



WORK ORDER

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

DELIVERY DUE DATE: 07 MAY 2026

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.: **2026-077** /
Date : **3/27/2026** /
JO No. : **2025-019** /
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 **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	PROCUREMENT OF CUSTOMIZED PAPER BAGS / Supply and Delivery of Customized Paper Bags with TSU Logo / Item No. 1 Quantity: 200 pcs / PAPER BAG - Big / Size: 14"x10" / Material: Glossy paper / Design: With TSU logo / Item No. 2 / Quantity: 200 pcs / PAPER BAG - Medium / Size: 10.5" x 8.5" / Material: Glossy paper / Design: With TSU logo / Item No. 3 / Quantity: 100 pcs / PAPER BAG - Small / Size: 8"x6" / Material: Glossy paper / Design: With TSU logo / * As per approved sample* / *****	41,600.00	41,600.00



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:

JOHN KENNETH A. ATCHICO
Signature over Printed Name of Supplier
4 / 7 / 26
Date

Very truly yours,

DR. ARNOLD E. VELASCO
President
Authorized Official

Fund Cluster : _____

Funds Available : _____

RYAN R. RONQUILLO, CPA
Budget Officer

ORS/BURS No. : **02-207512- 2024-03-0055**

Date of the ORS/BURS: **30 Mar 2026**

Amount : **41,600**