PURCHASE ORDER

Municipal Government of Santa Fe, Romblon

Supplier : TRISH OFFICE AND SCHOOL SUPPLIES	**P.O. No. : 2025-03-0042 (Lot 1)**
Address : Santa Maria, Romblon	**Date : March 25, 2025**
	Mode of Procurement : Public Bidding
TIN :	**PR No./s : 2025-02-0009 / February 12, 2025**

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*	**Delivery Term : *Municipal Hall***
Date of Delivery : *30 Working Days After the Receipt of NTP*	**Payment Term : *Check***

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
2025-0440-7611	ream	BOND PAPER, long 8 ½ x13, subs.20, 70gsm	12	240.00	**2,880.00**
2025-0441-7611	box	FO-GELB08 0.5 black BALLPEN, 12 pcs. per box	5	100.00	**500.00**
2025-0442-7611	piece	GEL PEN, black, type: roller ball pen ink: water-based gel tip: stainless steel ball diameter: 0.5mm width of stroke: 0.25mm weight: 10.6g color: black refill: BLS-G2-5	12	25.00	**300.00**
2025-0443-7611	cart	CARTRIDGE CANON G2020 and G3020 2 pcs. each	2	1,200.00	**2,400.00**
2025-0444-7611	bottle	HP GT-52, black	10	400.00	**4,000.00**
2025-0445-7611	bottle	HP GT-52, cyan	3	400.00	**1,200.00**
2025-0446-7611	bottle	HP GT-52, yellow	4	400.00	**1,600.00**
2025-0447-7611	bottle	HP GT-52, magenta	3	400.00	**1,200.00**
2025-0448-7611	cart	HP printhead kit tri-colour 3JB06AA, genuine	2	2,000.00	**4,000.00**
2025-0449-7611	piece	PERMANENT MARKER, fine, black	13	60.00	**780.00**
2025-0450-7611	piece	WHITE BOARD MARKER, black, fine	3	70.00	**210.00**
2025-0451-7611	pack	VELLUM BOARD, A4	29	70.00	**2,030.00**
2025-0452-7611	piece	STAMP PAD, felt	4	60.00	**240.00**
2025-0453-7611	bottle	STAMP PAD, ink	6	65.00	**390.00**
2025-0454-7611	box	CLIP BACKFOLD, 25mm	20	65.00	**1,300.00**
2025-0455-7611	box	CLIP BACKFOLD, 32mm	20	75.00	**1,500.00**
2025-0456-7611	box	CLIP BACKFOLD, 50mm	20	85.00	**1,700.00**
2025-0457-7611	piece	DATA FILE BOX, long size: 15.5"x9.5"x4.5", green	20	350.00	**7,000.00**
2025-0458-7611	unit	TAPE DISPENSER 22x9x11cm	1	300.00	**300.00**
2025-0459-7611	bundle	TOILET TISSUE PAPER, 2ply, 100% recycled	5	200.00	**1,000.00**
2025-0460-7611	pouch	DETERGENT POWDER, 1.1kg	5	100.00	**500.00**
2025-0461-7611	pouch	FABRIC CONDITIONER, sunrise fresh garden bloom, 660ml, refill	5	65.00	**325.00**
2025-0462-7611	can	ANTIBACTERIAL DISINFECTANT SPRAY, cleaner early morning breeze, 170g	5	150.00	**750.00**
2025-0463-7611	bottle	LIQUID HAND SOAP, 500ml	2	150.00	**300.00**
2025-0464-7611	piece	DETERGENT BAR, 360g, long bar	6	25.00	**150.00**
2025-0465-7611	piece	BROOM, walis tambo	2	150.00	**300.00**
2025-0466-7611	piece	BATHROOM DEODORIZER, 100gram	6	65.00	**390.00**
2025-0467-7611	piece	SHOE BOX ORGANIZER, size: XL:33.5cmx24.5cmx17.5cm, black	20	135.00	**2,700.00**
(Total Amount in Words):		**THIRTY NINE THOUSAND NINE HUNDRED FORTY FIVE PESOS**			**39,945.00**

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,
TRISH OFFICE AND SCHOOL SUPPLIES	**ELSIE D. VISCA**
Signature over Printed Name of Supplier	Signature over Printed Name of Authorized Official
02-25-25	Municipal Mayor
Date	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

PURCHASE ORDER

Municipal Government of Santa Fe, Romblon

Supplier : TRISH OFFICE AND SCHOOL SUPPLIES	**P.O. No. : 2025-03-0042 (Lot 2)**
Address : Santa Maria, Romblon	**Date : March 25, 2025**
	Mode of Procurement : Public Bidding
TIN : ______________________	**PR No./s : 2025-02-0010 / February 12, 2025**

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*	**Delivery Term : *Municipal Hall***
Date of Delivery : *30 Working Days After the Receipt of NTP*	**Payment Term : *Check***

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
2025-0468-7611	piece	ALCOHOL, 70% solution, Isopropyl, 500ml	12	153.00	**1,836.00**
2025-0469-7611	pack	VELLUM BOARD, A4	30	53.00	**1,590.00**
2025-0470-7611	ream	BOND PAPER, A4, subs.20, 70gsm	10	205.00	**2,050.00**
2025-0471-7611	ream	BOND PAPER, long, 8½ x13, subs.20, 70gsm	2	205.00	**410.00**
2025-0472-7611	bundle	TOILET TISSUE PAPER, 2ply, 100% recycled	3	203.00	**609.00**
2025-0473-7611	box	PENCIL #2	3	135.00	**405.00**
2025-0474-7611	box	BINDER CLIP, 1"	5	50.00	**250.00**
2025-0475-7611	box	BINDER CLIP, ¾	5	40.00	**200.00**
2025-0476-7611	box	FO-GELB08 0.5 black BALLPEN, 12 pcs per box	4	120.00	**480.00**
2025-0477-7611	bottle	MULTI-PURPOSE GLUE, 240ml	10	165.00	**1,650.00**
(Total Amount in Words):		**NINE THOUSAND FOUR HUNDRED EIGHTY PESOS**			**9,480.00**

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:

TRISH OFFICE AND SCHOOL SUPPLIES
Signature over Printed Name of Supplier
03-25-25
Date

Very truly yours,

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

PURCHASE ORDER

Municipal Government of Santa Fe, Romblon

Supplier : TRISH OFFICE AND SCHOOL SUPPLIES	**P.O. No. : 2025-03-0042 (Lot 3)**
Address : Santa Maria, Romblon	**Date : March 25, 2025**
	Mode of Procurement : Public Bidding
TIN :	**PR No./s : 2025-02-0011 / February 12, 2025**

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*	**Delivery Term : *Municipal Hall***
Date of Delivery : *30 Working Days After the Receipt of NTP*	**Payment Term : *Check***

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
2025-0478-1032	bottle	BROTHER INK for DCP-T710W, BT-D60, black	4	605.00	**2,420.00**
2025-0479-1032	bottle	BROTHER INK for DCP-T710W, BT5000, yellow	4	505.00	**2,020.00**
2025-0480-1032	bottle	BROTHER INK for DCP-T710W, BT5000, cyan	4	505.00	**2,020.00**
2025-0481-1032	bottle	BROTHER INK for DCP-T710W, BT5000, magenta	4	505.00	**2,020.00**
2025-0482-1032	bottle	EPSON INK #664, 70ml, black	4	405.00	**1,620.00**
2025-0483-1032	bottle	EPSON INK #664, 70ml, cyan	4	405.00	**1,620.00**
2025-0484-1032	bottle	EPSON INK #664, 70ml, magenta	4	405.00	**1,620.00**
2025-0485-1032	bottle	EPSON INK #664, 70ml, yellow	4	405.00	**1,620.00**
(Total Amount in Words):		**FOURTEEN THOUSAND NINE HUNDRED SIXTY PESOS**			**14,960.00**

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:

TRISH OFFICE AND SCHOOL SUPPLIES
Signature over Printed Name of Supplier
03-25-25
Date

Very truly yours,

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

PURCHASE ORDER

Municipal Government of Santa Fe, Romblon

Supplier : TRISH OFFICE AND SCHOOL SUPPLIES	**P.O. No. : 2025-03-0042 (Lot 4)**
Address : Santa Maria, Romblon	**Date : March 25, 2025**
	Mode of Procurement : Public Bidding
TIN :	**PR No./s : 2025-02-0012 / February 12, 2025**

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*	**Delivery Term : *Municipal Hall***
Date of Delivery : *30 Working Days After the Receipt of NTP*	**Payment Term : *Check***

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
2025-0486-5999	piece	ARCH FILE horizontal long, with tagila lock, size 3'x9.5x15	12	200.00	**2,400.00**
2025-0487-5999	tube	BALLPEN, 0.5mm ballpoint, doodle fine, black, 25's	1	305.00	**305.00**
2025-0488-5999	piece	USB WIRED KEYBOARD and mouse combo	2	500.00	**1,000.00**
2025-0489-5999	piece	HIGHLIGHTER, green, blue, yellow green	6	65.00	**390.00**
2025-0490-5999	piece	STAPLER with staple wire remover	3	210.00	**630.00**
2025-0491-5999	pack	VELLUM BOARD, legal, 220gsm, cream, 10/pack	6	80.00	**480.00**
(Total Amount in Words):		**FIVE THOUSAND TWO HUNDRED FIVE PESOS**			**5,205.00**

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:

TRISH OFFICE AND SCHOOL SUPPLIES
Signature over Printed Name of Supplier
03-25-25
Date

Very truly yours,

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 Sangguniang Resolution No.: ______________________

Certified Correct:

N/A
Secretary to the Sanggunian

Date

PURCHASE ORDER
Municipal Government of Santa Fe, Romblon

Supplier : TRISH OFFICE AND SCHOOL SUPPLIES	**P.O. No. : 2025-03-0042 (Lot 5)**
Address : Santa Maria, Romblon	**Date : March 25, 2025**
	Mode of Procurement : Public Bidding
TIN :	**PR No./s : 2025-02-0022 / February 12, 2025**

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*	**Delivery Term : *Municipal Hall***
Date of Delivery : *30 Working Days After the Receipt of NTP*	**Payment Term : *Check***

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
2025-0492-1041	box	BALLPEN, black, 0.5mm, water resistant ink, 12pcs/ box	3	100.00	**300.00**
2025-0493-1041	piece	DOORMAT, rectangle, anti-slip, color: grey, size: 60x40 cm, polyester	2	200.00	**400.00**
2025-0494-1041	piece	FILE RACK ORGANIZER, heavy duty, three-tier file document tray, white, dimensions: 26 x 34 x 15.5cm (WxLxH), width between each tiers :5.5 cm	4	400.00	**1,600.00**
2025-0495-1041	bottle	GLASS CLEANER, spray, 500ml, anti-bacterial,	1	200.00	**200.00**
2025-0496-1041	bottle	INK Epson 003 (Black)	2	400.00	**800.00**
2025-0497-1041	bottle	INK Epson 003 (Magenta)	2	400.00	**800.00**
2025-0498-1041	bottle	INK Epson 003 (Yellow)	2	400.00	**800.00**
2025-0499-1041	bottle	INK Epson 003 (Cyan)	2	400.00	**800.00**
2025-0500-1041	bottle	INK Epson 008 (Black), 135 ml, pigmented	5	400.00	**2,000.00**
2025-0501-1041	bottle	INK Epson 008 (Magenta), 70ml, pigmented	2	400.00	**800.00**
2025-0502-1041	bottle	INK Epson 008 (Cyan), 70 ml, pigmented	2	400.00	**800.00**
2025-0503-1041	bottle	INK Epson 008 (Yellow), 70 ml, pigmented	2	400.00	**800.00**
2025-0504-1041	unit	INTERNET SECURITY, 7 PCs, Macs, tablets, or phones, Antivirus, malware, ransomware, and hacking protection, 100% Virus Protection Promise2, 100GB Cloud Backup,4, Password Manager, VPN private internet connection, Parental Control, validity up to 2 years	1	4,000.00	**4,000.00**
2025-0505-1041	box	PLASTIC COMB BINDER RINGS, PVC,legal, 23 holes, 2-inches: Approx 250 sheets binding, black, 50 pcs/ box	1	500.00	**500.00**
2025-0506-1041	set	TABLE COVER, clear plastic, waterproof, heat resistant and easy to clean, dimension: Two (2) piece (200cm L x 60cm W x 3mm T); Two (2) piece (120cm L x 60cm W x 3mm T); Four (4) piece (80cm L x 40cm W x 3mm T)	1	8,000.00	**8,000.00**
2025-0507-1041	pack	VELLUM PAPER, 200gsm, 10 sheets, A4, pale cream	2	80.00	**160.00**
2025-0508-1041	pack	VELLUM PAPER, 200gsm, 10 sheets, legal, pale cream	2	80.00	**160.00**
(Total Amount in Words):		**TWENTY TWO THOUSAND NINE HUNDRED TWENTY PESOS**			**22,920.00**

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,
TRISH OFFICE AND SCHOOL SUPPLIES	**ELSIE D. VISCA**
Signature over Printed Name of Supplier	Signature over Printed Name of Authorized Official
03-25-25	Municipal Mayor
Date	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

PURCHASE ORDER
Municipal Government of Santa Fe, Romblon

Supplier : TRISH OFFICE AND SCHOOL SUPPLIES	**P.O. No. : 2025-03-0042 (Lot 6)**
Address : Santa Maria, Romblon	**Date : March 25, 2025**
	Mode of Procurement : Public Bidding
TIN :	**PR No./s : 2025-02-0023 / February 12, 2025**

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*	**Delivery Term : *Municipal Hall***
Date of Delivery : *30 Working Days After the Receipt of NTP*	**Payment Term : *Check***

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
2025-0509-1101	bottles	WATER BASEDESSENTIAL OIL for humidifier (fresh bamboo), 1 liter	5	500.00	**2,500.00**
2025-0510-1101	reams	BOND PAPER, ultra white, subs 20/70gsm, letter	10	230.00	**2,300.00**
2025-0511-1101	bottles	EPSON INK 003, black	5	400.00	**2,000.00**
2025-0512-1101	bottles	EPSON INK 003, yellow	3	400.00	**1,200.00**
2025-0513-1101	bottles	EPSON INK 003, magenta	3	400.00	**1,200.00**
2025-0514-1101	bottles	EPSON INK 003, cyan	3	400.00	**1,200.00**
2025-0515-1101	bottles	DISHWASHING LIQUID, 1 liter, calamansi	2	250.00	**500.00**
2025-0516-1101	pads	DTR No.48	10	80.00	**800.00**
2025-0517-1101	box	BINDER CLIP, 1"	5	80.00	**400.00**
2025-0518-1101	dozens	BROWN ENVELOPE, short	47	60.00	**2,820.00**
2025-0519-1101	pieces	DOUBLE-SIDED ABSORBENT TOWEL cleaning	5	20.00	**100.00**
2025-0520-1101	piece	MESH DESK ORGANIZER, oval, black	1	300.00	**300.00**
2025-0521-1101	pieces	DOORMAT FLOOR ANTI-SLIP, gray	3	300.00	**900.00**
2025-0522-1101	pieces	MAGFILE, closed, horizontal, legal	12	300.00	**3,600.00**
2025-0523-1101	piece	SQUEEGEE CLEANER WINDOW with cloth refill pad	1	500.00	**500.00**
(Total Amount in Words):		**TWENTY THOUSAND THREE HUNDRED TWENTY PESOS**			**20,320.00**

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:

TRISH OFFICE AND SCHOOL SUPPLIES
Signature over Printed Name of Supplier

03-25-25
Date

Very truly yours,

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 Sangguniang Resolution No.: ______

Certified Correct:

N/A
Secretary to the Sanggunian

______
Date

PURCHASE ORDER
Municipal Government of Santa Fe, Romblon

Supplier : TRISH OFFICE AND SCHOOL SUPPLIES	**P.O. No. : 2025-03-0042 (Lot 7)**
Address : Santa Maria, Romblon	**Date : March 25, 2025**
	Mode of Procurement : Public Bidding
TIN :	**PR No./s : 2025-02-0024 / February 12, 2025**

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*	**Delivery Term : *Municipal Hall***
Date of Delivery : *30 Working Days After the Receipt of NTP*	**Payment Term : *Check***

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
2025-0524-8751	box	BALLPEN, black, 0.5mm, water resistant ink, 12pcs/box	4	205.00	**820.00**
2025-0525-8751	bottle	AIR FRESHENER, spray, 320ml	3	255.00	**765.00**
2025-0526-8751	bottle	INK BROTHER BT 5000M 48.8ml, yellow	4	405.00	**1,620.00**
2025-0527-8751	bottle	INK BROTHER BT 5000M 48.8ml, cyan	2	405.00	**810.00**
2025-0528-8751	bottle	INK BROTHER BT 5000M 48.8ml, magenta	2	405.00	**810.00**
2025-0529-8751	bottle	INK BROTHER BT 5000M 48.8ml, black	2	505.00	**1,010.00**
2025-0530-8751	bottle	INK EPSON 001, black	4	505.00	**2,020.00**
2025-0531-8751	bottle	INK EPSON 001, magenta	3	505.00	**1,515.00**
2025-0532-8751	bottle	INK EPSON 001, yellow	3	505.00	**1,515.00**
2025-0533-8751	bottle	INK EPSON 001, cyan	3	505.00	**1,515.00**
2025-0534-8751	bottle	INK EPSON 664, black	3	405.00	**1,215.00**
2025-0535-8751	bottle	INK EPSON 664, magenta	2	405.00	**810.00**
2025-0536-8751	bottle	INK EPSON 664, cyan	2	405.00	**810.00**
2025-0537-8751	bottle	INK EPSON 664, yellow	2	405.00	**810.00**
2025-0538-8751	pads	DAILY TIME RECORD, prescribed CSC Form No.48	29	85.00	**2,465.00**
2025-0539-8751	piece	TONER HP, laser jet, P1102	2	1,005.00	**2,010.00**
2025-0540-8751	piece	TONER MP2014	1	2,005.00	**2,005.00**
(Total Amount in Words):		**TWENTY TWO THOUSAND FIVE HUNDRED TWENTY FIVE PESOS**			**22,525.00**

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:

TRISH OFFICE AND SCHOOL SUPPLIES
Signature over Printed Name of Supplier

03-25-25
Date

Very truly yours,

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

PURCHASE ORDER
Municipal Government of Santa Fe, Romblon

Supplier : TRISH OFFICE AND SCHOOL SUPPLIES	**P.O. No. : 2025-03-0042 (Lot 8)**
Address : Santa Maria, Romblon	**Date : March 25, 2025**
	Mode of Procurement : Public Bidding
TIN :	**PR No./s : 2025-02-0029 / February 14, 2025**

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*	**Delivery Term : *Municipal Hall***
Date of Delivery : *30 Working Days After the Receipt of NTP*	**Payment Term : *Check***

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
2025-0541-1091	packs	BATTERY, heavy duty, AAA, 2pcs per blister	6	100.00	**600.00**
2025-0542-1091	bottle	BROTHER INK, BT5000C ink bottle cyan, genuine	1	500.00	**500.00**
2025-0543-1091	bottle	BROTHER INK, BT5000M ink bottle magenta, genuine	1	500.00	**500.00**
2025-0544-1091	bottle	BROTHER INK, BT5000Y, ink bottle	1	500.00	**500.00**
2025-0545-1091	bottle	BROTHER INK, BT60BK, genuine	2	600.00	**1,200.00**
2025-0546-1091	unit	CALCULATOR, standard-MX-12B, black	6	600.00	**3,600.00**
2025-0547-1091	bottle	CLEANER, TOILET BOWL & URINAL, 1000ml	3	250.00	**750.00**
2025-0548-1091	bottle	EPSON 003 INK, BT5000M ink bottle, magenta, genuine	1	450.00	**450.00**
2025-0549-1091	bottle	EPSON 003 INK, BT5000C ink bottle, cyan, genuine	1	450.00	**450.00**
2025-0550-1091	bottle	EPSON 003 INK, BT5000Y ink bottle, yellow, genuine	1	450.00	**450.00**
2025-0551-1091	bottle	EPSON 003 INK, BT60BK, genuine	2	450.00	**900.00**
2025-0552-1091	packs	MAGE MARKERS 670-5AN, 5 colors	2	100.00	**200.00**
2025-0553-1091	pieces	SCOTCH DOUBLE-SIDED TAPE, white, 24mmx10m	2	45.00	**90.00**
2025-0554-1091	pieces	STARFILE STORAGE BOX, size: 11"x15 5/8"x11" (WxLxH), midnight blue	10	550.00	**5,500.00**
2025-0555-1091	pieces	STORAGE CONTAINER – plastic with cover, clear, 120L, 66x47x44cm, sturdy and durable	10	700.00	**7,000.00**
2025-0556-1091	pieces	VINYL ELECTRICAL TAPE, black, 19mmx16m	3	65.00	**195.00**
2025-0557-1091	boxes	PAPER CLIPS VINYL coated assorted, 33mm, 100s	12	35.00	**420.00**
2025-0558-1091	boxes	PAPER CLIPS VINYL coated assorted, 50mm, 100s	12	50.00	**600.00**
2025-0559-1091	pieces	GELPEN REFILL, 0.5, black	20	29.50	**590.00**
2025-0560-1091	pieces	FLEXTOK RETRACTABLE PEN FO-GELB036, black	50	9.50	**475.00**
2025-0561-1091	pieces	ERASER sz-20, large, black	10	50.00	**500.00**
2025-0562-1091	boxes	PENCIL #2, medium, yellow, 12/box	3	150.00	**450.00**
2025-0563-1091	roll	3M SCOTCH CELO TAPE utility clear, 24mmx30m	12	40.00	**480.00**
2025-0564-1091	pieces	OFFICE WAREHOUSE ,AGFILE CLOSED horizontal, blue, legal	20	215.00	**4,300.00**
2025-0565-1091	box	OFFICE BINDER CLIP, black, 1 ¼", 12s	10	50.00	**500.00**
(Total Amount in Words):		**THIRTY ONE THOUSAND TWO HUNDRED PESOS**			**31,200.00**

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,
TRISH OFFICE AND SCHOOL SUPPLIES	**ELSIE D. VISCA**
Signature over Printed Name of Supplier	Signature over Printed Name of Authorized Official
03-25-25	Municipal Mayor
Date	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

PURCHASE ORDER
Municipal Government of Santa Fe, Romblon

Supplier : TRISH OFFICE AND SCHOOL SUPPLIES	**P.O. No. : 2025-03-0042 (Lot 9)**
Address : Santa Maria, Romblon	**Date : March 25, 2025**
	Mode of Procurement : Public Bidding
TIN :	**PR No./s : 2025-02-0030 / February 14, 2025**

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***	**Delivery Term :** ***Municipal Hall***
Date of Delivery : ***30 Working Days After the Receipt of NTP***	**Payment Term :** ***Check***

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
2025-0566-1051	piece	ANTIVIRUS, 5 devices, 2 years	1	600.00	**600.00**
2025-0567-1051	piece	ARCH FILE FOLDER, horizontal with taglia lock, 3"x9"x15.5"	30	280.00	**8,400.00**
2025-0568-1051	piece	EPSON LABELWPRKS TAPE CARTRIDGE, LK-4WBN model	3	1,000.00	**3,000.00**
2025-0569-1051	bottle	EPSON INK #003, black, 65ml	4	500.00	**2,000.00**
2025-0570-1051	bottle	EPSON INK #003, magenta, 65ml	2	500.00	**1,000.00**
2025-0571-1051	bottle	EPSON INK #003, cyan, 65ml	2	500.00	**1,000.00**
2025-0572-1051	bottle	EPSON INK #003, yellow, 65ml	2	500.00	**1,000.00**
2025-0573-1051	piece	OTG FLASH DRIVE, for iphone 14/15, 1TB with type-C	1	1,000.00	**1,000.00**
2025-0574-1051	piece	USB FLASH DRIVE, 32GB	2	800.00	**1,600.00**
(Total Amount in Words):		**NINETEEN THOUSAND SIX HUNDRED PESOS**			**19,600.00**

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:

TRISH OFFICE AND SCHOOL SUPPLIES
Signature over Printed Name of Supplier

03-25-25
Date

Very truly yours,

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

PURCHASE ORDER
Municipal Government of Santa Fe, Romblon

Supplier : TRISH OFFICE AND SCHOOL SUPPLIES	**P.O. No. : 2025-03-0042 (Lot 10)**
Address : Santa Maria, Romblon	**Date : March 25, 2025**
	Mode of Procurement : Public Bidding
TIN :	**PR No./s : 2025-02-0031 / February 14, 2025**

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*	**Delivery Term : *Municipal Hall***
Date of Delivery : *30 Working Days After the Receipt of NTP*	**Payment Term : *Check***

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
2025-0575-1201	reams	BOND PAPER, multi-purpose, A4 subs, 24/80gsm	50	225.00	**11,250.00**
2025-0576-1201	reams	BOND PAPER, multi-purpose, legal subs, 24/80gsm	10	235.00	**2,350.00**
2025-0577-1201	box	A4 SENTINIZED ACETATE FILM @100/box	1	1,005.00	**1,005.00**
2025-0578-1201	box	¾ inch black BINDER CLIPS @12 clips/box	25	73.00	**1,825.00**
2025-0579-1201	box	1-inch black, BINDER CLIPS @12 clips/box	25	83.00	**2,075.00**
2025-0580-1201	box	2-inch black, BINDER CLIPS @12 clips/box	25	103.00	**2,575.00**
2025-0581-1201	reams	A4 L-type FOLDERS	2	903.00	**1,806.00**
2025-0582-1201	reams	Legal size FOLDERS	5	903.00	**4,515.00**
2025-0583-1201	reams	short size BROWN ENVELOPES @100pcs/ream	2	403.00	**806.00**
2025-0584-1201	reams	legal size BROWN ENVELOPES @100pcs/ream	5	403.00	**2,015.00**
2025-0585-1201	pieces	PERMANENT MARKER, black	12	68.00	**816.00**
2025-0586-1201	pieces	WHITEBOARD MARKER, black	6	83.00	**498.00**
2025-0587-1201	pieces	WHITEBOARD ERASER	2	43.00	**86.00**
2025-0588-1201	pieces	STAMP PAD FELT, blue	4	68.00	**272.00**
2025-0589-1201	bottle	EPSON INK REFILL 664, 70ml, black	15	403.00	**6,045.00**
2025-0590-1201	bottle	EPSON INK REFILL 664, 70ml, cyan	7	403.00	**2,821.00**
2025-0591-1201	bottle	EPSON INK REFILL 664, 70ml, magenta	7	403.00	**2,821.00**
2025-0592-1201	bottle	EPSON INK REFILL 664, 70ml, yellow	7	403.00	**2,821.00**
2025-0593-1201	roll	TISSUE PAPER, double ply	20	23.00	**460.00**
(Total Amount in Words):		**FORTY SIX THOUSAND EIGHT HUNDRED SIXTY TWO PESOS**			**46,862.00**

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:

TRISH OFFICE AND SCHOOL SUPPLIES
Signature over Printed Name of Supplier

03-25-25
Date

Very truly yours,

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

PURCHASE ORDER
Municipal Government of Santa Fe, Romblon

Supplier : TRISH OFFICE AND SCHOOL SUPPLIES	**P.O. No. : 2025-03-0042 (Lot 11)**
Address : Santa Maria, Romblon	**Date : March 25, 2025**
	Mode of Procurement : Public Bidding
TIN :	**PR No./s : 2025-02-0032 / February 14, 2025**

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*	**Delivery Term : *Municipal Hall***
Date of Delivery : *30 Working Days After the Receipt of NTP*	**Payment Term : *Check***

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
2025-0594-1051	piece	AIR PURIFIER FILTER, daikin-model: MC40UVM6	1	1,500.00	**1,500.00**
2025-0595-1051	piece	AIR PURIFIER FILTER, aerolux brand-model: AP99S	1	1,500.00	**1,500.00**
2025-0596-1051	piece	PEBBLE BLUETOOTH wireless mouse with customizable button	1	1,000.00	**1,000.00**
(Total Amount in Words):		**FOUR THOUSAND PESOS**			**4,000.00**
(Grand Total Amount in Words):		**TWO HUNDRED THIRTY SEVEN THOUSAND SEVENTEEN PESOS**			**237,017.00**

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:

TRISH OFFICE AND SCHOOL SUPPLIES
Signature over Printed Name of Supplier

03-25-25
Date

Very truly yours,

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