

MUNICIPALITY OF GINATILAN  
 Standard Form Number: SF-GOODS-58  
 Revised on: May 24, 2004  
 Standard Form Title: Purchase Order

Project Reference Number: 2023-03  
 Name of Project: Proc. Of Decorations & Other Supplies  
 Location of Project: Ginatilan, Cebu

**PURCHASE ORDER**

Municipality of Ginatilan

Procuring Entity

Supplier: EDNA L. INSO GEN. MERCHANDISE/EDNA INSO SARI-SARI STORE P.O. No. 311-23-02-044  
 Address: Poblacion I, Malabuyoc, Cebu Date: 2/17/23  
 E-mail Address: \_\_\_\_\_ Mode of Payment: \_\_\_\_\_  
 Telephone No. \_\_\_\_\_  
 TIN \_\_\_\_\_  
 Gentlemen: \_\_\_\_\_

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


Place of Delivery: \_\_\_\_\_ Delivery Term: \_\_\_\_\_  
 Date of Delivery: \_\_\_\_\_ Payment Term: \_\_\_\_\_

| STOCK NO.    | UNIT    | ITEM DESCRIPTION                        | QTY. | UNIT COST | TOTAL COST        |
|--------------|---------|---|------|-----------|-------------------|
| 1            | roll    | Charol Assorted Colors                  | 70   | 1,350.00  | 94,500.00         |
| 2            | roll    | Tie Straw (big)                         | 100  | 90.00     | 9,000.00          |
| 3            | pc      | Stapler No. 10                          | 20   | 100.00    | 2,000.00          |
| 4            | box     | Staple Wire No. 10 (big boxes)          | 20   | 100.00    | 2,000.00          |
| 5            | m       | Table Runners (alphagena, red)          | 100  | 90.00     | 9,000.00          |
| 6            | pair    | Scissors (big)                          | 10   | 90.00     | 900.00            |
| 7            | pc      | Bouquet                                 | 20   | 5,000.00  | 100,000.00        |
| 8            | pc      | Crown                                   | 3    | 4,000.00  | 12,000.00         |
| 9            | pc      | Trophy                                  | 3    | 3,000.00  | 9,000.00          |
| 10           | pc      | Sash                                    | 20   | 1,650.00  | 33,000.00         |
| 11           | pc      | Costume for Production Number           | 9    | 1,000.00  | 9,000.00          |
| 12           | pc      | Gowns for Former Queens                 | 3    | 2,000.00  | 6,000.00          |
| 13           | meter   | Alphagina Cloth black, yellow gold      | 30   | 90.00     | 2,700.00          |
| 14           | meter   | Bridal Satin magenta                    | 30   | 105.00    | 3,150.00          |
| 15           | pck     | Plastic Flowers (assorted designs) 12's | 42   | 350.00    | 14,700.00         |
| 16           | pc      | Elmer's Glue big                        | 2    | 85.00     | 170.00            |
| 17           | box     | Pins                                    | 1    | 100.00    | 100.00            |
| 18           | box     | Thumbtacks                              | 5    | 25.00     | 125.00            |
| 19           | pc      | Floral Foam                             | 12   | 50.00     | 600.00            |
| 20           | doz     | Ballons (Assorted Colors)               | 5    | 200.00    | 1,000.00          |
| 21           | pc      | Hapag Medium                            | 20   | 70.00     | 1,400.00          |
| 22           | pc      | Nigo Large                              | 30   | 90.00     | 2,700.00          |
| 23           | pc      | Baliw                                   | 30   | 35.00     | 1,050.00          |
| 24           | pc      | Banig                                   | 10   | 120.00    | 1,200.00          |
| 25           | kl      | Nylon                                   | 7    | 430.00    | 3,010.00          |
| 26           | galloon | Paint red, blue, yellow, black, white   | 10   | 479.50    | 4,795.00          |
| 27           | pc      | Capis Balls #8                          | 90   | 200       | 18,000.00         |
| 28           | pc      | Capis Balls #7                          | 90   | 170       | 15,300.00         |
| <b>TOTAL</b> |         |   |      |           | <b>356,400.00</b> |

AMOUNT IN WORDS: Three Hundred Fifty-Six Thousand Four Hundred Pesos Only.

In case of failure to make full delivery within the time specified above, a penalty of one(1/10) of one (1) percent for every day of delay shall be imposed.

Conforme: \_\_\_\_\_  
 EDNA L. INSO  
 Signature Over Printed Name  
 Date: \_\_\_\_\_  
 JOAN F. NARVASA  
 Municipal Accountant

Very truly yours,  
  
 ROY VINCENT P. SINGCO  
 Municipal Mayor

ALOBS NO:  
 Amount Php