



WORK ORDER

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

DELIVERY DUE DATE: FEB 28 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.: 2026-015 ✓
Date : 1/21/2026 ✓
JO No. : 2025-303 ✓
Date: 11/21/2025
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 | PROCUREMENT OF TAILORING SERVICES FOR CPAG - THE BUREAUCRAT PRESS POLO SHIRT ✓ Tailoring Services for CPAG - The Bureaucrat Press Polo Shirt ✓ Specifications: Type of Shirt: Classic Knit Texture (Cotton) ✓ Print: Silkscreen Printing (Front and Back design) ✓ Color: Teal, white lining, white prints ✓ Size: Small - 13 pieces ✓ Medium - 9 pieces ✓ Lange - 2 pieces ✓ XL - 2 pieces ✓ 2XL - 2 pieces ✓ 4XL - 2 pieces ✓ Quantity: 30 Pieces ✓ ***** | 18,000.00 | 18,000.00 |

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:

Madelion
RACQUEL A. DELEON
Signature over Printed Name of Supplier
1-29-26
Date



Very truly yours,

[Signature]
DR. ARNOLD E. VELASCO
President
Authorized Official
JAN 28 2026

Fund Cluster : _____

Funds Available : _____

[Signature]
JASPER A. YAUDER, CPA
Budget Officer

ORS/BURS No. : 02 May 21 2026-01-0783

Date of the ORS/BURS: Jan 28, 2026

Amount : 18,000.00