

## PURCHASE ORDER

|                      |                                                                       |           |                                       |
|----------------------|-----------------------------------------------------------------------|-----------|---------------------------------------|
| Supplier:            | Group 5 Computer Products & Supplies, Inc.                            | P.O. No.: | 2025-04-064                           |
| Address:             | UPPER GR. U-35 CITYLAND 9 DELA ROSA CONDO. DELA ROSA ST., MAKATI CITY | Date:     | 04/03/2025                            |
| TIN:                 | 008-978-610-0000                                                      | P.R. No.: | 2025-02-196, 2025-02-220, 2025-02-227 |
| Mode of Procurement: | Shopping                                                              | Date:     | 02/05/2025, 02/17/2025, 02/19/2025    |

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-001-820                                                                              | pc   | HP 416A Black Laserjet Toner Cartridge-for HP M454nw   | 1        | 4,500.00  | 4,500.00          |
| A-001-821                                                                              | pc   | HP 416A Cyan Laserjet Toner Cartridge-for HP M454nw    | 1        | 5,280.00  | 5,280.00          |
| A-001-822                                                                              | pc   | HP 416A Magenta Laserjet Toner Cartridge-for HP M454nw | 1        | 5,280.00  | 5,280.00          |
| A-001-823                                                                              | pc   | HP 416A Yellow Laserjet Toner Cartridge-for HP M454nw  | 1        | 5,280.00  | 5,280.00          |
| A-001-820                                                                              | pc   | HP 416A Black Laserjet Toner Cartridge-for HP M454nw   | 3        | 4,500.00  | 13,500.00         |
| A-001-821                                                                              | pc   | HP 416A Cyan Laserjet Toner Cartridge-for HP M454nw    | 2        | 5,280.00  | 10,560.00         |
| A-001-822                                                                              | pc   | HP 416A Magenta Laserjet Toner Cartridge-for HP M454nw | 1        | 5,280.00  | 5,280.00          |
| A-001-823                                                                              | pc   | HP 416A Yellow Laserjet Toner Cartridge-for HP M454nw  | 2        | 5,280.00  | 10,560.00         |
| A-001-820                                                                              | pc   | HP 416A Black Laserjet Toner Cartridge-for HP M454nw   | 2        | 4,500.00  | 9,000.00          |
| A-001-821                                                                              | pc   | HP 416A Cyan Laserjet Toner Cartridge-for HP M454nw    | 2        | 5,280.00  | 10,560.00         |
| A-001-822                                                                              | pc   | HP 416A Magenta Laserjet Toner Cartridge-for HP M454nw | 2        | 5,280.00  | 10,560.00         |
| A-001-823                                                                              | pc   | HP 416A Yellow Laserjet Toner Cartridge-for HP M454nw  | 2        | 5,280.00  | 10,560.00         |
| Total Amount in Words: <b>ONE HUNDRED THOUSAND NINE HUNDRED TWENTY AND 00/100 ONLY</b> |      |                                                        |          |           | <b>100,920.00</b> |

Funded by:  
BUR # M-252-0856  
Dated: 04/10/2025

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. 067, 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

April 11, 2025