



WORK ORDER

Procurement Unit

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

DELIVERY DUE DATE:

21 SEP 2026

Supplier : **DATA PRINTZ PHOTO PRINTING LABORATORIES**

Address : **J & R Bldg., Zamora St., Brgy. San Roque, Tarlac City**

TIN : **238-527-996-00000 Non-VAT**

Tel. No. : **0925-306-2693**

Work Order No.: 2026-163

Date : 7/22/2026

JO No. : 2026-148

Date: 7/8/2026

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 on **Sixty (60) 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 PRINTING AND PHOTOGRAPHY SERVICES FOR THE 37TH COMMENCEMENT EXERCISES Printing & Photography of Graduation on July 27-31, 2026. 347 Sets - Set consist of one (1) photograph of graduate receiving the diploma on stage and one (1) photograph of graduate holding the diploma. All photographs shall be in 5R size and should be in transparent plastic with name Batch January 28, 2026 (Print Only). 4650 Sets - Set consists of one (1) photograph of graduate receiving the diploma on stage and one (1) photograph of graduate holding the diploma. All photographs shall be in 5R size and should be in transparent plastic with name (Estimated number of students). Additional Requirements: The service provider shall furnish the TSU Business Center with electronic copies of all photographs/images stored in a USB flash drive within sixty (60) days after the last day of the photo session. NOTE: The bidder must have a studio or branch located within Tarlac City. *****	378,940.00	378,940.00

COMMISSION ON AUDIT

RECEIVED

TARLAC STATE UNIVERSITY

By: _____ Date: **JUL 23 2026**

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,

Mark Alvin C. Rufe
Signature over Printed Name of Supplier

DR. JASPER JAY N. MENDOZA

President

Authorized Official

Date

Fund Cluster : _____

Funds Available : _____

RYAN R. RONQUILLO, CPA

Budget Officer

ORS/BURS No. : **02-20702-2026-07-01-77**

Date of the ORS/BURS: **JUL 13, 2026**

Amount : **378,940**