



**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 : Cosmotech Philippines, Inc.	P.O. No. : 24-03-0054
Address : 7761 St. Paul St., San Antonio Village, Makati City	Date : 11-MAR-2024
TIN : 006506065000	P.R. No. : 24-02-0152
Mode of Procurement : NP-53.9 Small Value Procurement	Date : 06-FEB-2024

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 : 15-APR-2024	Payment Term: 15 Day(s) after delivery

Stock No.	Unit	Description	Quantity	Unit Cost (In Peso)	Amount (In Peso)
00043	Unit/s	Supply and Delivery of Two (2) Units of heavy duty Document Scanners (Feeder Type) for ASU use  Brand/model: Panasonic KV-SL1066  ADFCapacity: 100 sheets Daily duty cyle: 15,000 Warranty Period: 1 year	2	50,000.00	100,000.00
***** NOTHING FOLLOWS *****					

One Hundred Thousand Pesos Only 100,000.00

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: Ma. Lucia Oavenga  
 Signature over Printed Name of the Supplier  
 PhilGEPs No.: 20040539631677663958  
 Date: March 20, 2024