



WORK ORDER

Procurement Unit

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

DELIVERY DUE DATE: 08 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) 982-1814/0917-514-9955**

Work Order No.: **2025-176**
Date : **9/3/2025**
JO No. : **2025-148**
Date: **7/16/2025**
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 BUREAUCRAT'S LITERARY FOLIO Specifications: Number of Pages: 72 Pages Number of Copies: 30 Pieces Paper Size: A4 (8.27" x 5.83") Binding Style: Perfect Bound Paper Type: Glossy Front and Back Covers: Matte 240GSM Content: Colored *****	24,000.00	24,000.00



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, fortuitous event/s or changes in law, and national government policies.

Conforme:

A. C. MENDOZA

Signature over Printed Name of Supplier

9/18/25

Date

Very truly yours,

DR. ARNOLD E. VELASCO
President

Authorized Official

Fund Cluster : _____

Funds Available : _____

JASPER A. YAUDER, CPA
Budget Officer

ORS/BURS No. : **02-206446 2025-09-2564**

Date of the ORS/BURS: **Sep 16, 2025**

Amount : **24,000.00**