

MUNICIPALITY OF GINATILAN, CEBU  
Standard Form Number SF-GOOD-58

Project Reference Number: 2022-35  
Name of Project: Procurement of Laptops  
(Toner & Ink)  
Location of Project: Ginatilan, Cebu

Revised on: May 24, 2004  
Standard Form Title: **Purchase Order**

### PURCHASE ORDER

Municipality of Ginatilan  
Procuring Entity

Supplier: SECC COMPUTER SALES, SERVICES & ENT.  
Address: Cecile Bldg., Awayan, Carcar City, Cebu  
E-mail Address:  
Telephone No.:  
TIN:  
Gentlemen:

P.O No 200-22-11-002  
Date 11/11/22  
Mode of Procurement: Bidding

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


Place of Delivery: Municipality of Ginatilan  
Date of Delivery:


Delivery Term:  
Payment Term:

STOCK NO.	UNIT	ITEM DESCRIPTION	QTY	UNIT COST	TOTAL COST
	units	LAPTOPS Processor - Intel core I3-1115G4 Memory - 8GB DDr4 Display - 14.0" FHD Anti Glare Storage - 256 GB SSD+1 TBHDD O.S. - Windows 11 HD GPU - Intel HD Pre-installed licensed productivity tool	13	31000.00	₱403,000.00
AMOUNT IN WORDS: Four Hundred Three Thousand Pesos Only				<b>TOTAL</b>	<b>₱403,000.00</b>

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

Very truly yours,

  
ROY VINCENT P. SINGCO  
Municipal Mayor

Conforme:   
JEAN ILUSTRISMO  
SECC Computer Sales, Services & Ent.  
Signature over Printed Name of Supplier

Date: \_\_\_\_\_

JOAN F. NARVASA  
Mun. Accountant

ALOBS NO:  
Amount Php