



**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 : <u>Triplex Enterprises, Inc.</u>	P.O. No. : <u>24-08-0255</u>
Address : <u>2255 Chino Roces Avenue, Makati City</u>	Date : <u>12-AUG-2024</u>
TIN : <u>000150223000</u>	P.R. No. : <u>24-07-0825</u>
Mode of Procurement : <u>Shopping</u>	Date : <u>11-JUL-2024</u>

Gentlemen:

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

Place of Delivery : <u>17th Floor 139 Corporate Center Bldg., 139 Valero St., Salcedo Village, Makati City, 1227</u>	Delivery Term : <u>FOB Destination</u>
Date of Delivery : <u>Thirty (30) Days upon receipt of NIP</u>	Payment Term : <u>20 Day(s) after delivery</u>

Stock No.	Unit	Description	Quantity	Unit Cost (In Peso)	Amount (In Peso)
00030	Ream/s	Paper A4 size - Multipurpose, 70gsm, 500 sheets/ream	300	149.30	44,790.00
00030	Ream/s	Paper Legal size- Multipurpose, 70gsm, 500 sheets/ream Purchase of A4 and Legal size Bond Papers (Multipurpose) for SBCorp Head Office use	100	170.20	17,020.00
***** NOTHING FOLLOWS *****					

Sixty One Thousand Eight Hundred Ten Pesos Only 61,810.00

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

Conforme:   
 Signature over Printed Name of the Supplier

PhilGEPs No.: 200205-13643-117283942

Date: AUG 21, 2024