



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

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|---|-----------------------|
| Supplier : Red Root Artists and Artisans Multipurpose Cooperative | P.O. No. : 24-05-0137 |
| Address : 62B Mapagkawanggawa St., Teacher's Village East, QC. | Date : 23-MAY-2024 |
| TIN : 267822966000 | P.R. No. : 24-04-0452 |
| Mode of Procurement : NP-53.9 Small Value Procurement | Date : 23-APR-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-DEC-2024 | Payment Term: 20 Day(s) after delivery |

| Stock No. | Unit | Description | Quantity | Unit Cost (In Peso) | Amount (In Peso) |
|-----------|------|--|----------|---------------------|------------------|
| 00009 | Lot | <p>SBCorp Annual Report 2023 - Concept, Design, Layout, Color Separation and Printing</p> <p>Graphic Arts Services</p> <ol style="list-style-type: none"> Develop three (3) acceptable design studies for the cover, inside pages and envelope based on the approved concept SB Corp may require as many revisions as needed until a design is deemed acceptable and approved. The Annual Report cover and inside pages design should be in full color, while the envelope design should be in one(1) spot color. Preparation of artworks Cost of typesetting and art materials Printouts and mock-ups Copywriting and editing <p>Photography</p> <ol style="list-style-type: none"> All production equipment and materials shall be provided by the contractor Digital Photography shots for the following: Individual portrait shoot of the Chairman and President Individual portrait shoot of the Board of Directors Individual portrait shoot of the Management Committee and Group heads Art direction and supervision during the photoshoot sessions The photographs and art direction should be consistent with the Annual <p>Reports overall theme and concept.</p> <p>Deliverables/Timeframe</p> <ol style="list-style-type: none"> First lay-out: Ten working days after submission of materials Second lay-out: Five working days upon approval of the first lay-out Final Lay-out for color separation ready: Five working days after the approval of the second lay-out <p>COLOR SEPARTION AND PRINT PRODUCTION</p> <ol style="list-style-type: none"> Color Separation <ol style="list-style-type: none"> Scanning of images/photo prints in high resolution format Outputting charge should include progressive proof., film and negative output for all the 60 pages Computer retouching and manipulation if necessary Print Production <ol style="list-style-type: none"> 2.1 Annual Report <ol style="list-style-type: none"> 2.1.1 Size: 8 1/2 x 11 in folded; 17 in x 11 in flat 9 x 11 in (Envelope) 2.1.2 Stocks: Cover in C2S 220 lbs; Inside in Matte Coated | 1 | 299,000.00 | 299,000.00 |



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| | | Paper 100 lbs. 2.1.3 Color: Full Color (with color separation) 2.1.4 Number of pages :60 inclusive of cover pages 2.1.5 Quantity : 300 copies 2.1.6 Bindery: Saddle stitch finish with die cutting scoring, pasting and gumming | | | |

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

Two Hundred Ninety Nine Thousand Pesos Only 299,000.00

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:
 Signature over Printed Name of the Supplier

PhilGEPs No.: 201205-53169-22806128

Date: JUNE 4, 2024