



WORK ORDER

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

DELIVERY DUE DATE: FEB 26 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.: 2026-003 ✓
Date : 1/8/2026 ✓
JO No. : 2025-250 ✓
Date: 10/21/2025 ✓
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 **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	<p>PROCUREMENT OF TAILORING SERVICES FOR POLO SHIRTS AND JACKETS FOR CCLGSPD ✓</p> <p>Customized Polo Shirts and Jacket for Center for Community and Local Governance Studies and Policy Development (CCLGSPD) ✓</p> <p>Specifications: POLO SHIRT Type of Fabric: Honeycomb with Print/Embroidery ✓ Color: #c4b098, #11100d, #ffffff ✓ Size: 4 pcs Small, 18 pcs Medium, 36 pcs Large, 8 pcs XL, 3 pcs XXL, 3 pcs XXXL ✓ Quantity: 72 pieces ✓</p> <p>JACKET Type of Fabric: Microfiber Fabric ✓ Color: Dust Storm ✓ Size: 1 pc Small, 4 pcs Medium, 14 pcs Large, 6 pcs XL, 5 pcs XXL, 2 pcs XXXL ✓ Quantity: 32 pieces ✓</p> <p>*****</p>	93,600.00	93,600.00

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:

Signature
WANNETTE SMOIT
Signature over Printed Name of Supplier
1-27-26
Date



Very truly yours,

DR. ARNOLD E. VELASCO
President
Authorized Official

Fund Cluster : _____

Funds Available : _____

JASPER A. YAUDER, CPA
Budget Officer

ORS/BURS No. : 02-26447 2024-01-0283

Date of the ORS/BURS: Jan 27, 2025

Amount : 93,600.00