



# WORK ORDER

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

**DELIVERY DUE DATE:** 06 JUN 2026

Supplier : **RENZ ALBERT BAGS & SPORTSWEAR**  
Address : San Vicente, Tarlac City  
TIN : 223-392-277-000 Non-VAT  
Tel. No. : 0908-883-8540

Work Order No.: 2026-089 ✓  
Date : 4/14/2026 ✓  
JO No. : 2026-021 ✓  
Date: 2/12/2026 ✓  
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 **Forty-Five (45) 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>PROCUREMENT OF CUSTOMIZED JACKET</b> ✓  Customized Souvenir Jackets ✓  Reversible microfiber cloth, ✓ Color: Khaki (outside) and navy blue (inner), with TSU logo embroidery ✓ Sizes: Small - 20 pieces ✓ Medium - 55 pieces ✓ Large - 55 pieces ✓ Extra Large - 20 pieces ✓ Quantity: 150 pieces ✓ <b>*As per sample*</b>  *****	270,000.00 ✓	<b>270,000.00</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:

Very truly yours,

Margit M. MONTENEGRO SAWIT  
Signature over Printed Name of Supplier  
  
4-22-26  
Date

DR. MAURA CONSOLACION D. CRISTOBAL  
OIC-President  
Authorized Official  
APR 17 2026

Fund Cluster : \_\_\_\_\_  
Funds Available : \_\_\_\_\_  
  
RYAN R. RONQUILLO, CPA  
OIC-Budget Officer

ORS/BURS No. : 02-209512-2024 01-0008  
Date of the ORS/BURS: 15 APR 2026  
Amount : ₱ 270,000.00