

# WORK ORDER

Procurement Unit

Telephone No.: (045) 606-8110 local 157/142

DELIVERY DUE DATE:

2 n OCT 2025

Supplier: A.C. MENDOZA PRINTING COMPANY INC.

Address:

San Sebastian Village Phase 3, Tarlac City

TIN:

007-290-469-000 VAT REG.

Tel. No.: (045) 982-1862/0917-514-9955 Work Order No.: 2025-197

Date: 9/24/2025

JO No.: 2025-143 Date: 7/10/2025

Mode of Procurement : Small Value Procurement

(SVP)

Mode of Payment: n/15

## SIR/MADAM:

You are hereby advised to accomplish/deliver the following job/work within Twenty (20) calendar days upon receipt of the Work Order as per quotation submitted by you duly approved by the TSU Committee on Bids and Awards and the President of the Agency

QTY.	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
1	lot	PROCUREMENT OF PRINTING SERVICES FOR THE THE STENTORIAN'S 2ND NEWSLETTER  Newsletter Specifications: Type of paper: Coated for Cover, Uncoated for Content Number of Pages: 20 Pages Paper Size: 9 inches x 12 inches Quantity: 50 copies Binding Style: Saddle Stitched  ***********************************	12,500.00 DATES	DN 12,500.00  P 20 2025

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 on the undelivered item/s. Contract may be terminated in whole or in part, at anytime for the convenience of the Government upon thirty (30) calendar days' written notice, if determined the existence of conditions make the project implementation economically, financially or technically impractical and/or unnecessary, such as, but not limited to, for uituos event/s or changes in law, and national government policies.

Conforme:

JOHN KENNETH E. ATCHICO

Signature over Printed Name of Supplier

25/06/16

Date

Very truly yours,

NIE A. DUNGO DR. ARNOLD E. VELASCO

President \_\_

Authorized Official

Fund Cluster :

Funds Available :

ORS/BURS No.: 82. WWY ( W. 09.

Date of the ORS/BURS: \_\_\_\_\_ W.mc

Form No.: TSU-PRO-SF 10 Revision No.: 02

Effectivity Date: May 29, 2025

Page 1 of 1



# Republic of the Philippines TARLAC STATE UNIVERSITY Romulo Blvd., Tarlac City

# **OBLIGATION REQUEST AND STATUS**

	BLIGATIO	ON REQUE	ST AND STA	ATUS	Serial N Date Fund Cl	002-206441-2	25-09-2692 25-Sep-2025 -Special Budget
Payee	A.C. MENDOZA PRINTING COMPAN			Y INC. (W.O#	The same of the sa		
Office						<del>.</del>	The second secon
Address	San Sebasti	an Village Phase	-	***************************************		the widely administrative way benchmark administrative with the 1.8.11	
Responsibility Center		Particulars		MFO/PAP		S Object	Amount
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	=	*	Total			ar.	12,500.00
necessary, la	wful and unde	opropriations/al or my direct sup ralid, proper and	ervision;	B. Certified: A purpose/ ac		able and oblig ssary as indicat	
Signature	ho	hung J		Signature	-		
Printed Name	DR. GLAI	DIE NATHER	INE G. CABANI	Printed KAS Name	JA	SPER A. YAU	DER, CPA
Position	on DIRECTOR, SAS		Position	Budget Officer			
Date		,		Date		SEP 25	2025
C.			STATUS	OF OBLIGATION			
- minute minute man	Reference				Amount		
Date	Particulars `	ORS/JEV Check/ADA	12,500.00 Obligation	Payable	Payment	Not Yet Due	Balance Due and Demandable
		TRA No.	(a)	(b)	(c)	(a-b)	(b-c)
		TIGHTY.	1151	10/	10	[a-v]	10-01



NOA #:2025-592

# Republic of the Philippines

# TARLAC STATE UNIVERSITY

Romulo Blvd., San Vicente, Tarlac city Telephone (045) 606-8110 Local 157/142 Website: www.tsu.edu.ph

## **NOTICE OF AWARD**

September 19, 2025

MR. ALEJANDRO MENDOZA JR.

Manager

A.C. MENDOZA PRINTING COMPANY INC.

San Sebastian Village Phase 3, Tarlac City

Dear Mr. Mendoza,

After careful evaluation by the Bids and Awards Committee (BAC) following the Republic Act 9184 and through their recommendation, we are happy to notify you that the Quotation of A.C. MENDOZA PRINTING COMPANY INC. for the project: PROCUREMENT OF PRINTING SERVICES FOR THE STENTORIAN'S 2<sup>ND</sup> NEWSLETTER contained in JO# 2025-143 with an amount equivalent to Twelve Thousand Five Hundred Pesos (Php. 12,500.00), has been accepted.

You are therefore required to deliver the items on  $\underline{\mathbf{Twenty}(20)}$  calendar days upon signing the Work Order. Failure to deliver the items as indicated in the Work Order shall constitute a sufficient ground for penalty of one-tenth (1/10) of one percent (1%) for every day of delay.

Your interest in this opportunity is highly appreciated and we look forward to the satisfactory performance of your obligation under this Project.

Very truly yours,

DR. ARNOLD E. VELASCO

President

Conforme:

MR. ALEJANDRO MENDOZA JR.

Manager

A.C. MENDOZA PRINTING COMPANY INC.

San Sebastian Village Phase 3, Tarlac City

Date: 09-24-25



# Republic of the Philippines TARLAC STATE UNIVERSITY BIDS AND AWARDS COMMITTEE

Romulo Blvd., San Vicente, Tarlac City Telefax: (045) 982-4630 Website: www.tsu.edu.ph

# BAC Resolution Recommending Award of Contract Through Small Value Procurement

### **RESOLUTION NO. GS389-2025**

WHEREAS the Tarlac State University (TSU) STUDENT AFFAIRS SERVICES – STUDENT PUBLICATION UNIT (SAS-SPU) prepared the specifications for the procurement of the project: PROCUREMENT OF PRINTING SERVICES FOR THE STENTORIAN'S 2<sup>ND</sup> NEWSLETTER per J.O. No. 2025-143 with an Approved Budget for the Contract (ABC) of ₱ 12,500.00.

**WHEREAS,** in Section 26 Rule IV of the Implementing Rules and Regulations of the R.A. 12009, otherwise known as the "New Government Procurement Act (NGPA)" the Procuring Entity shall adopt any of the modes of procurement consistent with the Fit-for-Purpose procurement approach;

WHEREAS, in Section 34 provides further that SMALL VALUE PROCUREMENT is a mode of procurement whereby the Procuring Entity requests for the submission of at least three (3) price quotations for Goods not available in the PS-DBM, Infrastructure Projects, and Consulting Services. The receipt of one (1) quotation is sufficient to proceed with the evaluation of bidders: Provided, That, the amount involved does not exceed Two Million Pesos (Php 2,000,000.00), subject to the periodic review of the threshold amount and adjustments as may be deemed appropriate by the GPPB;

**WHEREAS**, two (2) suppliers responded to the Request for Quotation and tendered their quotations as presented below.

ITEM NOS.	ACMENDOZA PRINTING COMPANY, INC.	AG3 COLORS PRINTING PRESS	LEOFER GRAPHICS ART
1	12,500.00	12,100.00	NO REPLY
TOTAL AWARDED	12,500.00	NONE	NONE

WHEREAS, the BAC evaluated the quotations and found that ACMENDOZA PRINTING COMPANY, INC., has the lowest calculated quotation and its quotation complied with all the requirements for Item Nos. 1 of the project.

**NOW, THEREFORE,** based on the foregoing findings, WE, the members of the Bids and Awards Committee, hereby RESOLVE, as it is hereby RESOLVED:

a. to declare the Quotation of ACMENDOZA PRINTING COMPANY, INC. for Item Nos.

1 of the project: PROCUREMENT OF PRINTING SERVICES FOR THE STENTORIAN'S 2<sup>ND</sup> NEWSLETTER as the Lowest Calculated and Responsive Quotation with the price of TWELVE THOUSAND FIVE HUNDRED PESOS (₱ 12,500.00) and

b. to recommend to the Head of the Procuring Entity the Award of Contract to ACMENDOZA PRINTING COMPANY, INC. for Item Nos. 1 of the project: PROCUREMENT OF PRINTING SERVICES FOR THE STENTORIAN'S 2<sup>ND</sup> NEWSLETTER

RESOLVED, at Tarlac State University, this 10th day of September 2025.

WILMARK J. RAMOS

Chairperson

GRACE N. ROSETE
Vice Chairperson

RICO G. TOMAS Member

JASPER A. YAUDER
Member

THEDA FLARE G. QUILALA
Member

GLADIE NATHERINE G. CABANIZAS

Member/ End-User

Approved:

DR. ARNOLD E. VELASCO



# Republic of the Philippines TARLAC STATE UNIVERSITY BIDS AND AWARDS COMMITTEE

Romulo Blvd., San Vicente, Tarlac City Telefax: (045) 982-4630 Website: www.tsu.edu.ph

# BAC Resolution Recommending Award of Contract Through Small Value Procurement

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a. to declare the Quotation of ACMENDOZA PRINTING COMPANY, INC. for Item Nos.

1 of the project: PROCUREMENT OF PRINTING SERVICES FOR THE STENTORIAN'S 2<sup>ND</sup> NEWSLETTER as the Lowest Calculated and Responsive Quotation with the price of TWELVE THOUSAND FIVE HUNDRED PESOS (₱ 12,500.00) and

b. to recommend to the Head of the Procuring Entity the Award of Contract to ACMENDOZA PRINTING COMPANY, INC. for Item Nos. 1 of the project: PROCUREMENT OF PRINTING SERVICES FOR THE STENTORIAN'S 2ND **NEWSLETTER** 

RESOLVED, at Tarlac State University, this 10th day of September 2025.

WILMARK J. RAMOS

Chairperson

GRACE N. ROSETE Vice Chairperson

RICO G. TOMAS Member

YAUDER Member

THEDA FLARE G. Member

GLADIE NATHERINE Member/ End-User

Approved:

DR. ARNÓLD E. VELASCO President



# Tarlac State University Office of Administrative Services PROCUREMENT UNIT

Romulo Boulevard San Vicente Tarlac City

# **ABSTRACT OF QUOTATION**

Date:

September 10, 2025

Abstract No.: 406

PROCUREMENT OF PRINTING SERVICES FOR THE STENTORIAN'S 2ND NEWSLETTER 2025-143 Mode of Procurement: Name of Project: Per Item Basis PR/JO No. Name of End-User: SAS-SPU Per Lot Basis RFQ No.: 352-2025 SMALL VALUE NAME OF SUPPLIERS AND AMOUNT OF QUOTATION **ACMENDOZA** No. Qty. AG3 COLORS LEOFER GRAPHICS Unit Item Name and Specifications PRINTING COMPANY, (Add columns if more PRINTING PRESS ART INC. than 3 suppliers) Total Cost Unit Cost Total Cost Unit Cost Total Cost Unit Cost PROCUREMENT OF PRINTING SERVICES FOR THE STENTORIAN'S 2ND NEWSLETTER Newsletter Specifications: NO Type of paper: Coated for Cover, Uncoated for lot 12,500.00 12,100.00 Content REPLY Number of Pages: 20 Pages Paper Size: 9 inches x 12 inches Quantity: 50 copies Binding Style: Saddle Stitched SUMMARY Total **Particulars** ABC LOWEST CALCULATED RESPONSIVE QUOTATIONS **TOTAL AMOUNT** Item No. 1 12,500.00 ACMENDOZA PRINTING COMPANY, INC 12,500.00 Item No/s. (Add rows if more than 3 suppliers or service providers and for failed items) TOTAL APPROVED BUDGET FOR THE CONTRACT: TOTAL QUOTED AMOUNT: 12,500.00 Prepared by: I hereby certify that I have checked, reviewed Evaluated and Reviewed: (if applicable) and accept this LCRQ GLADIE NATHERINE G. CABANIZAS **BAC Secretariat** Technical Working Group Date: Approved by: WILMARK J. RAMOS GRACE N. ROSETE THEDA FLARE G RICO G. TOMAS Chairma Vice Chair **BAC Member** BAC Member Date: Date: Date: Date: JASPER A YAUDER **BAC Member** Date:

TSU-PRO-SF-08 Revision No.:03 Effectivity Date: August 12, 2025 Page 1 of 1				
	TSU-PRO-SF-08	Revision No.:03	Effectivity Date: August 12, 2025	Page 1_ of _1



# **ELIGIBILITY CHECKING & EVALUATION FORM**

P.R./J.O.	No.:
DEO.	

2025-143

Date:

8/12/2025

ABC:

352-2025 12,500.00

PROCUREMENT OF PRINTING SERVICES FOR THE STENTORIAN'S 2ND NEWSLETTER

End-user:

SAS-SPU

Name of the Project:

		NAME OF SUPPLIERS	3		
ITEM NO.	ACMENDOZA PRINTING COMPANY, INC.	AG3 COLORS PRINTING PRESS	LEOFER GRAPHICS ART	ITEM DESCRIPTION	ABC (TOTAL COST)
1	12,500.00	12,100.00	NO REPLY	PROCUREMENT OF PRINTING SERVICES FOR THE STENTORIAN'S 2ND NEWSLETTER  Newsletter Specifications: Type of paper: Coated for Cover,Uncoated for Content Number of Pages: 20 Pages Paper Size: 9 inches x 12 inches Quantity: 50 copies Binding Style: Saddle Stitched	12,500.00

Prepared By:

Mark Anthony T. Labit

Canvasser Date: 8/12/2025

Eligibility Checked By:

TWG - Goods & Services 9 97

Date:

Evaluated By:

TWG - Technical

Date:

Form No. TSU-PRO-SF-102	Revision No.: 01	Effectivity Date: January 21, 2025	Page 1 of 1
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# **Evaluation of Technical Specifications**

End User: SAS-SPU

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Items: PROCUREMENT OF PRINTING SERVICES FOR THE STENTONRIAN'S 2ND NEWSLETTER

PR/JO #: August 06, 2025 2025-143

		- 0	NO.
	STENTONRIAN'S LITERARY FOLIO	ITEM DESCRIPTION	
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	7.00.00	#350 00	UNIT COST
	F12,300.00	<b>#</b> 13 E00 00	TOTAL COST
LEOFER GRAPHICS ART	AG3 COLORS PRINTING PRESS	AC  MENDOZAPRINTING  COMPANY INC.	BIDDER
NO REPLY	₱381.90	₱250.00	UNIT COST
NO REPLY	₱12,100.00	₱12,500.00	TOTAL COST
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NON-RESPONSIVE	NON-RESPONSIVE	RESPONSIVE	LOWEST CALCULATED RESPONSIVE QUOTATION
NO OFFER	NON-RESPONSIVE NON-RESPONSIVE FROM PAST AWARDED PROJECTS	LOWEST CALCULATED RESPONSIVE QUOTATION	REMARKS

Evaluated and Prepared by:

Technical Aspect

End User

# **Evaluation of Technical Specifications**

End User: SAS-SPU

Items: PROCUREMENT OF PRINTING SERVICES FOR THE STENTONRIAN'S 2ND NEWSLETTER

 Date:
 August 06, 2025

 PR/JO #:
 2025-143

	H		NO.
	STENTONRIAN'S LITERARY FOLIO	PROCUREMENT OF PRINTING SERVICES FOR THE	ITEM DESCRIPTION
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	00.0024	**************************************	QTY/UNIT UNIT COST
	00.000,214	00000	TOTAL COST
LEOFER GRAPHICS ART	AG3 COLORS PRINTING PRESS	AC  MENDOZAPRINTING  COMPANY INC.	BIDDER
NO REPLY	₱381.90	₱250.00	UNIT COST
NO REPLY	₱12,100.00	₱12,500.00	TOTAL COST
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NO OFFER	POOR PERFORMANCE FROM PAST AWARDED PROJECTS	LOWEST  CALCULATED  RESPONSIVE  QUOTATION	REMARKS

Evaluated and Prepared by:

ANTHONY O. GERONG

End User



# DOCUMENTARY REQUIREMENTS

(Alternative Mode of Procurement)

s of Project:	
God	ods and Services
Infr:	astructure Projects. AC MENDOZA PRINTING COMPANY, INC.
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	ELICIPII (TV 4 ) II
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PRESENT	I. Eligibility Components
	DIRECT CONTRACTING
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Description of the second	1. Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CD, for
	2. Mayor's/Business Permit issued by the
-	
Portunate 1	3. Copy of PhilGEPS Registration (Red and Platinum)
	4. Income Tax/Business Tax Return for the project with ABC above P500,000.00
	5. Material Safety Data Sheets for products - MSDS/SDS (if applicable)
	to products mada/sub (if applicable)
	SHOPPING
SECTION NAMED IN	1. Registration certificate from SEC 5
	1. Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for
annal.	2. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospection bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.
	Copy of PhilGEPS Registration (Red and Platinum)
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entracture 9	4. Material Safety Data Sheets for products - MSDS/SDS (If applicable)
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Norman .	1. Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA (gr
	2. Mayor's/Business Permit is used by the air
	3. Income Tax/Business Tax Return for the project with ABC above P500,000.00
	4. NFCC Computation for the project with ABC-above ₱500,000.00 (Infra)
·	5. Valid PCAB License (infra)
	6. Material Safety Data Sheets for products - MSDS/SDS (if applicable)

Form No. TSU-PRO-SF-091 Revision No.: 02 Effectivity Date: April 2, 2025 Page 1 of 3

	TAKE OVER CONTRACTS	
	1. Registration cartificate from 050	
	1. Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship.	
hemanuses.	<ol><li>Mayor's/Business Permit issued by the city or municipality where the principal place of business of bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.</li></ol>	the prospect
Lawrence comp	3. Professional License/Curriculum Vitae (Consulting Services)	•
	4. Copy of PhilGEPS Registration (Red and Platinum)	
	5. Income Tax/Business Tax Return for the project with ABC above P500,000.00	
The same of the sa	6. NFCC Computation (Infra)	
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betrementary.	8. Material Safety Data Sheet for products - MSDS/SDS (if applicable)	
	ADJACENT/CONTIGOUS	
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- Connection	1. Valid PCAB License (Infra)	
	2. NFCC Computation (Infra)	
	SCIENTIFIC, SCHOLARLY OR ARTISTIC WORK, EXCLUSIVE TECHNOLOGY AND MEDIA SERVICES	
	Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or cooperatives.	20.0
	2. Mayor's/Business Permit issued by the city or result in the	
- Present	Economic Zones of Areas.	ne <b>prospectiv</b> e
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Lunion	4. Material Safety Data Sheet for products - MSDS/SDS (if applicable)	
	HIGHLY TECHNICAL CONSULTANT	
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(MACOUSTANIE)	1. Professional License/Curriculum Vitae (Consulting Services)	
-	2. Copy of PhilGEPS Registration (Red and Platinum)	2.8
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	3. Material Safety Data Sheet for products - MSDS/SDS (if applicable)	
4	SMALL VALUE PROCUREMENT	w.
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	Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or cooperatives.	
4	<ol><li>Mayor's/Business Permit issued by the city or municipality where the principal place of business of the bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.</li></ol>	prospective
	3. Copy of PhilGEPS Registration (Red and Platinum)	
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	5. Valid PCAB License (Infra)	
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Commence of the Commence of th	7. Omnibus Sworn Statement	
General Community	8. Material Safety Data Sheet for products - MSDS/SDS (if applicable)	
Form No. TSU-PR	10-SF-091 Revision No.: 02 Effectivity Date: April 2, 2025 Page 2 of	

Effectivity Date: April 2, 2025

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	4. Wayors/B	bidder is located,or the equivalent document for Exclusive Economic Zones and place of business						of the pr	ospective
Lamore	3. Copy of Ph	3. Copy of PhilGEPS Registration (Red and Platinum)							
		4. Income/Business Tax Return (except for government agencies as lessors)							
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