



**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 : Mostaco Marketing	P.O. No. : 25-01-0014
Address : 68A Lalaine Bennet St., BF Resort Village, Las Piñas City	Date : 24-JAN-2025
TIN : 915524116000	P.R. No. : 25-01-0049
Mode of Procurement : NP-53.9 Small Value Procurement	Date : 09-JAN-2025

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 : 15 days upon receipt of NTP	Payment Term : 20 Day(s) after delivery

Stock No.	Unit	Description	Quantity	Unit Cost (In Peso)	Amount (In Peso)
00030	Lot	Purchase of Grocery Supplies for office use:	1	56,901.00	56,901.00
		Qty Items			
		90 1kg Equal White Sugar			
		75 185g Nescafe Coffee			
		100 450g Kremtop Creamer			
		4 Zim Glass Cleaner			
		20 450ml Safeguard Hand soap			
		5 1kg Mighty Detergent			
		6 50g Orchid Toilet Deodorant			
		45 Sanicare Tissue box			
		10 Microfiber Car cloth			
		60 Easybrite Sponge			
		3 Blurox Bleach			
		30 No Sebo Dishwashing liquid			
		10 Vast/Maxglow Toilet bowl cleaner			
		100 Trash bag (large)			

\*\*\*\*\* NOTHING FOLLOWS \*\*\*\*\*

Fifty Six Thousand Nine Hundred One Pesos Only 56,901.00

Certified Funds Available  CORAZON A. DIMAYUGA Group Manager	Certifying and Recommending Officer  ANTHONY F. SAMPAYO, JR. OIC	Approved By  JULETA 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.

**RECEIVED**  
**RECEIVING COPY**

NAME: BERNADETTE  
 SIGNATURE:   
 DATE/TIME: 02-03-2025

Conforme:   
 Signature over Printed Name of the Supplier  
**JOJIE R. VELINA**  
 PhilGEPs No.: 2015-146610  
 Date: 02/03/2025