



**PURCHASE ORDER**  
Tabaco City  
LGU

Supplier	<b>Omax Enterprises</b>	P.O No.:	25-06-0794 <i>JD</i>
Address	<b>W. Vinzon St., Sagmin, Legazpi City, Albay</b>	Date:	JUN 23 2025
		Mode of Procurement:	<b>BIDDING</b>
Gentlemen:		PR No./s	25-04-0527

Please furnish this office the following articles subject to the terms and conditions contained herein:

Place of Delivery:	<b>General Services Office, Tabaco City</b>	Delivery Term:	<b>30cd</b>
Date of Delivery:		Payment Term:	3 weeks

**Supply & Delivery of Various Office Supplies for the Executive and Legislative Departments, General Services Office, Tabaco City under Contract ID No. 027-05-2025-GOODS-PB**

Item No.	Qty	Unit	DESCRIPTION	Unit Cost	Amount
1	233	pack	Daily Time Record (for JO Personnel), Form 48, 500pcs/pack <b>(Vanda)</b>	110.00	25,630.00
2	168	pad	Sticky Note, 2x3, neon color, 100sh/pad <b>(Deli)</b>	23.00	3,864.00
3	118	pad	Sticky Note, 3x3, neon color, 100sh/pad <b>(Deli)</b>	28.00	3,304.00
4	102	pad	Sticky Note, 3x4, neon color, 100sh/pad <b>(Deli)</b>	35.00	3,570.00
5	105	set	Sticky Note, 4.5x1.2cm, 20sh/color, 5 in 1 set <b>(Deli)</b>	65.00	6,825.00
6	90	piece	Record Book, 200 pages, 280x170mm, 7x11 inches <b>(Vision)</b>	71.00	6,390.00
7	250	piece	Record Book, 300 pages, 280x170mm, 7x11 inches <b>(Vision)</b>	92.00	23,000.00
8	152	piece	Record Book, 500 pages, 280x170mm, 7x11 inches <b>(Vision)</b>	118.00	17,936.00
9	116	piece	Official Record Book, 300 pages, 214x278mm <b>(Vision)</b>	205.00	23,780.00
10	105	piece	Official Record Book, 500 pages, 214x278mm <b>(Vision)</b>	235.00	24,675.00
11	639	box	Ballpen, Super Fine Point, 0.5mm, 12pcs/box, Black <b>(Flexstick)</b>	118.00	75,402.00
12	210	box	Ballpen, Super Fine Point, 0.5mm, 12pcs/box, Blue <b>(Flexstick)</b>	118.00	24,780.00
13	192	box	Pencil, Medium #2 with black lead, Color yellow, 12pcs/box <b>(Mongol)</b>	128.00	24,576.00
14	494	box	Sign Pen, Gel pen, 0.5mm, 12pcs/box, Black <b>(Dong A)</b>	325.00	160,550.00
15	268	box	Sign Pen, Gel pen, 0.5mm, 12pcs/box, Blue <b>(Dong A)</b>	325.00	87,100.00
16	101	box	Sign Pen, Gel pen, 0.7mm, 12pcs/box, Black <b>(Dong A)</b>	325.00	32,825.00
17	61	box	Sign Pen, Gel pen, 0.7mm, 12pcs/box, Blue <b>(Dong A)</b>	325.00	19,825.00
18	176	piece	Data File Box, made of chipboard, with closed ends, 12x24x40cm	175.00	30,800.00
19	44	box	Documentary Envelope, Short, 100pcs/box <b>(Tristar)</b>	190.00	8,360.00
20	64	box	Documentary Envelope, Long, 100pcs/box <b>(Tristar)</b>	198.00	12,672.00
21	30	box	Expanding Envelope with Garter, Kraft Brown, Long, 100pcs/box <b>(Tristar)</b>	1,495.00	44,850.00
22	2	box	Expanding Envelope with Garter, Kraft Brown, Short, 100pcs/box <b>(Philtint)</b>	1,450.00	2,900.00
23	183	box	Fastener, Metal, 7cm, 50 sets/box <b>(TM)</b>	65.00	11,895.00
24	196	box	Fastener, Plastic, 7cm, Assorted Colors, 50 sets/box <b>(TM)</b>	45.00	8,820.00
25	167	pack	Folder with Tab, Legal, White, 100pcs/pack <b>(Tristar)</b>	595.00	99,365.00
26	47	pack	Folder with Tab, Short, White, 100pcs/pack <b>(Tristar)</b>	590.00	27,730.00
27	12	pack	Folder with Tab, Short, Brown, 100pcs/pack <b>(Philtint)</b>	575.00	6,900.00
28	21	pack	Folder with Tab, Long, Brown, 100pcs/pack <b>(Philtint)</b>	580.00	12,180.00
29	13	box	Pressboard Expandable Folder, US, 90gms, Long, 100pcs/box <b>(Philtint)</b>	1,850.00	24,050.00
30	38	box	Pressboard Expandable Folder, made of heavy-duty paper board (at least 0.40mm thick), 39mm expansion, 369mm x 424mm (Long), 312gsm, Green color, 100pcs/box <b>(Veco)</b>	2,450.00	93,100.00



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31	239	box	Clip Backfold/Binder Clip, 19mm, 12pcs/box (TM)	22.00	5,258.00
32	448	box	Clip Backfold/Binder Clip, 25mm, 12pcs/box (TM)	26.00	11,648.00
33	347	box	Clip Backfold/Binder Clip, 32mm, 12pcs/box ( TM)	31.00	10,757.00
34	608	box	Clip Backfold/Binder Clip, 50mm, 12pcs/box ( TM)	65.00	39,520.00
35	2,255	piece	Correction Tape, White, 10m x 5mm ( TM)	26.00	58,630.00
36	527	box	Paper Clip, 33mm, Vinyl/Plastic Coated, 100pcs/box ( TM)	13.00	6,851.00
37	604	box	Paper Clip, 50mm, Vinyl/Plastic Coated, 100pcs/box ( TM)	24.00	14,496.00
38	622	box	Staple Wire No. 35, 5000pcs.box ( TM)	36.00	22,392.00
*** Nothing follows***					
<b>Total</b>					<b>1,117,206.00</b>

**One Million One Hundred Seventeen Thousand Two Hundred Six Pesos**

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed

CONFORME:

Very Truly yours,

**MARJORIE H. RIVERA**

(Signature over printed name)

**CIELO KRISSEL BURCE LAGMAN**

City Mayor

(Date)

6/23/2025