

## RICE SOURCING POLICY

### I. General Policies

#### A. Sourcing Priority

MSI shall observe priorities in the conduct of rice sourcing in the following order:

- First - MSI Agri Dev't. Center (MSI-ADC) and/or MSI Operated Rice Mill
- Second - Accredited Bank Assisted Cooperatives (BACs)
- Third - Non-Bank Assisted Cooperatives (Non-BACs)
- Fourth - Private Rice Millers
- Fifth - Private Traders

#### B. Mode of Sourcing

1. **Sealed Rice Price Quotation** shall cover rice purchases of  $\geq 100$  bags of rice from BACs, Non-BACs, private rice millers and/or private traders.
2. **Price Canvass** shall cover rice purchases of  $< 100$  bags.

#### C. Definition of Terms

1. **Sealed Price Quotation** - refers to the supplier's price quotation for volume order of  $\geq 100$  bags of rice that is submitted in sealed envelope.
2. **Price Canvass** - refers to the process of requesting for supplier's open price quotation for volume order  $< 100$  bags of rice.
3. **Negotiation** - refers to the process of further negotiation with supplier that quoted the lowest price to arrive at the best terms and conditions.
4. **Accredited Suppliers** – refer to suppliers that have accomplished, complied, and submitted the required documents for accreditation.
5. **Qualified and Complying Accredited Suppliers** – refer to accredited suppliers that submitted documents/samples, etc. required during the conduct of sealed price quotation and/or price canvass.

### II. Procedures on Sourcing

#### A. For LANDBANK

##### 1. Head Office and Metro Manila Branches

Subject to stock availability and quality, MSI Agri Dev't. Center (MSI-ADC) and/or MSI Operated Rice Mill shall serve the rice allocation of LANDBANK Head Office and Metro Manila Branches. In cases when MSI-ADC and/or MSI Operated Rice Mill and accredited BACs and/or Non-BACs are not capable to deliver, a sealed price quotation shall be conducted.

## **2. Provincial Branches/Field Units**

Rice allocation of LANDBANK Provincial Branches/Field Units, which are not served by MSI-ADC and/or MSI Operated Rice Mill, shall be served by BACs or Private rice millers and/or Private traders endorsed by LandBank and accredited by MSI. In cases where there are no LandBank endorsed suppliers or LandBank-endorsed supplier is unable to provide the required rice supply of an area, a price canvass shall be conducted regardless of the quantity due to the fast movement and fluctuation of prices and the remote distance of provincial branches/field units.

### **B. For Non-LANDBANK (Government & Private Clients)**

Sourcing priorities shall apply for non-LANDBANK accounts. In cases when MSI-ADC and/or MSI Operated Rice Mill and accredited BACs are not capable to deliver, a sealed price quotation shall be conducted.

### **C. Sourcing of Palay/Rice Under the PIK Program**

Please see attached implementing guidelines.

## **III. Procedures For The Conduct Of Sealed Price Quotation**

### **Step 1. Invitation for Sealed Price Quotation**

The Institutional Sales Specialist shall invite accredited rice suppliers to join the Sealed Price Quotation thru the issuance of Request for Sealed Price Quotation Form **(Annex A)**.

### **Step 2 Submission of Sealed Quotation and Rice Sample**

The accredited rice suppliers shall be required to submit two (2) envelopes addressed to the Chairman, containing the following:

Envelope 1 - Sealed Quotation signed on every page

Envelope 2 - Rice Sample of at least one half (1/2) kilo for test cooking unless otherwise sample quantity is specified by client

### **Step 3 Sample Labeling**

A sealed envelope, labeled by the rice supplier, submitted to and received by the Institutional Sales Specialist, shall be opened when the Rice Sourcing Committee (RSC) convenes.

#### **Step 4 Opening of the Sealed Price Quotation**

In the presence of the Rice Sourcing Committee (RSC) Members, the sealed envelopes containing the price quotation and rice sample shall be opened by the Chairman of the RSC or his duly authorized representative. Suppliers shall be allowed to witness the conduct of the Sealed Price Quotation if they wish to.

#### **Step 5 Evaluation and Awarding**

The selection shall be limited to the qualified and complying accredited Rice Supplier whose rice sample is acceptable to the committee.

The award shall be given to the rice supplier who submitted the lowest price and best rice quality.

#### **In case of a tie, the following shall be observed:**

The Chairman of the Rice Sourcing Committee (RSC) or his authorized representative shall request the 2 tying suppliers to submit another price quotation. Based on the resubmitted price quotation, the RSC Committee shall declare the winner that quoted the lowest price.

#### **Failed Sealed Price Quotation**

There is a Failed Sealed Price Quotation is any of the following conditions exists:

1. Rice samples submitted by the qualified and complying accredited rice suppliers are not in accordance with the required specifications.
2. Quoted price by all qualified and complying accredited rice suppliers is higher than the projected acceptable price by the clients.
3. Less than three (3) qualified and complying accredited suppliers.

In case of a Failed Sealed Price Quotation, the Committee may proceed to Open Price Canvass or Negotiation.

### **IV. Procedures For The Conduct of Price Canvass**

#### **Step 1. Invitation for Price Canvass**

The Institutional Sales Specialist shall invite non-accredited rice suppliers to join the Price Canvass through the issuance of Request For Open Price Quotation form **(Annex B)**.

## **Step 2 Submission of Price Canvass and Rice Sample**

The non-accredited rice suppliers shall be required within the day to submit two (2) envelopes addressed to the Chairman, containing the following:

Envelope 1 - Open Quotation signed on every page

Envelope 2 - Rice Sample of at least one half (1/2) kilo for test cooking unless otherwise sample quantity is specified by client

## **Step 3 Sample Labeling**

A sealed envelope, labeled by the rice supplier, submitted to and received by the Institutional Sales Specialist, shall be opened when the Rice Sourcing Committee (RSC) convenes.

## **Step 4 Opening of the Price Canvass**

In the presence of the Rice Sourcing Committee (RSC) Members, the sealed envelopes containing the price quotation and rice sample shall be opened by the Chairman of the RSC or his duly authorized representative. Suppliers may be allowed to witness the conduct of the Open Price Quotation.

## **Step 5 Evaluation and Awarding**

The selection shall be limited to the qualified and complying accredited Rice Supplier whose rice sample is acceptable to the committee.

The award shall be given to the rice supplier who submitted the lowest price and best rice quality.

### **In case of a tie, the following shall be observed:**

The Chairman of the Rice Sourcing Committee (RSC) or his authorized representative shall request the 2 tying suppliers to submit another price quotation. Based on the resubmitted price quotation, the Committee shall declare the winner that quoted the lowest price.

### **Failed Price Canvass**

There is a Failed Price Canvass if any of the following conditions exists:

1. Rice samples submitted by the qualified and complying accredited rice suppliers are not in accordance with the required specifications.

2. Price offered by all qualified and complying accredited rice suppliers is higher than the projected acceptable price by the clients.
3. Less than three (3) qualified and complying accredited suppliers.

In case of a Failed Price Canvass, the Committee may proceed to Negotiation.

## **V. Rice Sourcing Committee (RSC)**

### **A. The Committee shall be composed of the following:**

<b>Chairman</b>	: President & CEO
<b>Vice Chairman</b>	: Corporate Services Manager
<b>Members</b>	: Business Manager Institutional Sales Specialist Institutional Sales Assistant
<b>Witness</b>	: Internal Auditor
<b>Secretariat</b>	: Institutional Sales Assistant

In the absence of the above RSC members, the following may serve as alternate/witness for:

President & CEO	: Executive Secretary
Corporate Services Manager	: Accountant or Bookkeeper
Business Manager	: Sales Executive
Institutional Sales Specialist	: Institutional Sales Assistant

In the conduct of deliberations, when Chairman is not present, the Vice-Chairman shall act as the Chairman of the Rice Sourcing Committee.

### **B. Responsibilities of the Rice Sourcing Committee**

1. Evaluate and approve rice price ceiling on a per Region basis based on Bureau of Agricultural Statistics (BAS) data and monitored prevailing market price.
2. Accredite rice suppliers for LANDBANK Branches/Field Units, government, and private clients.
3. Review/Amend/Implement the Rice Sourcing Policy and recommends changes when necessary.
4. Additional similar functions may be assigned as the need arises.

### C. Minutes of Meeting

Minutes of meeting shall be prepared by Institutional Sales Assistant.

### VI. Detailed Procedural Flow

Activity	Personnel Responsible
<p><b>I. For LandBank</b></p> <ol style="list-style-type: none"> <li>1. Order taking from telephone from LBP Metro Manila &amp; Provincial Branches Field Units.</li> <li>2. Consolidation of rice order.</li> <li>3. Price canvassing from LBP endorsed rice suppliers (co-op/SME).</li> <li>4. Notation of the Sales Approval Form (SAF) to recommend approval of the transaction (<b>Annex C</b>).</li> <li>5. For Non- MSI-ADC served clients, filling-up the lower box portion of the SAF.</li> <li>6. Approval of the Sales Approval Form.</li> <li>7. Upon approval and receipt of the SAF, Purchase Order (<b>Annex D</b>) is prepared.</li> <li>8. Approval of Purchase Order.</li> <li>9. Upon approval of the Purchase Order, confirmation of rice order /submission of Order Advice is prepared and sent to MSI-ADC together with the schedule of delivery (HO, Metro Manila Branches, &amp; Regions I, II, III, IV, &amp; XI).</li> <li>10. Delivery of rice order to client.</li> <li>11. Preparation of Delivery Receipt (<b>Annex E</b>) &amp; Sales Invoice (<b>Annex F</b>).</li> <li>12. Submission of documents to MSI HO for payment processing.</li> </ol>	<p>Institutional Sales Specialist</p> <p>Institutional Sales Specialist</p> <p>Institutional Sales Specialist</p> <p>Corporate Services Manager</p> <p>Institutional Sales Specialist</p> <p>Business Manager</p> <p>Institutional Sales Specialist</p> <p>Business Manager</p> <p>Institutional Sales Specialist</p> <p>MADF/LBP endorsed supplier (co-op/SME)</p> <p>Institutional Sales Assistant</p> <p>LBP endorsed rice supplier (co-op/SME)</p>

<p>13. Upon receipt of the complete documents from the supplier, prepare and transmit Request For Payment with the following attachments: SAF, PO, MSI Sales Invoice (SI), Delivery Receipt, &amp; Suppliers DR/Certificate of Acceptance and SI for FAU Booking</p> <p>14. Preparation of payment of supplier.</p> <p>15. Collection/remittance of payment to suppliers.</p> <p>16. Receipt of Official Receipt from supplier and issuance of Official Receipt.</p> <p>17. Monitoring and collection of LBP deliveries. Collection date shall be fifteen (15) days for LBP Branches &amp; Field Units while for Head Office is thirty (30) days from date of delivery.</p>	<p>Institutional Sales Specialist</p> <p>Corporate Services Dept.</p> <p>Corporate Services Dept.</p> <p>Corporate Services Dept.</p> <p>Corporate Services Dept.</p>
<p><b>II. Non-LandBank</b></p>	
<p>1. Acceptance of the Purchase Order and/or Order Confirmation Form and preparation of Sales Approval Form.</p> <p>2. Notation of the Sales Approval Form to recommend approval of the transaction.</p> <p>3. For Non- MSI-ADC served clients, filling-up the lower box portion of the SAF.</p> <p>4. Approval of the Sales Approval Form.</p> <p>5. Sourcing of requested commodity/variety.</p> <p>6. Upon approval and receipt of the SAF, Purchase Order is prepared.</p> <p>7. Approval of Purchase Order.</p> <p>8. Upon approval of the Purchase Order,</p>	<p>Sales Executive</p> <p>Corporate Services Dept.</p> <p>Institutional Sales Specialist</p> <p>Business Manager</p> <p>Institutional Sales Specialist</p> <p>Institutional Sales Specialist</p>

<p>confirmation of rice order /submission of Purchase Order or Order Advice is prepared and sent to the supplier.</p> <p>9. Delivery of rice order to client.</p> <p>10. Preparation of Delivery Receipt &amp; Sales Invoice.</p> <p>11. Upon receipt of the complete documents from the supplier, prepare and transmit Request For Payment with the following attachments: SAF, PO, MSI Sales Invoice (SI), &amp; Suppliers DR/Certificate of Acceptance and SI for Corporate Services Department Booking</p> <p>12. Preparation of payment of supplier.</p> <p>13. Collection/remittance of payment to suppliers.</p> <p>14. Receipt of Official Receipt from supplier and issuance of Official Receipt.</p>	<p>Business Manager</p> <p>Institutional Sales Specialist</p> <p>MADF/LBP endorsed coop/SME supplier</p> <p>Sales Executive</p> <p>Institutional Sales Specialist</p> <p>Corporate Services Dept.</p> <p>Corporate Services Dept.</p> <p>Corporate Services Dept</p>
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# **ANNEXES**



**MASAGANANG SAKAHAN, INC.**  
A Land Bank Subsidiary

**REQUEST FOR "SEALED" PRICE QUOTATION**

RFQ Ref. No. \_\_\_\_\_

**Date :**  
**TO :** MSI AGRICULTURAL DEVELOPMENT CENTER

Masaganang Sakahan, Incorporated (MSI) is requesting for a price quotation for the supply and delivery of rice with the following specifications. Should you wish to participate in any or all, kindly fill up portion B of the table below:

Note: Portion A to be filled up by MSI and Portion B by Supplier

PORTION A (for MSI)							PORTION B (for Suppliers)	
Variety/ Grade	Age	Volume	Delivery Point	Delivery Schedule	Term of Payment	Requirements	Quoted Price	CONFORME Signature above print name
<b>FOR SAMPLE AND QUOTATION</b>								

Rice suppliers are requested to submit to MSI Two (2) kilograms of rice sample on or before \_\_\_\_\_ labeled with the name and address of the supplier, description of quality and variety specs of rice being offered.

Thank you.

\_\_\_\_\_  
**Business Manager**

**TERMS AND CONDITIONS**

1. **Problems such as delays, rejection, complaints, etc shall be subject to penalties and deducted from supplier's Performance Bond and/or or payment.**
2. Quotations which do not meet in full the conditions or requirements set forth herein shall be disqualified and shall not be considered for the purpose of the award, unless, the same in the determination of the MSI Trading Committee, will best serve the interests of MSI.
3. MSI reserves the right to reject any or all quoted prices, to waive any formality therein or to accept offers that may be considered most advantageous to MSI.

**SUPPLIERS CONFORME:**

I have read and fully understood the terms and conditions indicated in the Request for Quotation with **RFQ Ref. No. 2016-159.**

I understand that this quotation was requested by MSI in anticipation of the P.O. from the client and I agree to serve the requirements once the Purchase Order is awarded.

I also understand that MSI reserves the right to reject any or all quoted price, to waive any formality therein or to accept offers as maybe considered most advantageous to MSI.

**PLEASE SIGN YOUR NAME AND BUSINESS ADDRESS**

\_\_\_\_\_

\_\_\_\_\_



**MASAGANANG SAKAHAN, INC.**  
A Land Bank Subsidiary

**REQUEST FOR PRICE QUOTATION**

RFQ Ref. No. \_\_\_\_\_

**Date :**  
**T O :** **MSI AGRICULTURAL DEVELOPMENT CENTER**

Masaganang Sakahan, Incorporated (MSI) is requesting for a price quotation for the supply and delivery of rice with the following specifications. Should you wish to participate in any or all, kindly fill up portion B of the table below:

Note: Portion A to be filled up by MSI and Portion B by Supplier

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Variety/ Grade	Age	Volume	Delivery Point	Delivery Schedule	Term of Payment	Requirements	Quoted Price	CONFORME Signature above print name
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Thank you.

**Business Manager**

**TERMS AND CONDITIONS**

- Problems such as delays, rejection, complaints, etc shall be subject to penalties and deducted from supplier's Performance Bond and/or or payment.**
- Quotations which do not meet in full the conditions or requirements set forth herein shall be disqualified and shall not be considered for the purpose of the award, unless, the same in the determination of the MSI Trading Committee, will best serve the interests of MSI.
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I understand that this quotation was requested by MSI in anticipation of the P.O. from the client and I agree to serve the requirements once the Purchase Order is awarded.  
I also understand that MSI reserves the right to reject any or all quoted price, to waive any formality therein or to accept offers as maybe considered most advantageous to MSI.


**PLEASE SIGN YOUR NAME AND BUSINESS ADDRESS**

\_\_\_\_\_

 <b>MASAGANANG SAKAHAN, INC.</b> (A Land Bank Subsidiary) 6 <sup>th</sup> Floor SyCip Law Center, 105 Paseo de Roxas, Legaspi Village, Makati City 1229 Tel. Nos.: 893-8375 • 893-7698 • 893-8369 • 892-3498 • 893-9208 Fax No.: 819-5995 Non-VAT Reg. TIN: 000-475-993-000	<b>SALES APPROVAL FORM N<sup>o</sup> 12014</b>				
	DATE: _____				
CLIENT: _____	ADDRESS: _____				
<b>CLIENT CLASSIFICATION</b> <input type="checkbox"/> Government <input type="checkbox"/> Private <input type="checkbox"/> CRDP <input type="checkbox"/> Broker <input type="checkbox"/> Others _____	<b>ACCOUNT STATUS:</b> <input type="checkbox"/> Old <input type="checkbox"/> New	<b>PURCHASE ORDER:</b> No. _____ Date _____			
<b>MODE OF DELIVERY</b> <input type="checkbox"/> Pick-Up <input type="checkbox"/> Delivered	<b>TERMS OF PAYMENT:</b> <input type="checkbox"/> Cash <input type="checkbox"/> COD CHECK <input type="checkbox"/> PDC Terms                              OR NO. _____ Due Date _____                      BANK/CHECK NO. _____				
Est. Delivery Date: _____	Place of Delivery: _____				
<b>QUANTITY</b>	<b>UNIT</b>	<b>DESCRIPTION</b>	<b>UNIT PRICE</b>		<b>TOTAL AMOUNT</b>
			K I L O	B A G	
<b>PREPARED BY:</b> _____ Sales Rep. / Date	<b>FOR CASH SALE</b>		<b>FOR CREDIT SALE</b>		
	<b>APPROVED BY:</b> _____ Mktg. Mgr. / Date		<b>RECOMMENDING APPROVAL:</b> _____ Fund Mgt. Head / Date		<b>APPROVED BY:</b> _____ Gen. Manager / Date
<b>TO BE FILLED UP BY LOGISTICS UNIT:</b>					
<b>SUPPLY INFORMATION</b>			<b>DELIVERY DATE:</b> _____ <b>PM/AM</b>		
<input type="checkbox"/> Back to Back <input type="checkbox"/> Inventory			<b>REMARKS:</b> _____		
<b>SUPPLIER</b> _____			<b>Certified by:</b> _____		
<b>LOCATION OF INVENTORY</b> _____			Logistics Officer		

 <p><b>MSI</b></p>	<p><b>MASAGANANG SAKAHAN, INC.</b>          ( A LandBank Subsidiary )          11th Floor, All Asia Capital Center, 105 Paseo de Roxas          Legaspi Village, Makati City          Tel. Nos. 819.5995 * 892.3498 * 893.9208          Fax No. 893.7898          Non-VAT Reg. TIN: 000-475-993-000</p>	<p><b>Nº 1979</b></p>					
<b>PURCHASE ORDER</b>							
TO :	_____	SAF NO: _____					
ADDRESS :	_____	TIN : _____					
BUS. STYLE :	_____	DATE : _____					
<p>Kindly furnish this office within _____ days upon receipt of this Purchase Order the following item/s as per terms and condition stipulated herein:</p>							
QTY	Unit	Complete Description of Items(s)	Unit Price	Unit Price			
Conforme : _____		Date : _____					
Total Amount in Pesos : _____							
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; height: 30px; vertical-align: bottom;">Certified By:</td> <td style="width: 33%; height: 30px; vertical-align: bottom;">Funded By:</td> <td style="width: 33%; height: 30px; vertical-align: bottom;">Approved By:</td> </tr> </table>					Certified By:	Funded By:	Approved By:
Certified By:	Funded By:	Approved By:					
<p><b>CONDITIONS</b></p> <ol style="list-style-type: none"> <li>1. This Purchase Order is made in accordance with your quotation and/or formal bid as per our set of specifications.</li> <li>2. Upon your receipt of the original copy of this P.O., all terms and specifications thereof shall be deemed accepted if not returned within forty-eight (48) hours.</li> <li>3. We reserve the right to cancel this Purchase Order if:             <ol style="list-style-type: none"> <li>a) Specifications are not met.</li> <li>b) The Order cannot be filed within the time specified herein and</li> <li>c) Price is changed</li> </ol> </li> <li>4. Should the supplier fail to deliver the goods for causes other than, natural calamities such as major floods, destructive typhoons, and the like on the date specified herein, he shall be liable to pay for everyday delay the liquidated damages equivalent to 1% of the total value involved.</li> <li>5. Goods supplied herein will be received by our authorized representative, subject to final acceptance by requisitioning department.</li> </ol>							
<p><b>PROCEDURE FOR PAYMENT</b></p> <p>This Purchase Order must be attached to the Original Invoice bearing your company's authorized signatures, and submitted to the Accounting Department for payment. Payment however, is subject to acceptability of item(s) delivered as stated in the foregoing.</p>							
<p>50 Bkts (4X) 0001 - 2500 BIR Authority to Print No. 18AU000588000          Date Issued: 06-14-2013, Valid until 06-13-2018          18-21 prutas, 2835 cabana st., pasay city          Non VAT Reg. TIN: 198-864-747-000</p>							
<p>BIR Accreditation No. PROVAN003590 Date Issued: 03/27/2013</p>			<p><i>"This document receipt is not valid for claiming input taxes."</i>  <b>THIS PURCHASE ORDER SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF ATP</b></p>				



 <p><b>MASAGANANG SAKAHAN, INC.</b> (A LandBank Subsidiary) 12/F Sycip Law Center, 105 Paseo de Roxas Legaspi Village, Makati City 1229 Tel. Nos. 893.9378 * 893.9369 * 893.9208 Telefax No. 819.5995 * 893.7698 Non-VAT Reg. TIN: 000-475-893-00000</p>	<b>SALES INVOICE</b>		SALES INVOICE DATE						
	No: <b>65281</b>		COLLECTION DATE						
	TIN:		TERMS:						
SOLD TO: BILLING ADDRESS:			Business Style						
PLACE OF DELIVERY:			DELIVERY DATE						
QUANTITY:	UNIT	ITEM SPECIFICATIONS		UNIT COST	TOTAL AMOUNT				
SUBTOTAL					P				
ADD: OTHER CHARGES (SPECIFY):					P				
GRAND TOTAL					P				
<b>REFERENCES</b>									
CLIENT P.O.		SALES APPROVAL		DELIVERY RECEIPT		MSI P.O.		PREPARED BY:	
NUMBER	DATE	NUMBER	DATE	NUMBER	DATE	NUMBER	DATE		
								APPROVED BY:	
<p>We/I hereby agree to pay in Makati the agreed price of the items listed herein upon delivery, unless otherwise arranged. Payment(s) shall be made either COD, or on the date specified above in the "COLLECTION DATE" portion of this Invoice. INCASE OF DEFAULT IN THE PAYMENT OF THE AMOUNT SPECIFIED ABOVE. WE/I AGREED TO PAY MSI A SURCHARGE OF 0.05 PERCENT PER DAY BASED ON TOTAL SALES INVOICE AMOUNT plus other charges from date of invoice. in the event of litigation, We/I expressly submit to the jurisdiction of the courts of Makati or the City of Manila at seller's option and agree to pay an additional sum equivalent to 25% of the amount due but in no case less than 500.00 as attorney's fee and liquidated damages and cost of suit. Until the goods herein specified are fully paid for, ownership hereof remains with the seller. ALL CLAIMS FOR SHORTAGES, DISCREPANCIES OR DAMAGES MUST BE REPORTED TO MSI HEAD OFFICE OR ITS REPRESENTATIVE WITHIN 48 HOURS UPON RECEIPT OF STOCKS. OTHERWISE, MSI SHALL CONSIDER ALL GOODS DELIVERED TO BE IN CONFORMITY WITH THE AGREED STOCKS SPECIFICATIONS.</p>									
BY:									
_____					_____				
DATE RECEIVED					SIGNATURE OVER PRINTED NAME OF CLIENT OR AUTHORIZED SIGNATORY				

CLIENTS COPY (White)

\*MSI ACCOUNTING COPY (Green)

\*FILE COPY (Yellow)

100 pads (50x3) 63751 - 68750 BIR Authority to Print No. 9AU0000552287  
Date Issued: 06-15-2016, Expiry Date 06-14-2021 App Ref. No. APP/041675/2016  
18-21 printers, 2835 Cabrera st., pasay city Non VAT Reg. TIN: 198-664-747-00000

BIR Accreditation No. 051mp20130000000001 Date Issued: 01/09/2014  
Loose Leaf Permit # LL-5841-14 Date: 04/04/2014  
"This sales invoice is not valid for claiming input taxes."

\*THIS SALES INVOICE SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF ATP\*