

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>NF 2025-0222</b>
Address:	<b>Vinzons St., Sagmin, Legazpi City</b>	Date:	<b>May 29, 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>7 working days upon the receipt of Purchase Order.</b>	Please Contact C.M.U:	

Item No.	Unit		Quantity	Unit Cost	Amount
		<b>PURCHASE OF OFFICE SUPPLIES FOR THE IMPLEMENTATION OF PAGABOT PROGRAM</b>			
	pcs	<b>DATA FILE BOX</b> Made of Chipboard; with closed ends Outside dimension: $\geq 125\text{mm}(\text{min})(W) \times \geq 230\text{mm}(\text{min})(H) \times 400\text{mm}(\text{min})(L)$ Material: Chipboard $\geq 3\text{mm}$ thick(min) Letheretter paper for outside cover Coated paper for inside cover Front of the box: With finger ring and pocket for label holder Color: Blue(one shade only)	4	140.00	560.00
	pcs	<b>ARCHFILE</b> Vertical, finger pull hole Lockable front cover One shade only	80	135.00	10,800.00
	pcs	<b>DESK ORGANIZER</b> Color:Black Size: 3 by 6-1/4 Material: Stainless steel + Metal mesh design: 3 in 1 Metal grid with drawer features	9	475.00	4,275.00
	pc/s	<b>DRAGON LETTER TRAY 3</b> Black, Attr: 3 layers Material: Metal Color: Black		750.00	750.00
		This encompasses all requirements conformed in the Request for Quotation (RFQ) and Checklist End-User Requirements for Venues and Accommodation. In the event of fortuitous events or other circumstances leading to a reduced number of participants, adjustments will be made either prior to the activity or in the subsequent days, in coordination with the End-User.			
Total Amount in Words:		Sixteen Thousand Three Hundred Eighty Five Pesos and No Centavos	GRAND TOTAL	16,385.00	

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: 6/17/2025

**NORMAN S. LAURIO**

Regional Director

Funds Available:

**WENDY G. RANCES**

Accountant III

ORS No.:

25-04-06061

Amount:

16,385.00