



PURCHASE ORDER
Municipal Government of Santa Fe, Romblon
 LGU

Supplier : S.I.G.E. TRADING			P.O. No. : 2023-09-0110 (Lot 5)		
Address : Guinbirayan, Santa Fe, Romblon			Date : September 13, 2023		
TIN :			Mode of Procurement : Public Bidding		
Gentlemen:			PR No.'s : 2023-07-0161 / July 20, 2023		
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		
Stock No.	Unit	Description	Quantity	Unit Cost	Amount
2023-1564-1201	reams	BOND PAPER, multi-purpose, A4 subs 24/80gsm	60	245.00	14,700.00
2023-1565-1201	reams	BOND PAPER, multi-purpose, legal subs 24/80gsm	24	250.00	6,000.00
2023-1566-1201	pieces	PUNCHER, paper, double hole, heavy duty	2	180.00	360.00
2023-1567-1201	pieces	TABLE TOP TAPE DISPENSER	2	170.00	340.00
2023-1588-1201	packs	SPECIALIZED PAPER, board, 220gsm, white, A4	10	60.00	600.00
2023-1589-1201	packs	STICKER PAPER, white, A4	10	70.00	700.00
2023-1570-1201	boxes	PENCIL, point 2 with eraser	5	108.00	540.00
2023-1571-1201	boxes	PAPER CLIPS, vinyl plastic coated, 33mm	10	35.00	350.00
2023-1572-1201	piece	HDMI COMPUTER CABLE, 15meters, heavy duty	1	1,000.00	1,000.00
2023-1573-1201	boxes	PUSHPINS, 100's/box	5	75.00	375.00
2023-1574-1201	pieces	HIGHLIGHTER, color yellow and green	6	45.00	270.00
2023-1575-1201	pack	TRANSPARENCY/ACETATE FILM, 100sheet per pack, A4	1	950.00	950.00
2023-1576-1201	unit	TABLE TOP HEAVY DUTY PENCIL SHARPENER	1	475.00	475.00
2023-1577-1201	packs	PHOTO PAPER, high glossy, A4, 230gsm	5	90.00	450.00
(Total Amount in Words): TWENTY SEVEN THOUSAND ONE HUNDRED TEN PESOS					27,110.00
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			 ELSIE D. VISCA 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		