



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 : Filcrafters Incorporated	P.O. No. : 22-12-0266
Address : Isometric Bldg., # 484 G. Araneta Ave., Brgy. Doña Imelda, Q.C.	Date : 06-DEC-2022
TIN : 008139574000	P.R. No. : 22-07-0748
Mode of Procurement : NP-53.9 Small Value Procurement	Date : 14-JUL-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 :	Payment Term : 15 Day(s) after delivery

Stock No.	Unit	Description	Quantity	Unit Cost (In Peso)	Amount (In Peso)
00013	Lot	<p>Reconfiguration of Modular Partitions, Supply and Delivery of additional Modular Tables at the 17th Floor SBCorp Head Office</p> <p>Scope of Works:</p> <p>I. Reconfiguration of the 17th Floor existing office modular tables within the area 1702, 1703 & 1704 (IAG, IAAG, TG, CG, LSG Area) inclusive of the following:</p> <p>1. Dismantling of existing modular tables, delivery of materials needed in the project, and installation of new partition in areas at 1702 (currently occupied by IAG, InAG, and ERMG), 1703 & 1704 (occupied by CSARG, TG, CG, and LSG) all located at the 17th Floor, 139 all located at the 17th Floor, 139 Corporate Center, Valero St., Salcedo Village, Makati City.</p> <p>1.1 Submission of design and layout inclusive of detailed work specification for the reconfiguration project subject to approval by SB Corp Management; (with addition on the timeline of submission of design and layout, and inclusion to submit the Bills of Materials)</p> <p>1.2 Installation of additional tables in accordance with the approved layouts for</p> <p>-1702 (10 standard tables and 3 Manager's tables) -1703 & 1704 (8 standard tables and 1 Manager's table)</p> <p>2. The reconfiguration project must generate an increase in modular working tables as follows:</p> <p>-1702 (10 standard tables and 3 Manager's tables) -1703 & 1704 (8 standard tables and 1 Manager's table)</p> <p>II. Supply of additional parts of workstations matched to the existing modular partitions</p> <p>III. Electrical installation (inclusive of electrical materials/wirings needed) for 1702, 1703 & 1704.</p> <p>IV. Transfer of modular divider from 1702 to 17th LRT Room to replace the accordion-type divider. Re-Installation of said accordion divider to 1703 Conference Room</p>	1	739,000.00	739,000.00
***** NOTHING FOLLOWS *****					

Seven Hundred Thirty Nine Thousand Pesos Only 739,000.00

Certified Funds Available CORAZON A. DIMAYUGA Group Manager	Certifying and Recommending Officer ANNABELLA A. REYES OIC-Department Manager II	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: 
 Antonette Cedeño
 Signature over Printed Name of the Supplier

PhilGEPs No.: 2021-86887

Date: _____