



Republic of the Philippines  
Province of Romblon  
**MUNICIPALITY OF SANTA FE**  
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OFFICE OF THE MAYOR

## NOTICE OF AWARD

October 21, 2024

**S.I.G.E. TRADING**

Guinbirayan, Santa Fe, Romblon

Dear Sir/Madam:

We are happy to notify you that the **Purchase of Office Equipment (MSWDO)** is hereby awarded to you as the Bidder with the **Lowest Calculated and Responsive Quotation (LCRQ)** at a Contract Price equivalent to **Sixty Five Thousand Pesos (65,000.00)**.

The above project corrected and modified in accordance with the instructions to bidders is hereby accepted.

Very truly yours,

  
**ELSIE D. VISCA**  
Municipal Mayor

CONFORME:

**S.I.G.E. TRADING**

Guinbirayan, Santa Fe, Romblon

Date: \_\_\_\_\_



Province of Romblon  
**MUNICIPALITY OF SANTA FE**  
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**THE BIDS AND AWARDS COMMITTEE**

**RESOLUTION NO. 0372 S-2024**

**BAC Resolution Declaring the Lowest Calculated and Responsive Quotation and  
Recommending the Award of Contract to S.I.G.E. Trading for the Purchase of Office  
Equipment (MSWDO)**

**WHEREAS**, the Head of the Procuring Entity thru “Resolution No.0358 s-2024 dated October 14, 2024 approved the use of “*Small Value Procurement*”, as per recommendation of the Bids and Awards Committee for the Purchase of Office Equipment (MSWDO);

**WHEREAS**, the end-user prepared and sent Request for Quotations to three suppliers on October 15, 2024 namely:

|          |                           |
|----------|---------------------------|
| Bidder 1 | S.I.G.E. TRADING          |
| Bidder 2 | ZY TRADING                |
| Bidder 3 | HIA SCHOOL & OFFICE DEPOT |

**WHEREAS**, as per evaluation of the BAC, the proposal of S.I.G.E. Trading conforms to all the requirements of the BAC and its price quotation is the most economical and advantageous to the Government;

**NOW THEREFORE**, We, the members of the Bids and Awards Committee, resolves as it is hereby **RESOLVED** to declare the Lowest Calculated and Responsive Quotation and recommend the award of contract to S.I.G.E. Trading for the Purchase of Office Equipment (MSWDO) for approval by the Head of the Procuring Entity of the Municipality of Santa Fe the foregoing findings.

**RESOLVED** at the Municipal Hall, Poblacion, Santa Fe, Romblon this 21<sup>st</sup> day of October 2024.

  
**REYNALD T. SOLANOY**  
BAC Chairman


  
**CARMEL P. PANAGSAGAN**  
BAC Vice-Chairman

  
**DERRICK E. MAYOR**  
BAC Member

  
**EMYLOW G. MACHON**  
BAC Member

  
**CHARLIE T. ANDRES, JR.**  
BAC Member

Approved:

  
**ELSIE D. VISCA**  
Municipal Mayor