

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE V**  
Regional Center Site, Rawis, Legazpi City, Albay

**PURCHASE ORDER**

Supplier:	<b>OMAX ENTERPRISES</b>	PO. No.:	<b>NF2025-0203</b>		
Address:	<b>Sagmin, Legazpi City</b>	Date:	<b>MAY 15, 2025</b>		
Contact No.:		Mode of Procurement:	<b>Small Value Procurement (53.9)</b>		
Gentlemen:	Please furnish this Office the following articles subject to the terms and conditions contained herein:	Payment Term:	<b>30-60 Calendar Days from Receipt of SOA/Billing</b>		
		Delivery Term:	<b>One-Time Full Delivery</b>		
Place of Delivery:	<b>DSWD FO V, Rawis, Legazpi City</b>	For Delivery Schedule and Queries	<b>0963-698-4404</b>		
Date of Delivery:	<b>14 working days upon the receipt of Purchase Order.</b>	Please Contact C.M.U.:			
Item No.	Unit	Quantity	Unit Cost	Amount	
<b>PROVISION OF SUPPLIES FOR THE CONDUCT OF AREA COORDINATING TEAM (ACT) ROLL-OUT TRAINING WITH MULTI-STAKEHOLDER INSPECTORATE TEAM (MSIT)</b>					
1	piece	Notebook (steno, 60 leaves, high quality, 60-80 gsm)	500	25.00	12,500.00
2	piece	Marker, permanent, black, refillable, broad tip	100	35.00	3,500.00
3	pack	Colored paper, short, 250s, 80gsm, assorted colors, lighter color	25	250.00	6,250.00
4	roll	Tape, masking; width: 48mm	25	35.00	875.00
5	box	Ballpen, ballpoint pen, (0.4mm), good quality, black, 12 pcs per box	4	370.00	1,480.00
6	piece	Folder, long pressboard, expanding side	20	20.00	400.00
7	pack	Scissors, symmetrical or asymmetrical, general purpose, heavy duty	25	55.00	1,375.00
8	piece	Manila paper, folded	401	5.50	2,205.50
9	piece	Acrylic name plate, 12" x 3", slanted	17	195.00	3,315.00
10	piece	Stapler, standard type, heavy duty, 50 sheets capacity, with staple wire remover	8	130.00	1,040.00
11	piece	Two-hole sharpener, heavy duty	10	6.00	60.00
12	piece	ID Holder with cord (clear, plastic case, landscape, A2 size)	550	12.00	6,600.00
13	piece	Marker, permanent, black, refillable, bullet/fine tip	60	35.00	2,100.00
14	piece	Glue stick for glue gun, large	10	6.00	60.00
15	piece	Permanent marker ink refill; 32 ml; black	4	100.00	400.00
Total Amount in Words:		<b>Forty-Two Thousand One Hundred Sixty Pesos and Fifty Centavos</b>		<b>GRAND TOTAL</b>	<b>42,160.50</b>

**CONDITIONS:**

LIQUIDATED DAMAGES: One-Tenth Of One Percent (0.001) of the cost of the unperformed portion of the contract for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the DSWD FOV may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.

The Supplier/Contractor acknowledges and agrees that any acts falling under Section 65 (Offenses and Penalties) and Section 69 (Imposition of Administrative Penalties and Blacklisting) of the Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (Government Procurement Reform Act), as well as other relevant procurement laws and regulations, shall subject the Supplier/Contractor to blacklisting, administrative, civil, and/or criminal liabilities in accordance with applicable laws and regulations.

Conforme:

**OMAX ENTERPRISES**

Signature over Printed Name of Supplier

Date:

5-22-25

**NORMAN S. LAURIO**

Regional Director

Funds Available:

**WENDY G. RANCES**

Accountant III

ORS No.:

25-05-00399

Amount:

42,160.50