

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

Supplier : <u>S.I.G.E. TRADING</u>		P.O. No. : <u>2023-09-0112 (Lot 3)</u>			
Address : <u>Guinbirayan, Santa Fe, Romblon</u>		Date : <u>September 13, 2023</u>			
TIN :		Mode of Procurement : <u>Public Bidding</u>			
Gentlemen:		PR No./s : <u>2023-06-0124 / June 22, 2023</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>Municipal Hall</u>		
Date of Delivery : <u>Within 30 Working Days Upon the Receipt of NTP</u>			Payment Term : <u>Check</u>		
Stock No.	Unit	Description	Quantity	Unit Cost	Amount
2023-1582-1011	unit	<b>DOCUMENT SCANNER, SCANNER TYPE, FLATBED COLOR DOCUMENT SCANNER</b>	1	24,500.00	24,500.00
		➤ Scan up to 12 double-sided pages per minute			
		➤ Holds up to 10 pages in the automatic documents			
		➤ Cross-platform compatibility for PC and Mac			
		➤ One button searchable PDF creation, PDF and JPEG			
		➤ Scan to editable Word and Excel Files			
		➤ Create searchable keyboards from highlighter text			
		➤ Business card scanning software			
		➤ USB or AC powered			
		➤ (ADF) Automatic Feeder Documents Scanning			
		➤ Scanning Modes: Color/Grayscale/Monochrome/Automatic Detection			
		➤ Image Sensor: CIS (Color Image Sensor) x 2			
		➤ Light Source: 3 color LED (Red/Green/Blue)			
		➤ Optical Resolution: 600dpix600dpi 12 images per minute			
		➤ Auto Mode: (Simplex or Duplex 6 pages/minute/18 image/minute)			
		➤ Normal mode: (color 150dpi, Grayscale 300dpi, 12 pages/minute, 24 image/minute)			
		➤ Better Mode: (Color 200dpi, Grayscale 400dpi, 9 pages per minute, 18 images/minute)			
		➤ Excellent Mode: (Color 600dpi, grayscale, 1200dpi, 3pages/minute, 6 images/minute)			
2023-1583-1011	set	<b>WIRED KEYBOARD AND MOUSE</b>	1	800.00	800.00
		For Keyboard:			
		➤ Spill-proof design, deep profile keys, full-size layout			
		➤ Adjustable keyboard height, 10-key number pad, up to 10 million			
		➤ Keystrokes, Caps Lock and Num Lock indicator light, 104 keys			
		➤ Mouse Number of Buttons: 3 (left/right-click, middle click)			
2023-1584-1011	piece	<b>USB 3.0 4-PORT HUB</b>	1	900.00	900.00
		➤ For printer, mouse, keyboard, hard drive flash drive/USB C to Port USB 3.0 Hub – Ph			
		➤ 4-port USB 3.0 expansion			
<b>sub-total</b>					<b>26,200.00</b>

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
2023-1585-1011	piece	<b>WALL CLOCK</b>	1	500.00	500.00
		➤ High quality, heavy duty, 15inches			
		➤ Battery operated			
		➤ Clock type: Analog			
2023-1586-1011	piece	<b>BATTERY CHARGER</b>	1	500.00	500.00
		➤ fit for AA/AAA Li-Ion battery			
		➤ input: DC 5V/1A			
		➤ output: DC 1.5V AA 1000mA (max)/DC 1.5V AAA 500mA (max)			

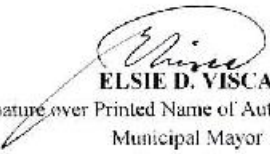
**(Total Amount in Words): TWENTY SEVEN THOUSAND TWO HUNDRED PESOS 27,200.00**

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

  
**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:

N/A  
 Secretary to the Sanggunian

\_\_\_\_\_  
Date