



# 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 : First DataCorp                                      | P.O. No. : 23-06-0132 |
| Address : 3F Citibank Center 8741, Paseo de Roxas, Makati City | Date : 16-JUN-2023    |
| TIN : 000118118000   | P.R. No. : 23-04-0381 |
| Mode of Procurement : NP-53.9 Small Value Procurement          | Date : 20-APR-2023    |

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 : 04-AUG-2023  | Payment Term: 15 Day(s) after delivery |

| Stock No.                   | Unit   | Description   | Quantity | Unit Cost (In Peso) | Amount (In Peso) |
|-----------------------------|--------|---|----------|---------------------|------------------|
| 00024                       | Year/s | <p>Microsoft Visio Plan 2 Licenses subscription for ITG use</p> <p>Period Covered: June 2023 to June 2024</p> <ul style="list-style-type: none"> <li>- 1 year subscription</li> <li>- Renewal of 15 licenses</li> <li>- Create professional diagrams effortlessly</li> <li>- Collaborate with others and share diagrams seamlessly</li> <li>- Simple, highly secure sharing</li> </ul> <p>Implementation: The project must be implemented by the installation/activation of the license to the existing Microsoft Visio Plan 2 Software within thirty (3) calendar days upon receipt of Notice to Proceed (NTP).</p> <p>Note: See attached Terms of Reference and approved TWG Report</p> | 1        | 146,878.14          | 146,878.14       |
| ***** NOTHING FOLLOWS ***** |        |   |          |                     |                  |

One Hundred Forty Six Thousand Eight Hundred Seventy Eight & 14/100 Pesos Only 146,878.14

|   |   |  |
|---|---|--|
| Certified Funds Available<br><br>CORAZON A. DIMAYUGA<br>Group Manager | Certifying and Recommending Officer<br><br>JULIETA S. CALIMLIM<br>Group Manager | Approved By<br><br>ROWENA G. BETIA<br>Sector Manager |
|---|---|--|

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:   
Signature over Printed Name of the Supplier

PhilGEPs No.: 2001091827031773951799

Date: July 3, 2023