



**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 : Unison Computer Systems, Inc.	P.O. No. : 22-07-0169
Address : 120 E. Rodriguez Jr. Ave., Cor. Ortigas Ave., Brgy. Ugong, Pasig City	Date : 27-JUL-2022
TIN : 000330075000	P.R. No. : 22-01-0008
Mode of Procurement : Competitive Bidding	Date : 05-JAN-2022

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 : 25-SEP-2022	Payment Term: 15 Day(s) after delivery

Stock No.	Unit	Description	Quantity	Unit Cost (In Peso)	Amount (In Peso)
00024	Lot	Upgrade to Microsoft Office 365 Business Standard  Specifications and Inclusions 1.MS 365 Business Standard (for 300 users) - Desktop versions of office applications (Word, Excel, Powerpoint, OneNote and Outlook) plus Pc only version of Access and Publisher. Each user can install office apps up to 5 desktops (PC or Mac) - Web and Mobile versions of office accessible on up to 5 mobile devices and 5 tablets - Free continuous update and upgrade of office applications - 1 TB of One Drive for file storage and sharing - Email hosting with 50GB mailbox and calendar functions (set meetings, share available meeting times, respond to invitations etc) using Exchange - Schedule and manage appointments using Microsoft Booking - Protect email against spam, malware and known threats using Exchange Online Protection - Real-time co-authoring (multiple users working on the same file simultaneously) - Host meetings, webinars and video calls with Microsoft Teams - Share information, content and files using SharePoint 2.Value added service - 1 day provisioning and license assignments assistance for IT admin - 1 day Office 365 Portal administration knowledge transfer for IT admin - Other applicable free of charge value add  Note: Pls see attached Notice of Award, BAC Resolution, TWG Evaluation Report, Abstract of Bids, PR/TOR	1	2,156,700.00	2,156,700.00

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

Two Million One Hundred Fifty Six Thousand Seven Hundred Pesos Only 2,156,700.00

Certified Funds Available  CORAZON A. DIMAYUGA Group Manager	Requesting Unit / Provisionary Member  JULIETTA S. CALIMLIM Group Manager	Approved By  MA. LINA E. CACANANDO President/CEO
Recommending Approval  ROWENA G. BETIA BAC - Chairperson	 CANDICE ELIZABETH A. CABRERA BAC - Vice Chairperson	 PETER V. PIZARRO BAC - Member
		 REBECCA D. ANCANAN BAC - Member



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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:   
 Christopher C. S.  
 Signature over Printed Name of the Supplier

PhilGEPs No.: 2002-3943

Date: **AUGUST 2, 2022**