

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

<b>Supplier : S.I.G.E. TRADING</b> <b>Address : Guinbiravan, Santa Fe, Romblon</b>  <b>TIN :</b> _____	<b>P.O. No. : 2024-11-0192</b> <b>Date : November 6, 2024</b> <b>Mode of Procurement : SVP</b> <b>PR No./s : 2024-10-0229 / October 30, 2024</b>
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Gentlemen:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

<b>Place of Delivery : <u>Municipal Hall-Poblacion, Santa Fe, Romblon</u></b>	<b>Delivery Term : <u>Municipal Hall</u></b>
<b>Date of Delivery : <u>10 Working Days Upon the Receipt of PO</u></b>	<b>Payment Term : <u>Check</u></b>

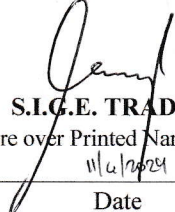
Stock No.	Unit	Description	Quantity	Unit Cost	Amount
2024-3440-1011	reams	BOND PAPER, A4, subs.20, 70gsm	210	240.00	<b>50,400.00</b>
2024-3441-1011	boxes	CLIP, backfold, 2"	6	85.00	<b>510.00</b>
2024-3442-1011	pcs	CORRECTION TAPE, 5mmx12m	12	45.00	<b>540.00</b>
2024-3443-1011	pcs	ERASER, staedtler, combination of white & blue	3	45.00	<b>135.00</b>
2024-3444-1011	packs	FILM MARKER, 7 neon colors in pack, semi transparent & strong	6	50.00	<b>300.00</b>
2024-3445-1011	pcs	FOLDER PRESSBOARD, white	36	28.00	<b>1,008.00</b>
2024-3446-1011	sets	INK FOR CANON PRINTER, No.790 (black, cyan, magenta & yellow), 135ml black and 70ml CMY, (4bottles/set)	2	2,040.00	<b>4,080.00</b>
2024-3447-1011	bottles	INK EPSON PRINTER, No.003 (black), 70ml	4	395.00	<b>1,580.00</b>
2024-3448-1011	boxes	PLASTIC COMB BINDING RING, 16mm, A4 (black or blue), PVC plastic, 21 holes 100pcs/box)	3	470.00	<b>1,410.00</b>
2024-3449-1011	packs	PLASTIC COMB BINDING RING, 1" (25mm), A4 (black or blue), PVC plastic (10pcs/pack)	20	130.00	<b>2,600.00</b>
2024-3450-1011	packs	PLASTIC COMB BINDING RING, 1.5" (38mm), A4 (black or blue), PVC plastic (10pcs/pack)	10	195.00	<b>1,950.00</b>
2024-3451-1011	packs	PLASTIC COMB BINDING RING, 2" (51mm), A4 (black or blue), PVC plastic (10pcs/pack)	10	230.00	<b>2,300.00</b>
2024-3452-1011	packs	RUBBER FINGER THIMBLES, (5pcs per set per color - 1 set red, 1 set green & 2 sets blue)	4	105.00	<b>420.00</b>
2024-3453-1011	packs	SPECIALTY BOARD PAPER, 220gsm, A4, pale cream	30	55.00	<b>1,650.00</b>
2024-3454-1011	packs	TOILET TISSUE PAPER, 2ply, 100% virgin pulp, 12rolls/pack	12	160.00	<b>1,920.00</b>
2024-3455-1011	cart	TONER CARTRIDGE FOR INEO 165e copier	1	4,650.00	<b>4,650.00</b>
2024-3456-1011	cart	TONER CARTRIDGE FOR GESTETNER M2701 copier (MP 2014), genuine	1	5,200.00	<b>5,200.00</b>

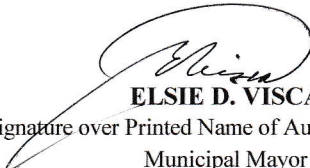
**(Total Amount in Words): EIGHTY THOUSAND SIX HUNDRED FIFTY THREE PESOS 80,653.00**

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  
 \_\_\_\_\_  
 Date

  
**ELSIE D. VISCA**  
 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