1159-8711	roll	TAPE MASKING 1"	5	30.00	150.00
2023-1160-8711	roll	TAPE, double sided 1"	5	35.00	175.00
2023-1161-8711	bottle	DISHWASHING LIQUID, 790ML	2	330.00	660.00
2023-1162-8711	pack	DETERGENT POWDER, 1kg	1	175.00	175.00
2023-1163-8711	dozen	FABRIC CONDITIONER, 24-40ml/sachet	3	96.00	288.00
2023-1164-8711	box	BALLPEN, black, .5mm	6	195.00	1,170.00
2023-1165-8711	box	PAPER CLIP, plastic coated, 33mm	2	35.00	70.00
2023-1166-8711	box	CLIP, back fold, 32mm	9	40.00	360.00
2023-1167-8711	pack	PHOTOPAPER, high glossy, A4, 230gsm	2	150.00	300.00
2023-1168-8711	piece	DATA FILE BOX	7	175.00	1,225.00
<b>(Total Amount in Words): THIRTY NINE THOUSAND THREE HUNDRED THIRTEEN PESOS</b>					<b>39,313.00</b>
<b>(Total Amount in Words): ONE HUNDRED THIRTY NINE THOUSAND NINE HUNDRED SEVENTY FIVE PESOS</b>					<b>139,975.00</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			 <b>ELSIE D. VISCA</b> Signature over Printed Name of Authorized Official		
_____ Date			_____ 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					