



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

Supplier : <b>S.I.G.E. TRADING</b>			P.O. No. : <b>2023-11-0146 (Lot 2)</b>		
Address : <b>Guinbiravan, Santa Fe, Romblon</b>			Date : <b>November 29, 2023</b>		
TIN : _____			Mode of Procurement : <b>Public Bidding</b>		
			PR No./s : <b>2023-10-0198</b>		
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>		
Property No.	Unit	Description	Quantity	Unit Cost	Amount
2023-05-020-0049-1011	piece	<b>PRINTER</b>	1	17,000.00	17,000.00
		• 3-in-1 (print/scan/copy)			
		• Printing Speed: 10pages/min in monochrome, 5 pages/min in color			
		• Ink colors: Cyan, Yellow, Magenta and Black: Ink Code: 003			
		• Single-sided Scan Speed: 11sec with flatbed scan			
		• Number of tray: 1 output tray			
• Capacity: 30 sheets					
2023-07-010-0050-1011	piece	<b>EXECUTIVE CHAIR</b>	1	5,500.00	5,500.00
		• Dimension: W76xD58xH110-115cm (full back); ergonomic, heavy duty			
		• Backrest: 16mm thick plywood with 80mm thick foam covered, tilt lock			
		• Seat: 16mm thick plywood with 90mm thick foam			
		• Arm rest: Polypropylene plastic covered with faux leather			
		• Gas Lift: 40mm metal tube in chrome plated finish			
		• Star base: 350mm diameter metal tube in chrome plated finish, 5			
		• Wheel Caster: 50mm diameter nylon			
• Pneumatic Height Adjustment					
• Maximum Weight: 100 kilos					
<b>(Total Amount in Words): TWENTY TWO THOUSAND FIVE HUNDRED PESOS</b>			<b>22,500.00</b>		
<b>(Grand Total Amount in Words) ONE HUNDRED NINETEEN THOUSAND NINE HUNDRED FIFTY PESOS</b>			<b>119,950.00</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 _____ Date			 <b>ELSIE D. VISCA</b> 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		