



WORK ORDER

Procurement Unit

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

DELIVERY DUE DATE:

Quarterly

Supplier : **DEX INTERNATIONAL CO.**
 Address : #1 Kalantiaw St., Cor. J.P Rizal Avenue, Proj. 4 Brgy. San Roque, Cubao
 TIN : 201-337-987-000 VAT Reg.
 Tel. No. : 0632-912-6157/911-5907/439-8980/0917-850-3402

Work Order No.: 2025-170
 Date : 9/2/2025
 JO No. : 2025-151
 Date: 7/16/2025
 Mode of Procurement : Direct Contracting
 Mode of Payment : n/15

SIR/MADAM:

You are hereby advised to accomplish/deliver the following job/work **Quarterly** 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	<p>SUPPLY OF LABOR AND MATERIALS FOR ONE-YEAR PREVENTIVE MAINTENANCE OF THREE (3) PASSENGER ELEVATORS</p> <p>Preventive Maintenance for 3 units Elevator located at CCS Bldg. San Isidro Campus, RICE Bldg, Lucinda Campus, and COMMERCIAL Bldg. Main Campus.</p> <p>1 unit - Journey" 800kgs. Cap x 5 Stop Passenger Elevator (CCS BLDG.) 1 unit -Journey" 800kgs. Cap x 4 Stop Passenger Elevator (RICE. Bldg.) 1 unit -Journey" 800kgs. Cap x 4 Stop Passenger Elevator (Com. Bldg.):</p> <p>Note: 4 times visit a Year (For One (1) Year Contract of Preventive Maintenance)</p> <p>I. MAINTENANCE SERVICE:</p> <ol style="list-style-type: none"> The service under this offer shall consist of quarterly inspection, adjustment and lubrication of machinery, motors, control parts and accessory equipment, including the hoisting and governor ropes, guide rails, switches and electrical wirings. In addition, minor repair not exceeding one (1) day work shall be included in this offer. In the event where major repair works should be undertaken, such will be charged separately, provided that both parties consented in writing. Consumable materials (i.e. lubricant, gear oil, grease, contact cleaner, etc.) needed during the month of preventive check-up shall be provided by the CONTRACTOR at its own expense. The OWNER agrees that the cost of replacement parts found defective due to normal wear and tear or damaged due to abnormal operating conditions and the cost of the necessary labor for such replacement and repairs requiring changes and/or alterations, deviations or additions to the original design of the subject matter of this agreement, will be for the OWNER's account. However, the CONTRACTOR must obtain the OWNER's approval in writing of the CONTRACTOR'S quotation for the necessary labor and replacement parts before the actual initiation of work, provided that, the OWNER shall not be restricted to buy such replacement parts from the CONTRACTOR only. The OWNER must not utilize the unit during the CONTRACTOR's inspection. 	300,000.00	<u>300,000.00</u>





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QTY.	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
		<p>b. Should the OWNER fails to make payment within the prescribed time, the CONTRACTOR, upon written notice to the OWNER will have right suspend any service until and unless payments for the service fees due have been received by the CONTRACTOR with corresponding interest of 1% - 2% per month for overdue accounts. Provided, further, that the OWNER shall not be held liable for any consequences when such delay was due to cases beyond its control.</p> <p>V. MAINTENANCE PLAN</p> <p>a. Provide the necessary expertise, tools, instruments and materials b. Submit progress report of accomplishment during the period of engagement c. Submit Completion Certificate after Preventive Maintenance and Warranty Certificate for the parts install</p> <p>VI. REMARKS:</p> <p>a. Schedule of Preventive Maintenance shall be during regular working days only, for working holidays according to date shall be arrange and agreed upon by both parties.</p> <p>*****</p>		



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:

Signature over Printed Name of Supplier

Date

Very truly yours,

DR. ARNOLD E. VELASCO
President
Authorized Official
SEP 23 2025

Fund Cluster : _____
Funds Available : _____

JASPER A. YAUDER, CPA
Budget Officer

ORS/BURS No. : 02-20644-2025-09-2530
Date of the ORS/BURS: Sep 10, 2025
Amount : 3A-20-w



Republic of the Philippines
TARLAC STATE UNIVERSITY
 Romulo Blvd., Tarlac City

OBLIGATION REQUEST AND STATUS

Serial No 02-206441-2025-09-2530

Date 10-Sep-2025
 Fund Cluster 05-Special Budget

Payee DEX INTERNATIONAL CO. (W.O# 2025-170)

Office

Address #1 Kalantiaw St., Cor. J.P Rizal Avenue, Proj. 4 Brgy. San Roque, Cubao

Responsibility Center	Particulars	MFO/PAP	UACS Object Code	Amount
IMO	SUPPLY OF LABOR AND MATERIALS FOR ONE-YEAR PREVENTIVE MAINTENANCE OF THREE (3) PASSENGER ELEVATORS - to maintain the safe and efficient operation of 3 passenger elevators through one-year preventive maintenance	1 00 00 0000	50299990 99	300,000.00
Total				300,000.00

A. Certified: Charges to appropriations/allotment are necessary, lawful and under my direct supervision; and supporting documents valid, proper and legal

B. Certified: Allotment available and obligated for the purpose/ adjustment necessary as indicated above.

Signature

Printed Name **AR KING JHON PAUL R. TALON**

Position HEAD, FDMO-FMU

Date

Signature

Printed Name **JASPER A. YAUDER, CPA**

Position Budget Officer

Date SEP 23 2025

C. STATUS OF OBLIGATION

Reference			Amount				
Date	Particulars	ORS/JEV Check/ADA TRA No.	Obligation (a)	Payable (b)	Payment (c)	Balance	
						Not Yet Due (a-b)	Due and Demandable (b-c)
			300,000.00				



NOA #:2025-547

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

August 27, 2025

MR. MARK ANTHONY AGGABAO
DEX INTERNATIONAL CO.
#1 Kalantiaw St., Cor. J.P. Rizal Ave.,
Brgy. San Roque, Cubao, Quezon City

Dear Mr. Aggabao,

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 **DEX INTERNATIONAL CO.** for the project: **SUPPLY OF LABOR AND MATERIALS FOR ONE-YEAR PREVENTIVE MAINTENANCE FOR THREE (3) PASSENGERS ELEVATORS** specifically item # 1 contained in J.O.# 2025-151 with an amount equivalent to **Three Hundred Thousand Pesos (Php. 300,000.00)**, has been accepted.

You are therefore required to deliver the work **Quarterly** 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. MARK ANTHONY AGGABAO
DEX INTERNATIONAL CO.
#1 Kalantiaw St., Cor. J.P. Rizal Ave.,
Brgy. San Roque, Cubao, Quezon City
Date: _____

BAC RESOLUTION NO. GS350-2025
SUPPLY OF LABOR AND MATERIALS FOR ONE-YEAR
PREVENTIVE MAINTENANCE FOR THREE (3) PASSENGERS ELEVATORS



**BAC Resolution Recommending the Award of Contract
Via Direct Contracting**

RESOLUTION NO. GS350-2025

WHEREAS, Sec. 48, Rule XVI of the Revised IRR of R.A. 9184, otherwise known as the "Government Procurement Reform Act" provides that in order to promote economy and efficiency, the procuring entity may resort to any of the alternative methods of procurement which are Limited Source Bidding, Direct Contracting, Repeat Order, Shopping and Negotiated Procurement, provided that the most advantageous price for the government will be obtained;

WHEREAS, Sec. 50 provides further that **DIRECT CONTRACTING** or single source procurement is a method of procurement of goods that does not require elaborate Bidding Documents. The supplier is simply asked to submit a price quotation or a pro-forma invoice together with the condition of sale. Direct contracting may be resorted under any of the following conditions:

- a) Procurement of goods of proprietary nature which can be obtained only from the proprietary source;
- b) When the procurement of critical plant components from a specific supplier is a condition precedent to hold a contractor to guarantee its project performance, in accordance, with the provisions of its contract;
- c) Those sold by an exclusive dealer or manufacturer which does not have sub-dealers selling at lower prices and for which no suitable substitute can be obtained at more advantageous terms;

WHEREAS, upon review of the attached **Job Order No. 2025-151** dated **July 16, 2025** indicating the item/s that is/are included in the current APP and has been approved by the Head of the Procuring Entity subject to TSU Policy and Accounting and Auditing Rules; and that the supplier's Certificate of Sole Distributorship/other documents as exclusive dealer or manufacturer; supplier's documents like patents, trade secrets; and copyrights, and the condition of sale to support the awarding using the alternative method of procurement – Direct Contracting.

NOW THEREFORE, for and in consideration of the foregoing, We, the Members of the Bids and Awards Committee, hereby **RECOMMEND** to the Head of Procuring Entity or his/her duly authorized representative the:

AWARD OF CONTRACT, via Direct Contracting to **DEX INTERNATIONAL CO.** for the procurement of **SUPPLY OF LABOR AND MATERIALS FOR ONE-YEAR PREVENTIVE MAINTENANCE FOR THREE (3) PASSENGER ELEVATORS** in the amount of **THREE HUNDRED THOUSAND PESOS (P300,000.00)**.

DONE in the City of **Tarlac** this 7th day of **AUGUST 2025**.

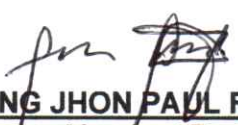

WILMARK J. RAMOS
Chairperson


GRACE N. ROSETE
Vice Chairperson


THEDA FLARE G. QUILALA
Member


JASPER A. YAUDER
Member


RICO G. TOMAS
Member


KING JHON PAUL R. TALON
Member/ End-User

Approved:


DR. ARNOLD E. VELASCO
President



ELIGIBILITY CHECKING & EVALUATION FORM

P.R./J.O. No.: 2025-151
 RFQ: 361-2025
 ABC: 300,000.00
 Name of the Project: _____

Date: 8/5/2025

Supply of Labor and Materials for One-Year Preventive
 Maintenance for Three(3) Passenger Elevators.

End-user: FDMO-FMU

ITEM NO.	NAME OF SUPPLIERS			ITEM DESCRIPTION	ABC (TOTAL COST)
	DEX INTERNATIONAL CO.				
1	300,000.00			<p style="text-align: center;">SUPPLY OF LABOR AND MATERIALS FOR ONE-YEAR PREVENTIVE MAINTENANCE FOR THREE (3) PASSENGER ELEVATORS</p> <p>Preventive Maintenance for 3 units Elevator located at CCS Bldg. San Isidro Campus, RICE Bldg. Lucinda Campus, and COMMERCIAL Bldg. Main Campus.</p> <p>1 unit - "Journey" 800kgs. Cap x5 Stop Passenger Elevator (CCS BLDG.) 1 unit - "Journey" 800kgs. Cap x4 Stop Passenger Elevator (RICE BLDG.) 1 unit - "Journey" 800kgs. Cap x4 Stop Passenger Elevator (COM. BLDG.)</p> <p>NOTE: 4 times visit a year.</p>	300,000.00

Prepared By:

Rico P. Teodoro
 Canvasser

Date:

Eligibility Checked By:
OLIVET L. ANE T. ACUNA
 TWG - Goods & Services 8/7/25

Date:

Evaluated By:

AR. KING JHON PAUL R. TALON

TWG - Technical End-User

Date:



PROCUREMENT UNIT

DOCUMENTARY REQUIREMENTS
(Alternative Mode of Procurement)

Types of Project:

- Goods and Services
- Infrastructure Projects
- Consultancy

DEX INTERNATIONAL CO.

ELIGIBILITY AND TECHNICAL REQUIREMENTS

Tick box if PRESENT	I. Eligibility Components
	<u>DIRECT CONTRACTING</u>
<input checked="" type="checkbox"/>	1. Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives.
<input checked="" type="checkbox"/>	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.
<input checked="" type="checkbox"/>	3. Copy of PhilGEPS Registration (Red and Platinum)
<input type="checkbox"/>	4. Income Tax/Business Tax Return for the project with ABC above P500,000.00
<input type="checkbox"/>	5. Material Safety Data Sheets for products - MSDS/SDS (if applicable)
	<u>SHOPPING</u>
<input type="checkbox"/>	1. Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives.
<input type="checkbox"/>	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.
<input type="checkbox"/>	3. Copy of PhilGEPS Registration (Red and Platinum)
<input type="checkbox"/>	4. Material Safety Data Sheets for products - MSDS/SDS (if applicable)
	<u>EMERGENCY CASES</u>
<input type="checkbox"/>	1. Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives.
<input type="checkbox"/>	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.
<input type="checkbox"/>	3. Income Tax/Business Tax Return for the project with ABC above P500,000.00
<input type="checkbox"/>	4. NFCC Computation for the project with ABC above P500,000.00 (infra)
<input type="checkbox"/>	5. Valid PCAB License (infra)
<input type="checkbox"/>	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, 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)

<u>LEASE OF REAL PROPERTY OR VENUE</u>	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>1. Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship or CDA for cooperatives.</p> <p>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.</p> <p>3. Copy of PhilGEPS Registration (Red and Platinum)</p> <p>4. Income/Business Tax Return (except for government agencies as lessors)</p> <p>5. Material Safety Data Sheet for products - MSDS/SDS (if applicable)</p>

Eligible

In-Eligible

Checked/Reviewed by:

Date:

Technical Working Group