WORK ORDER

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

DELIVERY DUE DATE: 0 9 OCT 2026

Supplier : **DATA PRINTZ PHOTO PRINTING LABORATORIES**	Work Order No.: 2026-208
Address : J & R Bldg., Zamora St., Brgy. San Roque, Tarlac City	Date : 9/18/2026
TIN : 238-527-996-00000 Non-VAT	JO No. : 2026-218
Tel. No. : 0925-306-2693	Date: 9/10/2026
	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 **October 9, 2026** 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 PHOTOBOOTH SERVICES FOR NATIONAL TEACHER'S MONTH 2026** Photobooth for National Teachers' Month 2026 celebration on October 9, 2026, at 4:00 PM at the Tarlac City Convention Hall. 2 units of Photobooth with Props, Service and Printed Pictures • 4-hour photobooth service • Digital copies of all photos • Unlimited shots with single printed copy per session for 1–3 persons; 2 copies for groups of 4–6 persons; 3 copies for groups of 7 or more persons • High-quality 4R prints with 4 frames • Sanitized fun props • Customized layout design according to the event theme (to be provided by the end-user) • Live-view function • Elegant sequin backdrop • Presentable setup with red carpet **********	22,000.00	**22,000.00**

COMMISSION ON AUDIT
RECEIVED
TARLAC STATE UNIVERSITY
By: _____ Date: SEP 18 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, fortuituos event/s or changes in law, and national government policies.

Conforme:

Adrian B Ojeda
Signature over Printed Name of Supplier

9/18/26
Date

Very truly yours,

DR. JASPER JAY N. MENDOZA
President
Authorized Official

Fund Cluster : _____

Funds Available : _____

RYAN R. RONQUILLO, CPA
Budget Officer

ORS/BURS No. : 02-206441-2026-09-2991

Date of the ORS/BURS: 18 SEPT 2026

Amount : ₱22,000