



**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 : Progressive Printing Palace, Inc.	P.O. No. : 24-04-0096
Address : 120 Kamias Road, QC.	Date : 23-APR-2024
TIN : 000088182000	P.R. No. : 24-02-0166
Mode of Procurement : NP-53.9 Small Value Procurement	Date : 13-FEB-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 : 30-MAY-2024	Payment Term: 15 Day(s) after delivery

Stock No.	Unit	Description	Quantity	Unit Cost (In Peso)	Amount (In Peso)
00030	Lot	Printing and Delivery of SB Corp's Letterheads for office use  Quantity: 50 reams (500 sheets/ream) Book Paper, 70lbs white Size: A4	1	48,500.00	48,500.00
***** NOTHING FOLLOWS *****					

Forty Eight Thousand Five Hundred Pesos Only 48,500.00

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

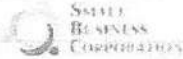
We further declare that failure to deliver item(s) within the specified delivery period may subject us to payment of liquidated damage in an amount equivalent to 1/10 of 1% of the total value of the undelivered item(s) for every day of non-delivery.

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:   
 Erika E. Villanueva  
 Signature over Printed Name of the Supplier

PhilGEPs No.: 2003-7276

Date: 5/6/24



### 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 : Metrocolor Corporation	P.O. No. : 24-04-0074
Address : 362 MCC Building, Tandang Sora Avenue, Quezon City	Date : 01-APR-2024
TIN : 002286250000	P.R. No. : 24-02-0166
Mode of Procurement : NP-53.9 Small Value Procurement	Date : 13-FEB-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 Cty, 1227	Delivery Term : FOB Destination
Date of Delivery : <del>06</del> <sup>06</sup> May 2024	Payment Term : 15 Day(s) after delivery

Stock No.	Unit	Description	Quantity	Unit Cost (In Peso)	Amount (In Peso)
00030	Lot	Printing and Delivery of SB Corp's Memo/Note Pads for office use  Price = Php252.10/Pad x 50 Pads = Php13,105.00 - 5.5in. x 8.5in., copy paper, sub 24, 80 gsm, color white - 100 sheets/pad  *VAT inclusive  Delivery Requirement: Thirty (3) days upon receipt of the Notice to Proceed (NTP)	1	13,105.00	13,105.00
***** NOTHING FOLLOWS *****					

Thirteen Thousand One Hundred Five Pesos Only 13,105.00

Certified Funds Available  
  
CORAZON A. DIMAYUGA  
Group Manager

Certifying and Recommending Officer  
  
ANTHONY P. SAMPAYO, JR.  
OIC

Approved By  
  
JULIETA S. CALIMLIM  
Group 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.: 3116

Date: **APRIL 08, 2024**



**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 : VJ Graphics Arts, Inc.	P.O. No. : 24-04-0075
Address : Unit 12 No Future Point Plaza 2, 115 Mother Ignacia Ave., Q.C.	Date : 01-APR-2024
TIN : 000400353000	P.R. No. : 24-02-0166
Mode of Procurement : NP-53.9 Small Value Procurement	Date : 13-FEB-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 : 03-MAY-2024	Payment Term : 15 Day(s) after delivery

Stock No.	Unit	Description	Quantity	Unit Cost (In Peso)	Amount (In Peso)
00030	Lot	Printing and Delivery of SBCorp's Letter Envelopes for office use  Price = Php7.75/pc. x 5,000 pcs = Php38,750.00 - 24cm x 15cm (540mm. x 115mm.) Book Paper, 70 lbs., color White - 100pcs./pack  *VAT Inclusive  Delivery Requirement: Thirty (30) days upon receipt of Notice to Proceed (NTP)	1	38,750.00	38,750.00
***** NOTHING FOLLOWS *****					

Thirty Eight Thousand Seven Hundred Fifty Pesos Only 38,750.00

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

Conforms: Percival Datu  
 Signature over Printed Name of the Supplier

PhilGEPs No.: 200304112471470235099  
 Date: April 15, 2024