



WORK ORDER

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

DELIVERY DUE DATE: FEB 11 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.: 2026-001 ✓
Date : 1/8/2026 ✓
JO No. : 2025-282 ✓
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	PROCUREMENT OF CUSTOMIZED FUSION PUBLICATION ID LANYARD ✓ Customized for the Fusion Publication ID Lanyard. ✓ Specifications: Lace Type: Polyester ✓ Width Size: 1 inch ✓ Length Size: 21 inches (Nape ID Hook) ✓ Print: Digital Sublimation Full Color Print ✓ Buckles: Plastic Side Release Buckles ✓ ID Hook: G-Type Hook ✓ Total Pieces: 35 ✓ *****	4,200.00 ✓	<u>4,200.00</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,

Racquel A. De Leon
RACQUEL A. DE LEON
Signature over Printed Name of Supplier



DR. Arnold E. Velasco
DR. ARNOLD E. VELASCO
President
Authorized Official

1-27-26
Date

Fund Cluster : _____

Funds Available : _____

Jasper A. Yauder
JASPER A. YAUDER, CPA
Budget Officer

ORS/BURS No. : 02-Mand-2024-01-0281

Date of the ORS/BURS: Jan 22, 2024

Amount : 4,200.00