



WORK ORDER

Procurement Unit

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

DELIVERY DUE DATE: 30 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. : 2025-195
 Date : 9/24/2025
 JO No. : 2025-137
 Date: 7/10/2025
 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 PRINTING SERVICES FOR THE THE WORK'S LITERARY FOLIO Specifications: Type of paper: Glossy Paper for Content, Glossy for Cover, Colored Print Number of Pages: 150 Pages Paper Size: 8 inches x 6 inches Quantity: 500 copies Slip Case and Cover *****	115,000.00	<u>115,000.00</u>



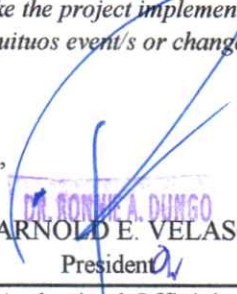
In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s. Contract may be terminated in whole or in part, at anytime for the convenience of the Government upon thirty (30) 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 F. 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. 2025/1. 2025. 09. 7690

Date of the ORS/BURS: Sep 25, 2025

Amount : 115,000.00



NOA #:2025-593

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 WORK'S LITERARY FOLIO** contained in JO# 2025-137 with an amount equivalent to **One Hundred Fifteen Thousand Pesos (Php. 115,000.00)** has been accepted.


You are therefore required to deliver the items on **Thirty (30)** 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 the Award of Contract
via Small Value Procurement**

RESOLUTION NO. GS384-2025

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 WORK'S LITERARY FOLIO** per J.O. No. 2025-137 with an Approved Budget for the Contract (ABC) of **₱ 300,000.00**.

WHEREAS the approved mode of procurement for the project, as indicated in the Annual Procurement Program for Fiscal Year 2025, was Small Value Procurement.

WHEREAS, on July 22, 2025, the Bids and Awards Committee (BAC) posted/published the Request for Quotation for the said project in the TSU website, PhilGEPS, and conspicuous places at the premises of the University continuously for 3 days.

WHEREAS seven (7) suppliers responded to the Request for Quotation and tendered their quotations as presented below.

ITEM NO.	ERZALAN PRINTING PRESS	PROGRESSIVE PRINTING PALACE, INC.	PRP PRINTING PRESS	RENALMA CORPORATION	GILCOR PRINTING PRESS	BOXDEL PRINTING SERVICES	AC MENDOZA PRINTING COMPANY INC.
1	220,400.00	273,500.00	175,000.00	116,795.00	163,000.00	128,500.00	115,000.00
TOTAL AWARDED	NONE	NONE	NONE	NONE	NONE	NONE	115,000.00

WHEREAS the BAC evaluated the quotations and found that **AC MENDOZA PRINTING COMPANY INC.** has the lowest calculated quotation, and its quotation complied with all the requirements for Item No. 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 **AC MENDOZA PRINTING COMPANY INC.** for Item No. 1 of the project: **PROCUREMENT OF PRINTING SERVICES FOR THE WORK'S LITERARY FOLIO** as the Lowest Calculated and Responsive Quotation with the price of **ONE HUNDRED FIFTEEN THOUSAND PESOS (₱ 115,000.00)** and

- b. to recommend to the Head of the Procuring Entity the Award of Contract to **AC MENDOZA PRINTING COMPANY INC.** for Item No. 1 of the project: **PROCUREMENT OF PRINTING SERVICES FOR THE WORK'S LITERARY FOLIO.**

RESOLVED, at Tarlac State University, this 9th 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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NOW, THEREFORE, based on the foregoing findings, **WE**, the members of the Bids and Awards Committee, hereby **RESOLVE**, as it is hereby **RESOLVED**:

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- b. to recommend to the Head of the Procuring Entity the Award of Contract to **AC MENDOZA PRINTING COMPANY INC.** for Item No. 1 of the project: **PROCUREMENT OF PRINTING SERVICES FOR THE WORK'S LITERARY FOLIO.**

RESOLVED, at Tarlac State University, this 9th 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 QUOTATIONS

P.R./J.O. No.: 2025-137
 RFQ: 346-2025
 ABC: 300,000.00
 Name of the Project: PROCUREMENT OF PRINTING SERVICES FOR THE WORKS LITERARY FOLIO
 End-user: SAS-SPU

Date: 09/09/2025
 Abstract No.: 401

ITEM NO.	NAME OF SUPPLIERS					ITEM DESCRIPTION	ABC (UNIT COST)	
	ERZALAN PRINTING PRESS	PROGRESSIVE PRINTING PALACE, INC.	PREP PRINTING PRESS	RENALMA CORPORATIO N	GILCOR PRINTING PRESS			BOXDEL PRINTING SERVICES
1	220,400.00	273,500.00	175,000.00	116,795.00	163,000.00	128,500.00	115,000.00	300,000.00
PROCUREMENT OF PRINTING SERVICES FOR THE WORKS LITERARY FOLIO Specifications: Type of paper: Glossy Paper for Content, Glossy for Cover, Colored Print Number of Pages: 150 Pages Paper Size: 8 inches x 6 inches Quantity: 500 copies Slip Case and Cover *Please see the attached sample for reference*								

Ganvass Retrieved by: Rico Teodoro

Action/Recommendation of the Bids and Awards Committee:

AWARDED

*Item No. 1 is awarded to **AC MENDOZA PRINTING COMPANY INC.:** Lowest Calculated Responsive Quotation.

WILMARK J RAMOS
 Chairperson, Bids and Awards Committee

THEDA FLARE E. QUIHALA
 Member

RICO G. TOMAS
 Member

GRACE N. ROSETTE
 Vice Chairperson

JASPER A. YAUDER
 Member

GLADIE NATHERINE G. CABANIZAS
 Member/End-User

Warren Tomaroy
 (Ganvasser)



ELIGIBILITY CHECKING & EVALUATION FORM

P.R./J.O. No.: _____

2025-137

Date: 08/08/2025

RFQ: _____

346-2025

ABC: _____

300,000.00

Name of the Project: _____

PROCUREMENT OF PRINTING SERVICES FOR THE WORKS LITERARY FOLIO

SAS-SPU

NAME OF SUPPLIERS

ITEM NO.	ERZALAN PRINTING PRESS	PROGRESSIVE PRINTING PALACE, INC.	PRP PRINTING PRESS	RENALMA CORPORATION	GILCOR PRINTING PRESS	BOXDEL PRINTING SERVICES	AC MENDOZA PRINTING COMPANY INC.	ITEM DESCRIPTION	ABC (TOTAL COST)
1	220,400.00	273,500.00	175,000.00	116,795.00	163,000.00	128,500.00	115,000.00	<p style="text-align: center;">PROCUREMENT OF PRINTING SERVICES FOR THE WORKS LITERARY FOLIO</p> <p>Specifications: Type of paper: Glossy Paper for Content, Glossy for Cover, Colored Print Number of Pages: 150 Pages Paper Size: 8 inches x 6 inches Quantity: 500 copies Slip Case and Cover *Please see the attached sample for reference*</p>	300,000.00

Prepared By: _____

Warren Tortaroy
Chairman

Date: 08/08/2025

Eligibility Checked By: _____

~~JHESSEN V. TACONA~~

TWG - Goods & Services

9/9/28

Evaluated By: _____

TWG - Technical/End-User

Date: _____

Evaluation of Technical Specifications

End User: SAS-SPU

Date: August 08, 2025

Items: PROCUREMENT OF PRINTING SERVICES FOR THE WORKS LITERARY FOLIO

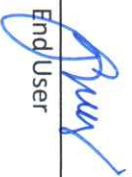
PR/J/O #: 2025-137

NO.	ITEM DESCRIPTION	QTY/UNIT	UNIT COST	TOTAL COST	BIDDER	UNIT COST	TOTAL COST	LOWEST CALCULATED QUOTATION	RESPONSIVE	REMARKS
1	PROCUREMENT OF PRINTING SERVICES FOR THE WORKS LITERARY FOLIO	500	₱600.00	₱300,000.00	ERZALAN PRINTING	₱440.80	₱220,400.00	6TH	RESPONSIVE	RESPONSIVE
					PROGRESSIVE	₱547.00	₱273,500.00	7TH	RESPONSIVE	RESPONSIVE
					PRP PRINTING PRESS	₱350.00	₱175,000.00	5TH	RESPONSIVE	RESPONSIVE
					RENALMA CORP.	₱233.59	₱116,795.00	2ND	RESPONSIVE	RESPONSIVE
					GILCOR PRINTING	₱326.00	₱163,000.00	4TH	RESPONSIVE	RESPONSIVE
					BOXDEL PRINTING SERVICES	₱257.00	₱128,500.00	3RD	RESPONSIVE	RESPONSIVE
					AC MENDOZAPRINTING COMPANY INC.	₱230.00	₱115,000.00	1ST	RESPONSIVE	LOWEST CALCULATED RESPONSE QUOTATION

Evaluated and Prepared by:

ANTHONY Q. GERONG
Technical Aspect

End User



Evaluation of Technical Specifications

End User: SAS-SPU

Date: August 08, 2025

Items: PROCUREMENT OF PRINTING SERVICES FOR THE WORKS LITERARY FOLIO

PR/J/O #: 2025-137

NO.	ITEM DESCRIPTION	QTY/UNIT	UNIT COST	TOTAL COST	BIDDER	UNIT COST	TOTAL COST	LOWEST CALCULATED RESPONSIVE QUOTATION		REMARKS
								RESPONSIVE	RESPONSIVE	
1	PROCUREMENT OF PRINTING SERVICES FOR THE WORKS LITERARY FOLIO	500	₱600.00	₱300,000.00	ERZALAN PRINTING	₱440.80	₱220,400.00	6TH	RESPONSIVE	RESPONSIVE
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					GILCOR PRINTING	₱326.00	₱163,000.00	4TH	RESPONSIVE	RESPONSIVE
					BOXDEL PRINTING SERVICES	₱257.00	₱128,500.00	3RD	RESPONSIVE	RESPONSIVE
	AC MENDOZAPRINTING COMPANY INC.	₱230.00	₱115,000.00	1ST	RESPONSIVE	LOWEST CALCULATED RESPONSIVE QUOTATION				

Evaluated and Prepared by:


ANTHONY Q. GERON
 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><u>DIRECT CONTRACTING</u></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><u>SHOPPING</u></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><u>EMERGENCY CASES</u></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 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/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:

JULIE L. ANTONIO

Date:

9/9/25

Technical Working Group