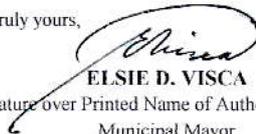


PURCHASE ORDER
Municipal Government of Santa Fe, Romblon
LGU

Supplier : ZY TRADING Address : Alcantara, Romblon TIN : _____		P.O. No. : 2021-12-0115 (Lot 2) Date : December 21, 2021 Mode of Procurement : Public Bidding PR No./s : 2021-11-0199/ November 17, 2021			
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery : Municipal Hall - Poblacion, Santa Fe, Romblon Date of Delivery : December 24, 2021 to February 3, 2021		Delivery Term : Deliver at the Mun. Hall Payment Term : Check			
Stock No.	Unit	Description	Quantity	Unit Cost	Amount
2021-1559-1051	bottle	ALCOHOL 70%, isopropyl, 500ml	10	230.00	2,300.00
2021-1560-1051	box	BALLPEN, black, 25's/box, .7 tip	1	150.00	150.00
2021-1561-1051	ream	BONDPAPER, A4 size, 80gsm, subs.20	15	210.00	3,150.00
2021-1562-1051	ream	BONDPAPER, legal size, 80gsm, subs.20	10	220.00	2,200.00
2021-1563-1051	box	FACE MASK, disposable, 3ply with earloop, 50's/box	3	90.00	270.00
2021-1564-1051	piece	RECORD BOOK, 300 pages, 8.5"x11"	3	150.00	450.00
2021-1565-1051	boxes	STAPLE WIRE #35	10	60.00	600.00
2021-1566-1051	rolls	TOILET TISSUE PAPER, 2ply sheets, extra soft	24	35.00	840.00
(Total Amount in Words): Nine Thousand Nine Hundred Sixty Pesos					9,960.00
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,			
ZY 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		