PR No.: NF 2504-0291 C

End-User: Human Resource Management and Development Division

C.

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE V

Regional Center Site, Rawis, Legazpi City, Albay

PURCHASE ORDER

Supplier:	**OMAX ENTERPRISES**	PO. No.:	**NF 2025-0249**
Address:	UNIT 102, RIVERA BLDG., W- VINZONS ST., LEGAZPI CITY	Date:	JUNE 25, 2025
Contact No.		Mode of Procurement:	Small Value Procurement (53.9)
Gentlemen:	Please furnish this Office the following articles subject to the terms and conditions contained herein:	Payment Term:	30-60 Calendar Days from Receipt of SOA/Billing
		Delivery Term:	One-Time Full Delivery
Place of Delivery:	DSWD FO V, Rawis, Legazpi City	For Delivery Schedule and Queries Please Contact C.M.U:	0963-698-4404
Date of Delivery:	14 working days upon the receipt of Purchase Order.		

Item No.	Unit		Quantity	Unit Cost	Amount
		PURCHASE OF OFFICE SUPPLIES AND OTHER SEMI-EXPANDABLE PROPERTY FOR USE OF HRMDD PERSONNEL			
					-
		LOT 1			-
1	pad	Sign here sticky note film index, assorted colors, 2.5 x 4.5cm(+/-5%), 100's/ pad	20	65.00	1,300.00
2	pc/s	Certificate holder, A4, board, blue/black/red	100	55.00	5,500.00
3	pack	Special paper, A4, matte, atleast 200 gsm, white, 10's/ pack	100	48.00	4,800.00
4	roll	Tape, masking, 48mm, 50m	20	120.00	2,400.00
6	roll	Tape, double-sided, 24mm, 50m	20	25.00	500.00
11	pc/s	Highlighter, assorted colors, chisel tip, neon	40	20.00	800.00
15	pack	Brown envelope, legal, 50's/pack	1	125.00	125.00
17	pc/s	Glue stick, all purpose, 22grams	10	65.00	650.00
19	pack	Parchment paper, A4, 85gsm, 100's/pack	5	235.00	1,175.00
21	pack	Cartolina, assorted colors, 20's/pack	4	140.00	560.00
23	box	Marker, permanent, black, fine tip, 12's/ box	10	216.00	2,160.00
24	box	Marker, permanent, blue, fine tip, 12's/ box	10	216.00	2,160.00
26	ream	Meta cards, assorted colors, 250's/ pack, 5.5 x 8.5"	20	450.00	9,000.00
27	pc/s	Name tag holder, with clip, 9 x 6cm(+/-5%) Transparent	500	5.50	2,750.00
31	pack	Vellum board paper, A4, white, 80gsm	10	38.00	380.00
33	pc/s	Acrylic desk name tag holder, toblerone type, transparent, 12 x 3"	10	225.00	2,250.00
35	pc/s	Dater stamp, self-inking, purple	2	600.00	1,200.00
41	box	Mailing envelope, with window, long, white, 500's/box	1	650.00	650.00
42	pc/s	Stamp pad, felt, purple, 87mm x 143mm(+/-5%) JUL 11	5	60.00	300.00
48	pc/s	Desk file organizer, 4 layer, metal, black	4	550.00	2,200.00
49	ream	Colored paper, assorted color, A4, 25's/pack	20	75.00	1,500.00
51	pc/s	Stapler with staple wire remover tool, #35	30	130.00	3,900.00
52	roll	Laminating film, 250 micron 9:05 am	5	1,300.00	6,500.00
53	ream	Paper, multipurpose, 70gsm, A4, 500's/ ream	195	195.00	38,025.00
58	bottle	Ink, epson, L14150, cyan	10	350.00	3,500.00
59	bottle	Ink, epson, L14150, magenta	10	350.00	3,500.00
60	bottle	Ink, epson, L14150, yellow	10	350.00	3,500.00
61	bottle	Ink, epson, L14150, black	10	335.00	3,350.00
		ABC: 119,610.00			-
					-
		LOT 2			-
20	pc/s	Presentation clicker, laser, USB receiver, battery operated	7	850.00	5,950.00
39	pc/s	Laptop stand, 360° rotating function, portable and foldable, dual height adjustment, non-slip suited for 16inch laptop/ tablet	18	745.00	13,410.00
43	pc/s	External hard drive, 1TB	1	3,500.00	3,500.00
40	pc/s	Extension wire, 6-gang with switch, capacity >2500W, wire length >5meter	8	1,300.00	10,400.00
		ABC: 36,150.00			-
Total Amount in Words:		One Hundred Thirty-Seven Thousand Eight Hundred Ninety-Five Pesos and No Centavos	**GRAND TOTAL**		**137,895.00**

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: 7/10/2025

NORMAN S. LAURIO

Regional Director

Funds Available:

WENDY G. RANCES

Accountant III

ORS No.: 25-04-08078

Amount: 137,895.00