



# WORK ORDER

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

**DELIVERY DUE DATE:** APR 16 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. : 2026-060 ✓  
Date : 3/11/2026 ✓  
JO No. : 2026-023 ✓  
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	<b>PROCUREMENT OF CUSTOMIZED TSU YARN LEI</b> ✓  CUSTOMIZED TSU YARN LEI ✓  Quantity: 300 pieces ✓ Material: made of Abaca ✓ Design: With Dome TSU Logo ✓ Color: Red ✓ As per approved sample ✓ *****	75,000.00 ✓	<u>75,000.00</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:

Very truly yours,

Kim Bryan  
Signature over Printed Name of Supplier

3-17-26  
Date



DR. ARNOLD E. VELASCO  
President  
Authorized Official

Fund Cluster : \_\_\_\_\_

Funds Available : \_\_\_\_\_

JASPER A. YAUDER, CPA  
Budget Officer

ORS/BURS No. : 12-209512-2025-03-0034

Date of the ORS/BURS: 12 MAR 2025

Amount : ₱ 75,000