



Kaagapay ng Komunidad sa Maginhawang Pamumuhay

PURCHASE ORDER

Supplier:	HARDY MARKETING ENTERPRISES	P.O. No.:	2025-04-066
Address:	DOOR 1 H2Y CENTRE BLDG. LASCSON-SAN SEBASTIAN ST. BRGY. 32 BACOLOD CITY	Date:	04/03/2025
TIN:	104-070-552-0000	P.R. No.:	2025-02-244
Mode of Procurement:	Shopping	Date:	02/28/2025

Gentlemen:

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

Place of Delivery:	SHFC BACOLOD REGIONAL OFFICE	Delivery Term:	FOB Destination
Date of Delivery:	CHECK ON DELIVERY	Payment Term:	Check on Delivery

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
A-000-010	Ream	Bond Paper-Legal, 80gsm	10	230.00	2,300.00
A-000-008	Ream	Bond Paper-A4, 80gsm	20	210.00	4,200.00
A-000-061	pc	Envelope Ordinary Brown Legal-500s per box, kraft	50	2.50	125.00
A-000-063	pc	Envelope Expanding Kraft-Legal	50	15.00	750.00
A-000-004	pc	Ballpen, Black-Black, ballpoint	50	5.00	250.00
A-000-767	Box	STAPLE WIRE NO. 35(26/6)-6mm, 5000 staples per box	5	28.00	140.00
A-000-150	pc	Scotch Tape 1"-24mm	5	18.00	90.00
A-000-043	pc	Correction Tape-0	10	18.00	180.00
A-000-159	pc	Stamp Pad-Felt	2	35.00	70.00
A-000-075	pc	Folder Fancy Legal-0	50	5.00	250.00
A-000-076	pc	Folder Fancy A4-0	50	4.00	200.00
A-001-048	pc	Highlighter-Flourescent Marker	5	15.00	75.00
A-000-120	pc	Glue-0	2	45.00	90.00
A-000-024	pc	Clip Backfold 2"-12pieces/box - 50mm	5	70.00	350.00
A-000-027	pc	Clip Backfold 3/4"-12pieces/box - 19mm	10	18.00	180.00
A-001-309	pc	Plastic Brush Cleaner	2	30.00	60.00
A-000-226	pc	Trash Bag XXL-per pack/roll	3	65.00	195.00

Funded by:
BUR # M-252-0889
Dated: 04/11/2025

A-000-879	Bottle	Glass Cleaner-500 ml/ bottle	1	148.00	148.00
A-000-768	Box	STAPLE WIRE NO. 10-1000 Staples	10	10.00	100.00
Total Amount in Words: NINE THOUSAND SEVEN HUNDRED FIFTY THREE AND 00/100 ONLY					9,753.00

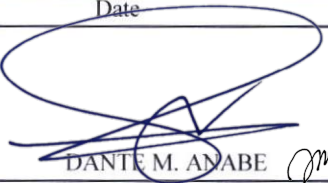
In case of failure to make the full delivery within the time specified above, a penalty of one - tenth (1/10) of one percent for every day of delay shall be imposed. Note: This is to approve the BAC recommendation (BAC Reso No. 070, S. 2025) for the use of Alternative Mode of Procurement under sec. 52, 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.

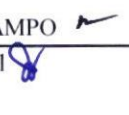
Conforme: _____ Very truly yours, 

Signature over Printed Name of Supplier

Date

Funds Available: 

DANTE M. ANABE
Chief Accountant 

ATTY. LEO B. DEOCAMPO
Authorized Official 

April 14, 2025