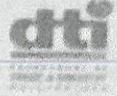




# PURCHASE ORDER



## 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) 751-1288; Website: www.sbgfc.org.ph; Email Address: sbgfc@sbgfc.org.ph

### Agency

Supplier : Orta and Barden Law Offices	P.O. No. : 24-10-0353
Address : One 2902 D West Tower, Telcel, Exchange Road, Ortigas	Date : 28-OCT-2024
TIN : 010158527000	P.R. No. : 24-10-1234
Mode of Procurement : NP-53.9 Small Value Procurement	Date : 11-OCT-2024

Gentlemen:

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

Place of Delivery : 17th Floor 139 Corporate Center Bldg., 139 Valero St., Salcedo Village, Makati City 1227	Delivery Term : FOB Destination
Date of Delivery : <u>Finalize (2) MONTHS CONTRACT UPON RECEIPT OF NTP</u>	Payment Term : 20 Day(s) after delivery

Stock No.	Unit	Description	Quantity	Unit Cost (In Peso)	Amount (In Peso)
00003	Lot	Tax Consulting Services	1	900,000.00	900,000.00
		Scope of Services: 1. Review of financial data with relevance to BIR audits. 2. Provide oral or written reply to SB Corp's tax-related inquiries 3. Review of contracts and accounting transactions for the period under review to ensure tax compliance and to check their tax implications 4. Review of all tax forms and returns applicable to the corporation and its calculations 5. Review of all tax correspondence with the tax authorities 6. Review of all tax payments and ensure all tax receipts are properly filed. 7. Detailed review of 2024 annual corporate income tax return and calculations to ensure completeness and accuracy. 8. Conduct a one-day training/workshop for proper handling of tax correspondence, tax returns and BIR audit 9. Assist in handling tax audits of BIR (CY 2021 and 2022) 10. Attend meetings related to BIR audit CY 2021 and 2023. 11. Consultation services for tax matters clarification and inquiries 12. Prepare Tax Health Check Report and discuss it with key business stakeholders (Controllership Group and Management)  - Please see attached approved Terms of Reference for other details of the project.			

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

Nine Hundred Thousand Pesos Only

900,000.00

Certified Funds Available

Certifying and Recommending Officer

Approved By

CORAZON A. DIMAYUG  
Group Manager

JULIETA S. CALIMLIM  
Group Manager

ROWENA G. BETIA  
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.



**PURCHASE ORDER**  
**Small Business Guarantee and Finance Corporation**



17th and 18th Floors, 139 Corporate Center Building, 139 Valero St., Sakado Village, Makati City, Philippines  
 Telephone No.: (02) 771-1288; Website: www.sbgfc.org.ph; Email Address: sbcorporation@sbfgc.org.ph

Agency

Supplier : QTR and Bardon Law Offices

P.O. No. : 24-10-0353

Address : Unit 2002 @ West Tower, Trixie, Exchange Road, Ortigas

Date : 28-OCT-2024

TIN : 010150527000

P.R. No. : 24-10-1224

Mode of Procurement : NP-53.9 Small Value Procurement

Date : 11-OCT-2024

Gentlemen

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

Place of Delivery : 17th Floor 139 Corporate Center Bldg., 139 Valero St., Sakado Village, Makati City

Delivery Term : FOB Destination

Date of Delivery : ~~2024-10-11~~ CONTACT WITH SUPPLIER OF NTP

Payment Term : 20 Day(s) after delivery

Conforme:

*Charadine S. Bardon*  
 Charadine S. Bardon

Signature over Printed Name of the Supplier

PHIGEPS No. : 436331

Date:



**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 : Ortiz and Bandon Law Offices  
Address : Unit 2502-D West Tower, Tektite, Exchange Road, Ortigas  
TIN : 010150527000  
Mode of Procurement : NP-53.9 Small Value Procurement

P.O. No. : 24-10-0353  
Date : 28-OCT-2024  
P.R. No. : 24-10-1234  
Date : 11-OCT-2024

Gentlemen:

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

Place of Delivery : 17th Floor 139 Corporate Center Bldg., 139 Valero St., Salcedo Village, Makati City 1227  
Date of Delivery : ~~TAKE~~ (2) MONTHS CONTRACT UPON RECEIPT OF NTP *gr*

Delivery Term : FOB Destination  
Payment Term: 20 Day(s) after delivery

Stock No.	Unit	Description	Quantity	Unit Cost (In Peso)	Amount (In Peso)
00003	Lot	Tax Consulting Services	1	900,000.00	900,000.00
		Scope of Services: 1. Review of financial data with relevance to BIR audits. 2. Provide oral or written reply to SBCorp's tax-related inquiries 3. Review of contracts and accounting transactions for the period under review to ensure tax compliance and to check their tax implications 4. Review of all tax forms and returns applicable to the corporation and its calculations 5. Review of all tax correspondence with the tax authorities 6. Review of all tax payments and ensure all tax receipts are properly filed. 7. Detailed review of 2024 annual corporate income tax return and calculations to ensure completeness and accuracy. 8. Conduct a one-day training/workshop for proper handling of tax correspondence, tax returns and BIR audit 9. Assists in handling tax audits of BIR (CY 2021 and 2023) 10. Attend meetings related to BIR audit CY 2021 and 2023. 11. Consultation services for tax matters clarification and inquiries 12. Prepare Tax Health Check Report and discuss it with key business stakeholders (Controllership Group and Management)  - Please see attached approved Terms of Reference for other details of the project			
***** NOTHING FOLLOWS *****					

Nine Hundred Thousand Pesos Only

900,000.00

Certified Funds Available

*[Signature]*  
CORAZON A. DIMAYUG  
Group Manager

Certifying and Recommending Officer

*[Signature]*  
JULIETA S. CALIMLIM  
Group Manager

Approved By

*[Signature]*  
ROWENA G. BETIA  
Sector Manager

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**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 : Ortiz and Bandon Law Offices	P.O. No. : 24-10-0353
Address : Unit 2502-D West Tower, Teklite, Exchange Road, Ortigas	Date : 28-OCT-2024
TIN : 010150527000	P.R. No. : 24-10-1234
Mode of Procurement : NP-53.9 Small Value Procurement	Date : 11-OCT-2024

Gentlemen:

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

Place of Delivery : 17th Floor 139 Corporate Center Bldg., 139 Valero St., Salcedo Village, Makati City 1227	Delivery Term : FOB Destination
Date of Delivery : <u>THREED MONTHS CONTRACT UPON RECEIPT OF NTPM</u>	Payment Term: 20 Day(s) after delivery

Conforme: Charadine S. Bandon  
 Signature over Printed Name of the Supplier

PhilGEPs No.: 436331  
 Date: \_\_\_\_\_