



# WORK ORDER

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

**DELIVERY DUE DATE: 28 MAY 2026**

Supplier : **TEKOGRAFIX**  
Address : Blk 7 San Roque, McArthur Highway, Tarlac City  
TIN : 272-024-401-000 Non-VAT  
Tel. No. : 0923-090-1291/0919-082-3004

Work Order No.: 2026-095  
Date : 4/21/2026  
JO No. : 2026-037  
Date: 2/18/2026  
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 **Thirty (30) 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

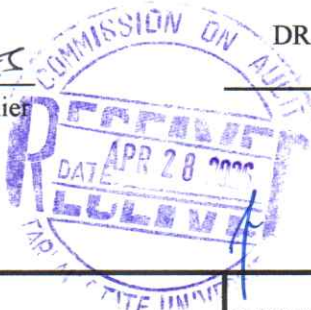
QTY.	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
1	lot	<b>PROCUREMENT OF CUSTOMIZED LANYARD KEYCHAINS</b>  Customized Lanyard Keychains  Design 1: Customized Lanyard Keychain, Sublimation, with individual packaging. (as per sample). Quantity: 250 pieces  Design 2: Customized Lanyard Keychain, Sublimation, with individual packaging. (as per sample). Quantity: 250 pieces  *****	24,800.00	<b>24,800.00</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, fortuituos event/s or changes in law, and national government policies.*

Conforme:

Very truly yours,

Kimberly Dickras  
Signature over Printed Name of Supplier  
4/28/26  
Date



DR. MAURA CONSOLACION D. CRISTOBAL  
OIC-President  
Authorized Official  
**APR 23 2026**

Fund Cluster : \_\_\_\_\_  
Funds Available : \_\_\_\_\_  
Ryan R. Ronquillo, CPA  
OIC-Budget Officer

ORS/BURS No. : 12-207512-2026-04-0076  
Date of the ORS/BURS: 22 APR 2026  
Amount : ₱ 24,800