



PURCHASE ORDER
Small Business Guarantee and Finance Corporation

17th and 18th Floors, 139 Corporate center Building, 139 Valero St., Salcedo Village, 1227 Makati City, Philippines
 Telephone No.: (02) 751-1888; Website: www.sbgfc.org.ph; Email Address: sbcorporation@sbgfc.org.ph



Agency

Supplier : The Envoy Hotel Group, Inc.	P.O. No. : 22-12-0270
Address : Ground Flr Infinity Tower Condo. No. 106 HV Dela Costa St corner Leviste St. Mak	Date : 07-DEC-2022
TIN : 008922471000	P.R. No. : 22-12-1252
Mode of Procurement : NP-53.9 Small Value Procurement	Date : 02-DEC-2022

Gentlemen:

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

Place of Delivery : 17th and 18th Floor 139 Corporate Center Bldg., 139 Valero St., Salcedo Village, Makati City 1227	Delivery Term : FOB Destination
Date of Delivery : 12-DEC-2022	Payment Term : 15 Day(s) after delivery

Stock No.	Unit	Description	Quantity	Unit Cost (In Peso)	Amount (In Peso)
00055	Lot	Hotel Accommodation/Venue for Board Meeting and Strategic Planning on Dec. 12 to 14, 2022 Function Room with meals included Dec. 12 - 25 pax @ 2,100 = P52,500 Dec. 13 - 25 pax @ 2,100 = 52,500 Dec. 14 - 22 pax @ 800 = 17,600 Total of Php122,600.00 Inclusions: -Internet Access -Basic Mobile: Microphones and Speakers -Pads and pencils -Free Flowing coffee and mints/candies -Free 5 parking lots -Use of Conference A (3 days) Dec. 12, 2022 (25 pax) -1 Managed Buffet Breakfast -1 AM/PM Snacks -1 Managed Buffet Lunch Dec. 13, 2022 (25 pax) -1 Managed Buffet Breakfast -1 AM/PM Snacks -1 Managed Buffet Lunch Dec. 14, 2022 (25 pax) -1 Set/Bento Breakfast	1	122,600.00	122,600.00
00055	Lot	11 Suite Room or One Bedroom Suite @ Php3,000.00/room/night for 2-nights	1	66,000.00	66,000.00

***** NOTHING FOLLOWS *****

One Hundred Eighty Eight Thousand Six Hundred Pesos Only 188,600.00

Certified Funds Available CORAZON A. DIMAYUGA Group Manager	Certifying and Recommending Officer ANNABELLA A. REYES OIC-Department Manager II	Approved By JULIETTA S. CALIMLIM Group Manager
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We declare it to be known and accepted by us that our failure to effect delivery of item(s) covered by this order within the period specified herein shall give the SB Corp. the right to cancel this order or make an open market purchase of the undelivered item(s) for which we agree to reimburse the corporation for all the payments made by it at the unit price quoted herein for the said undelivered item(s).

We further declare that failure to deliver item(s) within the specified delivery period may subject us to payment of liquidated damage in an amount equivalent to 1/10 of 1% of the total value of the undelivered item(s) for every day of non-delivery.

We shall submit upon delivery to facilitate payment of the corresponding bill:
Copy of purchase order and one (1) copy of the sales invoice(s) and delivery receipts.

Conforme: Gladys T. Corpuz
Signature over Printed Name of the Supplier

PhilGEPs No.: 43710

Date: _____

