



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

Supplier : <u>NMC-CONSUMER GOODS TRADING</u>			P.O. No. : <u>2023-09-0107 (Lot 2)</u>		
Address : <u>Odiangan, Romblon</u>			Date : <u>September 11, 2023</u>		
TIN : _____			Mode of Procurement : <u>Public Bidding</u>		
Gentlemen:			PR No./s : <u>2023-06-0116 / June 7, 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
2023-1508-7811	unit	CALCULATOR, compact	2	350.00	700.00
2023-1509-7811	box	BALLPEN, black, 25's	2	125.00	250.00
2023-1510-7811	box	BINDER CLIP 1"	13	18.00	234.00
2023-1511-7811	box	BINDER CLIP 2"	10	55.00	550.00
2023-1512-7811	ream	BOND PAPER, long, subs 20, 70gsm	10	240.00	2,400.00
2023-1513-7811	ream	BOND PAPER, A4, subs 20, 70gsm	11	230.00	2,530.00
2023-1514-7811	pieces	CORRECTION TAPE	12	39.00	468.00
2023-1515-7811	bottles	CANON INK, black, genuine ink	6	400.00	2,400.00
2023-1516-7811	bottles	CANON INK, cyan, genuine ink	3	420.00	1,260.00
2023-1517-7811	bottles	CANON INK, magenta, genuine ink	3	420.00	1,260.00
2023-1518-7811	bottles	CANON INK, yellow, genuine ink	3	420.00	1,260.00
2023-1519-7811	pieces	MAGAZINE FILE BOX, heavy duty, big	7	195.00	1,365.00
2023-1520-7811	box	SIGN PEN/GEL PEN for students' office sign pen	1	216.00	216.00
2023-1521-7811	reams	NEON PAPER, assorted colors	2	230.00	460.00
2023-1522-7811	packs	SPECIAL BOARD PAPER, short 8.5x11	14	28.00	392.00
2023-1523-7811	pieces	SCOTCH TAPE, 1"	12	23.00	276.00
2023-1524-7811	bottles	LIQUID HAND SANITIZER, 500ml	5	145.00	725.00
2023-1525-7811	pieces	FOLDER, ordinary long	150	6.00	900.00
2023-1526-7811	pieces	SIGN PEN, black, blue and red	15	22.00	330.00
2023-1527-7811	pad	NOTE PAD, stick on, 3'x3'	5	28.00	140.00
2023-1528-7811	bundle	TOILET TISSUE PAPER, 2ply, 100% recycled	1	246.00	246.00
2023-1529-7811	boxes	PENCIL No.2	5	98.00	475.00
2023-1530-7811	packs	PHOTOPAPER, 230gsm (no back print), 20 sheets per pack	5	55.00	275.00
<b>(Total Amount in Words): NINETEEN THOUSAND ONE HUNDRED TWELVE PESOS</b>					<b>19,112.00</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>NMC-CONSUMER GOODS TRADING</b> Signature over Printed Name of Supplier			 <b>ELSIE D. VISCA</b> 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					