



Kaagapay ng Komunidad sa Maginhawang Pamumuhay

## PURCHASE ORDER

Supplier:	Razel Enterprises	P.O. No.:	2025-02-038
Address:	BELLA VISTA SUBD. B29 LOT 7 BRGY. SANTIAGO GENERAL TRIAS CAVITE	Date:	02/25/2025
TIN:	705-267-398-0000	P.R. No.:	2025-01-021, 2025-01-077
Mode of Procurement:	Shopping	Date:	01/08/2025, 01/16/2025

Gentlemen:

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

Place of Delivery:	8737 BDO PLAZA PASEO DE ROXAS MAKATI CITY	Delivery Term:	FOB Destination
Date of Delivery:	15 WORKING DAYS UPON RECEIPT OF APPROVED PURCHASE ORDER	Payment Term:	15 working days upon complete delivery

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
A-001-712	pc	HP toner 955 or 955xl - Black-HP toner 7740 High Yield Original Ink Cartridge	10	1,500.00	15,000.00
A-000-477	pc	HP975A Black-Black	3	3,200.00	9,600.00
A-000-478	pc	HP975A Magenta-Magenta	2	3,000.00	6,000.00
A-000-479	pc	HP975A Cyan-Cyan	2	3,000.00	6,000.00
A-000-480	pc	HP975A Yellow-Yellow	2	3,000.00	6,000.00

Funded by:  
BUR # M-251-0361  
Dated: 02/27/2025

Total Amount in Words: **FORTY TWO THOUSAND SIX HUNDRED AND 00/100 ONLY**

**42,600.00**

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. Note: This is to approve the BAC recommendation (BAC Reso No. 029, S. 2025) for the use of Alternative Mode of Procurement under sec. 52, 52.1(b), 52.2, 52.3, 52.4 of IRR of RA9184 and award of contract to above mentioned supplier.

According to BIR Revenue Regulations No. 017-2024, the final settlement requires the presentation of an updated BIR tax clearance. Non-submission of a tax clearance entitles SHFC to suspend payment for any goods or services delivered.

Conforme:

Very truly yours,

Signature over Printed Name of Supplier

ATTY. LEO B. DEOCAMPO

Authorized Official

Date

Funds Available:

DANTE M. ANABE  
Chief Accountant