



WORK ORDER

Procurement Unit

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

DELIVERY DUE DATE: 20 OCT 2025

Supplier : **A.C. MENDOZA PRINTING COMPANY INC.**
 Address : San Sebastian Village Phase 3, Tarlac City
 TIN : 007-290-469-000 VAT REG.
 Tel. No. : (045) 982-1862/0917-514-9955

Work Order No.: 2025-197
 Date : 9/24/2025
 JO No. : 2025-143
 Date: 7/10/2025
 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 **Twenty (20) 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 SERVICES FOR THE THE STENTORIAN'S 2ND NEWSLETTER Newsletter Specifications: Type of paper: Coated for Cover, Uncoated for Content Number of Pages: 20 Pages Paper Size: 9 inches x 12 inches Quantity: 50 copies Binding Style: Saddle Stitched *****	12,500.00	12,500.00



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:

JOHN KENNETH E. ATCHICO

Signature over Printed Name of Supplier

9/30/25

Date

Very truly yours,

DR. ARNOLD E. VELASCO
 President

Authorized Official

SEP 26 2025

Fund Cluster : _____

Funds Available : _____

JASPER A. YAUDER, CPA
 Budget Officer

ORS/BURS No. : 02-10441-2016-09-7692

Date of the ORS/BURS: Sep 25 2025

Amount : 12,500.00



NOA #:2025-592

Republic of the Philippines
TARLAC STATE UNIVERSITY
Romulo Blvd., San Vicente, Tarlac city
Telephone (045) 606-8110 Local 157/142 Website: www.tsu.edu.ph

NOTICE OF AWARD

September 19, 2025

MR. ALEJANDRO MENDOZA JR.
Manager
A.C. MENDOZA PRINTING COMPANY INC.
San Sebastian Village Phase 3, Tarlac City

Dear Mr. Mendoza,

After careful evaluation by the Bids and Awards Committee (BAC) following the Republic Act 9184 and through their recommendation, we are happy to notify you that the Quotation of **A.C. MENDOZA PRINTING COMPANY INC.** for the project: **PROCUREMENT OF PRINTING SERVICES FOR THE STENTORIAN'S 2ND NEWSLETTER** contained in JO# 2025-143/ with an amount equivalent to **Twelve Thousand Five Hundred Pesos (Php. 12,500.00)**, has been accepted.

You are therefore required to deliver the items on **Twenty (20)** calendar days upon signing the Work Order. Failure to deliver the items as indicated in the Work Order shall constitute a sufficient ground for penalty of one-tenth (1/10) of one percent (1%) for every day of delay.

Your interest in this opportunity is highly appreciated and we look forward to the satisfactory performance of your obligation under this Project.

Very truly yours,

DR. ARNOLD E. VELASCO
President

Conforme:

MR. ALEJANDRO MENDOZA JR.
Manager
A.C. MENDOZA PRINTING COMPANY INC.
San Sebastian Village Phase 3, Tarlac City
Date: 09-24-25



Republic of the Philippines
TARLAC STATE UNIVERSITY
BIDS AND AWARDS COMMITTEE
Romulo Blvd., San Vicente, Tarlac City
Telefax: (045) 982-4630
Website: www.tsu.edu.ph

BAC Resolution Recommending Award of Contract Through Small Value Procurement

RESOLUTION NO. GS389-2025

WHEREAS the Tarlac State University (TSU) **STUDENT AFFAIRS SERVICES – STUDENT PUBLICATION UNIT (SAS-SPU)** prepared the specifications for the procurement of the project: **PROCUREMENT OF PRINTING SERVICES FOR THE STENTORIAN'S 2ND NEWSLETTER** per J.O. No. 2025-143 with an Approved Budget for the Contract (ABC) of ₱ **12,500.00**.

WHEREAS, in Section 26 Rule IV of the Implementing Rules and Regulations of the R.A. 12009, otherwise known as the "New Government Procurement Act (NGPA)" the Procuring Entity shall adopt any of the modes of procurement consistent with the Fit-for-Purpose procurement approach;

WHEREAS, in Section 34 provides further that **SMALL VALUE PROCUREMENT** is a mode of procurement whereby the Procuring Entity requests for the submission of at least three (3) price quotations for Goods not available in the PS-DBM, Infrastructure Projects, and Consulting Services. The receipt of one (1) quotation is sufficient to proceed with the evaluation of bidders: Provided, That, the amount involved does not exceed Two Million Pesos (Php 2,000,000.00), subject to the periodic review of the threshold amount and adjustments as may be deemed appropriate by the GPPB;

WHEREAS, two (2) suppliers responded to the Request for Quotation and tendered their quotations as presented below.

ITEM NOS.	ACMENDOZA PRINTING COMPANY, INC.	AG3 COLORS PRINTING PRESS	LEOFER GRAPHICS ART
1	12,500.00	12,100.00	NO REPLY
TOTAL AWARDED	12,500.00	NONE	NONE

WHEREAS, the BAC evaluated the quotations and found that **ACMENDOZA PRINTING COMPANY, INC.**, has the lowest calculated quotation and its quotation complied with all the requirements for Item Nos. 1 of the project.

NOW, THEREFORE, based on the foregoing findings, **WE**, the members of the Bids and Awards Committee, hereby **RESOLVE**, as it is hereby **RESOLVED**:

- a. to declare the Quotation of **ACMENDOZA PRINTING COMPANY, INC.** for Item Nos. 1 of the project: **PROCUREMENT OF PRINTING SERVICES FOR THE STENTORIAN'S 2ND NEWSLETTER** as the Lowest Calculated and Responsive Quotation with the price of **TWELVE THOUSAND FIVE HUNDRED PESOS (₱ 12,500.00)** and

- b. to recommend to the Head of the Procuring Entity the Award of Contract to **ACMENDOZA PRINTING COMPANY, INC.** for Item Nos. 1 of the project: **PROCUREMENT OF PRINTING SERVICES FOR THE STENTORIAN'S 2ND NEWSLETTER**

RESOLVED, at Tarlac State University, this 10th day of September 2025.

WILMARK J. RAMOS
Chairperson

GRACE N. ROSETE
Vice Chairperson

RICO G. TOMAS
Member

JASPER A. YAUDER
Member

THEDA FLARE G. QUILALA
Member

GLADIE NATHERINE G. CABANIZAS
Member/ End-User

Approved:

DR. ARNOLD E. VELASCO
President



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RESOLVED, at Tarlac State University, this **10th** day of **September 2025**.


WILMARK J. RAMOS
Chairperson


GRACE N. ROSETE
Vice Chairperson


RICO G. TOMAS
Member


JASPER A. YAUDER
Member


THEDA FLARE G. QUILALA
Member


GLADIE NATHERINE G. CABANIZAS
Member/ End-User

Approved:


DR. ARNOLD E. VELASCO
President



ABSTRACT OF QUOTATION

Date: September 10, 2025
Abstract No.: 406

Name of Project:			PROCUREMENT OF PRINTING SERVICES FOR THE STENTORIAN'S 2ND NEWSLETTER	Per Item Basis	PR/JO No. :	2025-143	Mode of Procurement:		
Name of End-User:			SAS-SPU	Per Lot Basis	RFQ No.:	352-2025	SMALL VALUE		
NAME OF SUPPLIERS AND AMOUNT OF QUOTATION									
No.	Qty.	Unit	Item Name and Specifications	ACMENDOZA PRINTING COMPANY, INC.		AG3 COLORS PRINTING PRESS		LEOFER GRAPHICS ART	<i>(Add columns if more than 3 suppliers)</i>
				Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	
1	1	lot	PROCUREMENT OF PRINTING SERVICES FOR THE STENTORIAN'S 2ND NEWSLETTER Newsletter Specifications: Type of paper: Coated for Cover, Uncoated for Content Number of Pages: 20 Pages Paper Size: 9 inches x 12 inches Quantity: 50 copies Binding Style: Saddle Stitched		12,500.00		12,100.00		NO REPLY
SUMMARY				Total		Total		Total	
Particulars		ABC		LOWEST CALCULATED RESPONSIVE QUOTATIONS				TOTAL AMOUNT	
Item No. 1		12,500.00		ACMENDOZA PRINTING COMPANY, INC.				12,500.00	
Item No/s.									
<i>(Add rows if more than 3 suppliers or service providers and for failed items)</i>									
TOTAL APPROVED BUDGET FOR THE CONTRACT:				12,500.00		TOTAL QUOTED AMOUNT:			12,500.00
Prepared by:			I hereby certify that I have checked, reviewed and accept this LCRQ			Evaluated and Reviewed: (if applicable)			
 Mark Anthony T. Labit BAC Secretariat Date:			 GLADIE NATHERINE G. CABANIZAS End-User Date:			_____ Technical Working Group Date:			
Approved by:									
 WILMARK J. RAMOS Chairman Date:		 GRACE N. ROSETE Vice Chair Date:		 THEDA FLARE G. QUILALA BAC Member Date:		 RIKO G. TOMAS BAC Member Date:			
 JASPER A. YAUDER BAC Member Date:									



ELIGIBILITY CHECKING & EVALUATION FORM

P.R./J.O. No.: 2025-143
 RFQ: 352-2025
 ABC: 12,500.00

Date: 8/12/2025

Name of the Project: PROCUREMENT OF PRINTING SERVICES FOR THE STENTORIAN'S 2ND NEWSLETTER
 End-user: SAS-SPU

ITEM NO.	NAME OF SUPPLIERS			ITEM DESCRIPTION	ABC (TOTAL COST)
	ACMENDOZA PRINTING COMPANY, INC.	AG3 COLORS PRINTING PRESS	LEOFER GRAPHICS ART		
1	12,500.00	12,100.00	NO REPLY	PROCUREMENT OF PRINTING SERVICES FOR THE STENTORIAN'S 2ND NEWSLETTER Newsletter Specifications: Type of paper: Coated for Cover, Uncoated for Content Number of Pages: 20 Pages Paper Size: 9 inches x 12 inches Quantity: 50 copies Binding Style: Saddle Stitched	12,500.00

Prepared By:

Mark Anthony T. Labit
 Canvasser

Date: 8/12/2025

Eligibility Checked By:

JULIET E. V. ACUÑA
 TWG - Goods & Services 9/9/25

Date:

Evaluated By:

[Signature]
 TWG - Technical/End-User
 Date:

Evaluation of Technical Specifications

End User: SAS-SPU

Date: August 06, 2025

Items: PROCUREMENT OF PRINTING SERVICES FOR THE STENTONRIAN'S 2ND NEWSLETTER

PR/IO #: 2025-143

NO.	ITEM DESCRIPTION	QTY/UNIT	UNIT COST	TOTAL COST	BIDDER	UNIT COST	TOTAL COST	LOWEST CALCULATED RESPONSIVE QUOTATION		REMARKS
								NON-RESPONSIVE	NON-RESPONSIVE	
1	PROCUREMENT OF PRINTING SERVICES FOR THE STENTONRIAN'S LITERARY FOLIO	50	₱250.00	₱12,500.00	AC					
					MENDOZAPRINTING COMPANY INC.	₱250.00	₱12,500.00	1ST	RESPONSIVE	LOWEST CALCULATED RESPONSIVE QUOTATION
					AG3 COLORS PRINTING PRESS	₱381.90	₱12,100.00	NON-RESPONSIVE	NON-RESPONSIVE	POOR PERFORMANCE FROM PAST AWARDED PROJECTS
					LEOFFER GRAPHICS ART	NO REPLY	NO REPLY	NON-RESPONSIVE	NON-RESPONSIVE	NO OFFER

Evaluated and Prepared by:


ANTHONY Q. GERONG
Technical Aspect


End User

Evaluation of Technical Specifications

End User: SAS-SPU

Date: August 06, 2025

Items: PROCUREMENT OF PRINTING SERVICES FOR THE STENTONRIAN'S 2ND NEWSLETTER

PR/JO #: 2025-143

NO.	ITEM DESCRIPTION	QTY/UNIT	UNIT COST	TOTAL COST	LOWEST CALCULATED RESPONSE QUOTATION		REMARKS			
					BIDDER	UNIT COST		TOTAL COST	NON-RESPONSIVE	NON-RESPONSIVE
1	PROCUREMENT OF PRINTING SERVICES FOR THE STENTONRIAN'S LITERARY FOLIO	50	₱250.00	₱12,500.00	AC					
					MENDOZA PRINTING COMPANY INC.	₱250.00	₱12,500.00	1ST	RESPONSIVE	LOWEST CALCULATED RESPONSE QUOTATION
					AG3 COLORS PRINTING PRESS	₱381.90	₱12,100.00	NON-RESPONSIVE	NON-RESPONSIVE	POOR PERFORMANCE FROM PAST AWARDED PROJECTS
					LEOFER GRAPHICS ART	NO REPLY	NO REPLY	NON-RESPONSIVE	NON-RESPONSIVE	NO OFFER

Evaluated and Prepared by:


ANTHONY Q. GERONG
 Technical Aspect


 End User



PROCUREMENT UNIT

DOCUMENTARY REQUIREMENTS
(Alternative Mode of Procurement)

Types of Project:

- Goods and Services
- Infrastructure Projects
- Consultancy

AC MENDOZA PRINTING COMPANY, INC.

ELIGIBILITY AND TECHNICAL REQUIREMENTS

Tick box if PRESENT	I. Eligibility Components
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>DIRECT CONTRACTING</p> <ol style="list-style-type: none"> 1. Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives. 2. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas. 3. Copy of PhilGEPS Registration (Red and Platinum) 4. Income Tax/Business Tax Return for the project with ABC above P500,000.00 5. Material Safety Data Sheets for products - MSDS/SDS (if applicable)
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>SHOPPING</p> <ol style="list-style-type: none"> 1. Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives. 2. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas. 3. Copy of PhilGEPS Registration (Red and Platinum) 4. Material Safety Data Sheets for products - MSDS/SDS (if applicable)
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>EMERGENCY CASES</p> <ol style="list-style-type: none"> 1. Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives. 2. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas. 3. Income Tax/Business Tax Return for the project with ABC above P500,000.00 4. NFCC Computation for the project with ABC above P500,000.00 (infra) 5. Valid PCAB License (infra) 6. Material Safety Data Sheets for products - MSDS/SDS (if applicable)

TAKE OVER CONTRACTS

1. Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives.
2. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.
3. Professional License/Curriculum Vitae (Consulting Services)
4. Copy of PhilGEPS Registration (Red and Platinum)
5. Income Tax/Business Tax Return for the project with ABC above P500,000.00
6. NFCC Computation (Infra)
7. Valid PCAB License (Infra)
8. Material Safety Data Sheet for products - MSDS/SDS (if applicable)

ADJACENT/CONTIGUOUS

1. Valid PCAB License (Infra)
2. NFCC Computation (Infra)

SCIENTIFIC, SCHOLARLY OR ARTISTIC WORK, EXCLUSIVE TECHNOLOGY AND MEDIA SERVICES

1. Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives.
2. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.
3. Professional License/Curriculum Vitae (Consulting Services)
4. Material Safety Data Sheet for products - MSDS/SDS (if applicable)

HIGHLY TECHNICAL CONSULTANT

1. Professional License/Curriculum Vitae (Consulting Services)
2. Copy of PhilGEPS Registration (Red and Platinum)
3. Material Safety Data Sheet for products - MSDS/SDS (if applicable)

SMALL VALUE PROCUREMENT

1. Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives.
2. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.
3. Copy of PhilGEPS Registration (Red and Platinum)
4. Professional License/Curriculum Vitae (Consulting Services)
5. Valid PCAB License (Infra)
6. Income/Business Tax Return
7. Omnibus Sworn Statement
8. Material Safety Data Sheet for products - MSDS/SDS (if applicable)

LEASE OF REAL PROPERTY OR VENUE

1. Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietors or CDA for cooperatives.
2. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.
3. Copy of PhilGEPS Registration (Red and Platinum)
4. Income/Business Tax Return (except for government agencies as lessors)
5. Material Safety Data Sheet for products - MSDS/SDS (if applicable)

Eligible

In-Eligible

Checked/Reviewed by:

~~WILSON V. ACUNA~~

Date:

9/4/25

Technical Working Group