



WORK ORDER

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

DELIVERY DUE DATE: 20 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.: 2025-196
Date : 9/24/2025
JO No. : 2025-142
Date: 7/10/2025
Mode of Procurement : Small Value Procurement (SVP)
Mode of Payment : n/30

SIR/MADAM:

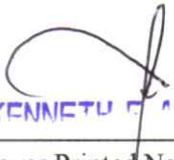
You are hereby advised to accomplish/deliver the following job/work within **Twenty (20) calendar days** upon receipt of the Work Order as per quotation submitted by you duly approved by the TSU Committee on Bids and Awards and the President of the Agency

QTY.	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
1	lot	PROCUREMENT OF PRINTING SERVICES FOR THE THE STENTORIAN'S LITERARY FOLIO Specifications: Type of paper: Glossy Paper, Colored Number of Pages: 39 Pages Paper Size: 8inches x 6 inches Quantity: 50 copies *****	20,000.00	<u>20,000.00</u>

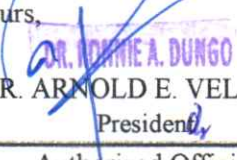


In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s. Contract may be terminated in whole or in part, at anytime for the convenience of the Government upon thirty (30) 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.

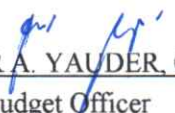
Conforme:


JOHN KENNETH E. ATIENZA
Signature over Printed Name of Supplier
9/30/25
Date

Very truly yours,


DR. ARNOLD E. VELASCO
President
Authorized Official
SEP 26 2025

Fund Cluster : _____
Funds Available : _____


JASPER A. YAUDER, CPA
Budget Officer

ORS/BURS No. : 02-Mus4-mss-09-2691
Date of the ORS/BURS: Sep 25, 2025
Amount : 20,000.00



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

OBLIGATION REQUEST AND STATUS

Serial No 02-206441-2025-09-2691

Date 25-Sep-2025
Fund Cluster 05-Special Budget

Payee	A.C. MENDOZA PRINTING COMPANY INC. (W.O# 2025-196)			
Office				
Address	San Sebastian Village Phase 3, Tarlac City			
Responsibility Center	Particulars	MFO/PAP	UACS Object Code	Amount
STDEV	PROCUREMENT OF PRINTING SERVICES FOR THE THE STENTORIAN'S LITERARY FOLIO - To procure Printing Services for The Stentorian's Literary Folio, the Official publication of Tarlac State University	2 00 00 0000 <i>Mayman</i>	50299990 99	20,000.00
Total				20,000.00

A. **Certified:** Charges to appropriations/allotment are necessary, lawful and under my direct supervision; and supporting documents valid, proper and legal

B. **Certified:** Allotment available and obligated for the purpose/ adjustment necessary as indicated above.

Signature		Signature	
Printed Name	DR. GLADIE NATHERINE G. CABANIZAS	Printed Name	JASPER A. YAUDER, CPA
Position	DIRECTOR, SAS	Position	Budget Officer
Date		Date	SEP 25 2025

C. STATUS OF OBLIGATION							
Reference			Amount				
Date	Particulars	ORS/JEV Check/ADA TRA No.	20,000.00 Obligation	Payable	Payment	Balance	
			(a)	(b)	(c)	Not Yet Due (a-b)	Due and Demandable (b-c)



NOA #:2025-591

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

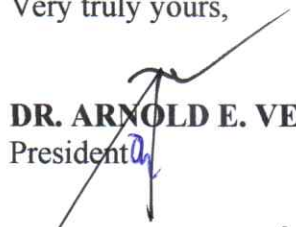
Dear Mr. Mendoza,

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 LITERARY FOLIO** contained in JO# 2025-142 with an amount equivalent to **Twenty Thousand Pesos (Php. 20,000.00)**, has been accepted.

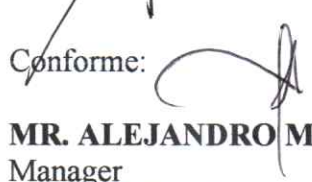
You are therefore required to deliver the items on **Twenty (20)** calendar days upon signing the Work Order. Failure to deliver the items as indicated in the Work Order shall constitute a sufficient ground for penalty of one-tenth (1/10) of one percent (1%) for every day of delay.

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

BAC RESOLUTION NO. GS390-2025
PROCUREMENT OF PRINTING SERVICES FOR THE STENTORIAN'S LITERARY FOLIO



BAC Resolution Recommending Award of Contract Through Small Value Procurement

RESOLUTION NO. GS390-2025

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 LITERARY FOLIO** per J.O. No. 2025-142 with an Approved Budget for the Contract (ABC) of **₱ 20,000.00**.

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	20,000.00	19,095.00	NO REPLY
TOTAL AWARDED	20,000.00	NONE	NONE

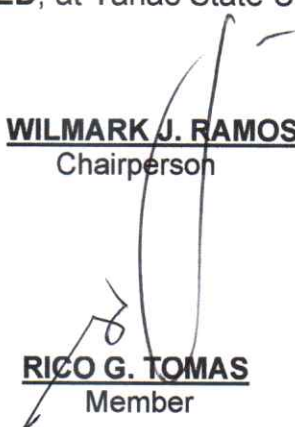
WHEREAS, the BAC evaluated the quotations and found that **ACMENDOZA PRINTING COMPANY, INC.**, has the lowest calculated quotation and its quotation complied with all the requirements for Item Nos. 1 of the project.

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 LITERARY FOLIO** as the Lowest Calculated and Responsive Quotation with the price of **TWENTY THOUSAND PESOS (₱ 20,000.00)** 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 LITERARY FOLIO.

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

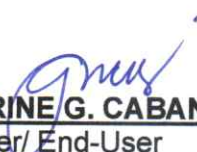

WILMARK J. RAMOS
Chairperson


GRACE N. ROSETE
Vice Chairperson

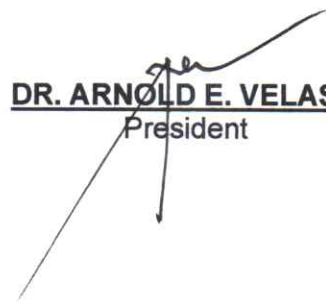

RICO G. TOMAS
Member


JASPER A. YAUDER
Member


THEDA FLARE G. QUILALA
Member


GLADIE NATHERINE G. CABANIZAS
Member/ End-User

Approved:


DR. ARNOLD E. VELASCO
President



BAC Resolution Recommending Award of Contract Through Small Value Procurement

RESOLUTION NO. GS390-2025

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 LITERARY FOLIO** per J.O. No. 2025-142 with an Approved Budget for the Contract (ABC) of **₱ 20,000.00**.

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	20,000.00	19,095.00	NO REPLY
TOTAL AWARDED	20,000.00	NONE	NONE

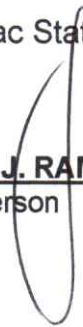
WHEREAS, the BAC evaluated the quotations and found that **ACMENDOZA PRINTING COMPANY, INC.**, has the lowest calculated quotation and its quotation complied with all the requirements for Item Nos. 1 of the project.

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

- to declare the Quotation of **ACMENDOZA PRINTING COMPANY, INC.** for Item Nos. 1 of the project: **PROCUREMENT OF PRINTING SERVICES FOR THE STENTORIAN’S LITERARY FOLIO** as the Lowest Calculated and Responsive Quotation with the price of **TWENTY THOUSAND PESOS (₱ 20,000.00)** and
- 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 LITERARY FOLIO.

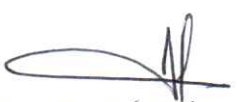
RESOLVED, at Tarlac State University, this 10th day of September 2025.

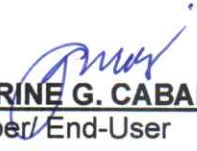

WILMARK J. RAMOS
Chairperson


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
President



ABSTRACT OF QUOTATION

Date: September 10, 2025
Abstract No.: 407

Name of Project:			PROCUREMENT OF PRINTING SERVICES FOR THE STENTORIAN'S LITERARY FOLIO		Per Item Basis		PR/JO No.: 2025-142		Mode of Procurement:	
Name of End-User:			SAS-SPU		Per Lot Basis		RFQ No.: 351-2025		SMALL VALUE	
NAME OF SUPPLIERS AND AMOUNT OF QUOTATION										
No.	Qty.	Unit	Item Name and Specifications	ACMENDOZA PRINTING COMPANY, INC.		AG3 COLORS PRINTING PRESS		LEOFER GRAPHICS ART		(Add columns if more than 3 suppliers)
				Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost	
1	1	lot	PROCUREMENT OF PRINTING SERVICES FOR THE STENTORIAN'S LITERARY FOLIO Specifications: Type of paper: Glossy Paper, Colored Number of Pages: 39 Pages Paper Size: 8 inches x 6 inches Quantity: 50 copies		20,000.00		19,095.00		NO REPLY	
SUMMARY				Total		Total		Total		
Particulars				ABC		LOWEST CALCULATED RESPONSIVE QUOTATIONS				TOTAL AMOUNT
Item No. 1				20,000.00		ACMENDOZA PRINTING COMPANY, INC.				20,000.00
Item No/s.										
(Add rows if more than 3 suppliers or service providers and for failed items)										
TOTAL APPROVED BUDGET FOR THE CONTRACT:				20,000.00		TOTAL QUOTED AMOUNT:				20,000.00
Prepared by:			I hereby certify that I have checked, reviewed and accept this LCRQ				Evaluated and Reviewed: (if applicable)			
Mark Anthony T. Labit BAC Secretariat Date:			GLADIE NATHERINE G. CABANIZAS End-User Date:				_____ Technical Working Group Date:			
Approved by:										
WILMARK J. RAMOS Chairman Date:			GRACE N. ROSETE Vice Chair Date:			THEDA FLARE G. QUILALA BAC Member Date:			RICO G. TOMAS BAC Member Date:	
JASPER A. YAUDER BAC Member Date:										



ELIGIBILITY CHECKING & EVALUATION FORM

P.R./J.O. No.: 2025-142
RFQ: 351-2025
ABC: 20,000.00
Name of the Project: PROCUREMENT OF PRINTING SERVICES
FOR THE STENTORIAN'S LITERARY FOLIO
End-user: SAS-SPU

Date: 8/12/2025

ITEM NO.	NAME OF SUPPLIERS			ITEM DESCRIPTION	ABC (TOTAL COST)
	ACMENDOZA PRINTING COMPANY, INC.	AG3 COLORS PRINTING PRESS	LEOFER GRAPHICS ART		
1	20,000.00	19,095.00	NO REPLY	PROCUREMENT OF PRINTING SERVICES FOR THE STENTORIAN'S LITERARY FOLIO Specifications: Type of paper: Glossy Paper, Colored Number of Pages: 39 Pages Paper Size: 8 inches x 6 inches Quantity: 50 copies	20,000.00

Prepared By:

Mark Anthony T. Labit

Canvasser

Date: 8/12/2025

Eligibility Checked By:

JULIE M. ACUNA
TWG - Goods & Services

Date:

Evaluated By:

TWG - Technical/End-User

Date:

Evaluation of Technical Specifications

End User: SAS-SPU
Items: PROCUREMENT OF PRINTING SERVICES FOR THE STENTONRIAN'S LITERARY FOLIO

Date: August 06, 2025
PR/JO #: 2025-07-241

NO.	ITEM DESCRIPTION	QTY/UNIT	UNIT COST	TOTAL COST	LOWEST CALCULATED RESPONSE		REMARKS
					QUOTATION	RESPONSIVE	
1	PROCUREMENT OF PRINTING SERVICES FOR THE STENTONRIAN'S LITERARY FOLIO	50	₱400.00	₱20,000.00	AC		LOWEST CALCULATED RESPONSE QUOTATION
					MENDOZA PRINTING COMPANY INC.	₱400.00	₱20,000.00
					AG3 COLORS PRINTING PRESS	₱381.90	₱19,095.00
					LEOFER GRAPHICS ART	NO REPLY	NO REPLY
						NON-RESPONSIVE	NON-RESPONSIVE
						NON-RESPONSIVE	NON-RESPONSIVE
							POOR PERFORMANCE FROM PAST AWARDED PROJECTS
							NO OFFER

Evaluated and Prepared by:

ANTHONY Q. GERONG
Technical Aspect

End User

Evaluation of Technical Specifications

End User: SAS-SPU
Items: PROCUREMENT OF PRINTING SERVICES FOR THE STENTONRIAN'S LITERARY FOLIO

Date: August 06, 2025
PR/JO #: 2025-07-241

NO.	ITEM DESCRIPTION	QTY/UNIT	UNIT COST	TOTAL COST	BIDDER	UNIT COST	TOTAL COST	LOWEST CALCULATED RESPONSIVE QUOTATION		REMARKS
1	PROCUREMENT OF PRINTING SERVICES FOR THE STENTONRIAN'S LITERARY FOLIO	50	₱400.00	₱20,000.00	AC MENDOZAPRINTING COMPANY INC.	₱400.00	₱20,000.00	1ST	RESPONSIVE	LOWEST CALCULATED RESPONSIVE QUOTATION
					AG3 COLORS PRINTING PRESS	₱381.90	₱19,095.00	NON-RESPONSIVE	NON-RESPONSIVE	POOR PERFORMANCE FROM PAST AWARDED PROJECTS
					LEOFER GRAPHICS ART	NO REPLY	NO REPLY	NON-RESPONSIVE	NON-RESPONSIVE	NO OFFER

Evaluated and Prepared by: ANTHONY Q. SERONG
Technical Aspect

End User



PROCUREMENT UNIT

DOCUMENTARY REQUIREMENTS
(Alternative Mode of Procurement)

Types of Project:

- ☒ Goods and Services
- ☐ Infrastructure Projects
- ☐ Consultancy

AC MENDOZA PRINTING COMPANY, INC.

ELIGIBILITY AND TECHNICAL REQUIREMENTS

Tick box if PRESENT	I. Eligibility Components
	DIRECT CONTRACTING 1. Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives. 2. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas. 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) SHOPPING 1. Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives. 2. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas. 3. Copy of PhilGEPS Registration (Red and Platinum) 4. Material Safety Data Sheets for products - MSDS/SDS (if applicable) EMERGENCY CASES 1. Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives. 2. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas. 3. Income Tax/Business Tax Return for the project with ABC above P500,000.00 4. NFCC Computation for the project with ABC above P500,000.00 (infra) 5. Valid PCAB License (infra) 6. Material Safety Data Sheets for products - MSDS/SDS (if applicable)

TAKE OVER CONTRACTS

1. Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives.
2. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.
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
6. NFCC Computation (Infra)
7. Valid PCAB License (Infra)
8. Material Safety Data Sheet for products - MSDS/SDS (if applicable)

ADJACENT/CONTIGUOUS

1. Valid PCAB License (Infra)
2. NFCC Computation (Infra)

SCIENTIFIC, SCHOLARLY OR ARTISTIC WORK, EXCLUSIVE TECHNOLOGY AND MEDIA SERVICES

1. Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives.
2. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.
3. Professional License/Curriculum Vitae (Consulting Services)
4. Material Safety Data Sheet for products - MSDS/SDS (if applicable)

HIGHLY TECHNICAL CONSULTANT

1. Professional License/Curriculum Vitae (Consulting Services)
2. Copy of PhilGEPS Registration (Red and Platinum)
3. Material Safety Data Sheet for products - MSDS/SDS (if applicable)

SMALL VALUE PROCUREMENT*

1. Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives.
2. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.
3. Copy of PhilGEPS Registration (Red and Platinum)
4. Professional License/Curriculum Vitae (Consulting Services)
5. Valid PCAB License (Infra)
6. Income/Business Tax Return
7. Omnibus Sworn Statement
8. Material Safety Data Sheet for products - MSDS/SDS (if applicable)

LEASE OF REAL PROPERTY OR VENUE	
☐	1. Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives.
☐	2. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.
☐	3. Copy of PhGEPS Registration (Red and Platinum)
☐	4. Income/Business Tax Return (except for government agencies as lessors)
☐	5. Material Safety Data Sheet for products - MSDS/SDS (if applicable)

☒

Eligible

☐

In-Eligible

Checked/Reviewed by:

[Signature]
JOSE V. AGUIA

Date:

9/9/25

Technical Working Group