



# WORK ORDER

Procurement Unit

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

**DELIVERY DUE DATE:**

**31 JAN 2026**

Supplier : **RDRA PRINTARTEES ENTERPRISES**  
 Address : 1782 Don Marciano St., Blk 6 San Roque, Tarlac City  
 TIN : 496-086-299-000 Non-VAT  
 Tel. No. : 0920-333-8063

Work Order No.: 2025-288  
 Date : 12/16/2025  
 JO No. : 2025-281  
 Date: 11/12/2025  
 Mode of Procurement : Small Value Procurement (SVP)  
 Mode of Payment : n/15

SIR/MADAM:

You are hereby advised to accomplish/deliver the following job/work within **Fifteen (15) 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 PVC FUSION PRESS ID</b>  Customized PVC Fusion Press ID  <b>Specifications:</b> <b>ID Material:</b> PVC <b>Print:</b> High Resolution <b>Size:</b> Height 5.1 inches, Width 3.57 inches <b>Quantity:</b> 35 Pieces *****	2,625.00	<b><u>2,625.00</u></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.*

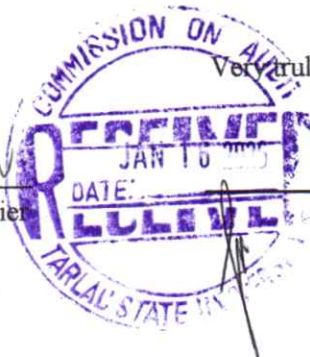
Conforme:

Very truly yours,

*M. Adelson*  
*RACQUEL A. DE LEON*  
 Signature over Printed Name of Supplier

1-16-26

Date



DR. ARNOLD E. VELASCO

President

Authorized Official

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

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

*Jasper A. Yauder*  
JASPER A. YAUDER, CPA

Budget Officer

ORS/BURS No. : 02-2024-2024-01-011

Date of the ORS/BURS: Jan 14, 2025

Amount : 2,625.00