



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

## **NOTICE OF AWARD**

**November 6, 2024**

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

Guinbirayan, Santa Fe, Romblon

Dear Sir/Madam:

We are happy to notify you that the contract for the **Procurement of Office Equipment (Mayor's Office)** is hereby awarded to you as the Bidder with the **Single Calculated and Responsive Bid (SCRB)** at a Total Contract Price equivalent to **Two Hundred Sixteen Thousand One Hundred Fifty Pesos (Php 216,150.00)**.

You are therefore required, within ten (10) calendar days from the receipt of this Notice of Award, to formally enter into contract with us, and to submit the Performance Security in the form and the amount stipulated in the Instructions to Bidders. Failure to enter into the said contract or provide the Performance Security shall constitute a sufficient ground for cancellation of this award and forfeiture of your Bid Security.

Very truly yours,

**ELSIE D. VISCA**  
Municipal Mayor  
(Head of the Procuring Entity)

CONFORME:

**S.I.G.E TRADING**  
Guinbirayan, Santa Fe, Romblon  
Date: \_\_\_\_\_