



# WORK ORDER

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

DELIVERY DUE DATE: **06 SEP 2025**

Supplier : **DATA PRINTZ PHOTO PRINTING LABORATORIES**  
Address : **J & R Bldg., Zamora St., Brgy. San Roque, Tarlac City**  
TIN : **238-527-996-00000 Non-VAT**  
Tel. No. : **0925-306-2693**

Work Order No.: **2025-135**  
Date : **7/3/2025**  
JO No. : **2025-115**  
Date: **6/11/2025**  
Mode of Procurement : **NP-Small Value Procurement (SVP)**  
Mode of Payment : **n/15**

SIR/MADAM:

You are hereby advised to accomplish/deliver the following job/work within **Sixty (60) 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  | <b>SUPPLY OF LABOR AND MATERIALS FOR PRINTING AND PHOTOGRAPHY SERVICES FOR GRADUATION</b><br><br>(3450 SET) All Colleges and Laboratory School: Set consist of 1pc. photograph of graduate receiving the diploma on stage and 1pc. photograph of graduate holding the diploma. All photographs shall be in 5R size and should be in transparent plastic w/name (Estimated number of students)<br>(140 SET) Laboratory School: Set consist of 1pc. 8r with Frame, 2pcs. 5r, 2pcs. 2r and with light hair and make-up. Free-Creative Shots soft-copy only. 2pcs. 5r Graduation Proper (2 shots). All Soft Copy.<br>Shall Furnish TSU Business Center with electronic copies of all photograph/images stored in the USB within 60 days after the last of the photo session<br>Note: Must have studio/sub within Tarlac City<br><br>***** | 353,800.00 | <b>353,800.00</b> |



*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:

**Adrian J. Jeda**  
Signature over Printed Name of Supplier  
  
7/8/25  
Date

Very truly yours,

**DR. ARNOLD E. VELASCO**  
President  
Authorized Official

Fund Cluster : \_\_\_\_\_  
Funds Available : \_\_\_\_\_  
  
  
**JASPER A. YAUDER, CPA**  
Budget Officer

ORS/BURS No. : **01-207512-2025-07-0061**  
Date of the ORS/BURS: **06 JULY 2025**  
Amount : **₱353,800-**