



# PURCHASE ORDER

Procurement Unit

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

**DELIVERY DUE DATE: 01 JAN 2026**

Supplier : <b>INFOWORX INC.</b>	P.O. No. : <u>2025-436</u>
Address : <u>Mc Arthur Highway, San Roque, Tarlac City</u>	Date : <u>9/24/2025</u>
TIN : <u>004-845-988-005 VAT Reg.</u>	Mode of Procurement : <u>Small Value Procurement (SVP)</u>
Contact No : <u>045-491-2383/0918-782-8571</u>	

Gentlemen:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery : <b>TARLAC STATE UNIVERSITY</b>	Delivery Term : <u>90 calendar days</u>
Date of Delivery : _____	Payment Term : <u>n/30</u>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	piece	<b>LK TAPE CARTRIDGE, Epson LK-6WBN 24mm C53S656501 Tape Black on White</b> ***** <i>Purpose: For SPMU New Warehouse use (PR# 2025-07-241)</i>	70	750.00	<b>52,500.00</b>



**Fifty-Two Thousand Five Hundred Pesos Only**

*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:

*Anna Mary Meyer*  
 \_\_\_\_\_  
 Signature over Printed Name of Supplier

Oct. 21, 2025  
 \_\_\_\_\_  
 Date

Very truly yours,

*DR. ARNOLD E. VELASCO*  
 \_\_\_\_\_  
 DR. ARNOLD E. VELASCO  
 President  
 Authorized Official

Fund Cluster : \_\_\_\_\_

Funds Available : \_\_\_\_\_

*Jasper A. Yauder*  
 \_\_\_\_\_  
 JASPER A. YAUDER, CPA  
 Budget Officer

ORS/BURS No. : 02-206441-2025-10-2749

Date of the ORS/BURS: 01-01-2025

Amount : ₱ 52,500.00





NOA #:2025-589

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

**MS. ANNA MAY REYES**  
**INFOWORX INCORPORATED**  
AMD Bldg., McArthur Highway, Brgy. San Roque, Tarlac City

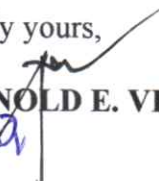
Dear Ms. Reyes,

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 **INFOWORX INCORPORATED** for the project: **PROCUREMENT OF PRINTER CONSUMABLES** specifically item# 1 contained in PR# 2025-07-0241 with an amount equivalent to **Fifty Two Thousand Five Hundred Pesos (Php. 52,500.00)**, has been accepted.

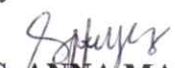
You are therefore required to deliver the items within **Ninety (90)** calendar days upon signing the Purchase Order. Failure to deliver the items as indicated in the Purchase Order shall constitute a sufficient ground for penalty of one-tenth (1/10) of one percent (1%) for every day of delay.

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:

  
**MS. ANNA MAY REYES**  
**INFOWORX INCORPORATED**  
AMD Bldg., McArthur Highway, Brgy. San Roque, Tarlac City  
Date: 09-23-2025

BAC RESOLUTION NO. GS383-2025  
PROCUREMENT OF PRINTER CONSUMABLES



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. GS383-2025**

**WHEREAS** the Tarlac State University (TSU) **SUPPLY PROPERTY MANAGEMENT UNIT (SPMU)** prepared the specifications for the procurement of the project: **PROCUREMENT OF PRINTER CONSUMABLES** per P.R. No. 2025-07-241 with an Approved Budget for the Contract (ABC) of **₱ 52,500.00**.

**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 30, 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 5 days.

**WHEREAS**, three (3) suppliers responded to the Request for Quotation and tendered their quotations as presented below.

ITEM NO.	BENERSON ENTERPRISES	ACCEL PRIME TECHNOLOGIES INCORPORATED	INFOWORX INCORPORATED
1 LOT	NONE	52,360.00	<b>52,500.00</b>
TOTAL AWARDED	NONE	NONE	<b>52,500.00</b>

**WHEREAS**, the BAC evaluated the quotations and found that **INFOWORX INCORPORATED** has the lowest calculated quotation and its quotation complied with all the requirements for Item No. 1 lot 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 **INFOWORX INCORPORATED** for Item No. 1 lot of the project: **PROCUREMENT OF PRINTER CONSUMABLES** as the Lowest Calculated and Responsive Quotation with the price of **FIFTY TWO THOUSAND FIVE HUNDRED PESOS (₱ 52,500.00)** and

- b. to recommend to the Head of the Procuring Entity the Award of Contract to **INFOWORX INCORPORATED** for Item No. 1 lot of the project: PROCUREMENT OF PRINTER CONSUMABLES.

**RESOLVED**, at Tarlac State University, this 9<sup>th</sup> 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

  
**RYAN G. SIH**  
Member/ End-User

Approved:

  
**DR. ARNOLD E. VELASCO**  
President



### ABSTRACT OF QUOTATION

Date: SEPTEMBER 9, 2025  
Abstract No.: 400

<b>Name of Project:</b>		PROCUREMENT OF PRINTER CONSUMABLES		<b>Per Item Basis</b>	PR/JO No. : 2025-07-241		<b>Mode of Procurement:</b>				
<b>Name of End-User:</b>		SPMU		<b>Per Lot Basis</b>	RFQ No.:365-2025		SMALL VALUE PROCUREMENT				
				<b>NAME OF SUPPLIERS AND AMOUNT OF QUOTATION</b>							
No.	Qty.	Unit	Item Name and Specifications	INFOWORX INCORPORATED		BENERSON ENTERPRISES		ACCEL PRIME TECHNOLOGIES INCORPORATED		(Add columns if more than 3 suppliers)	
				Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost		
1	70	PCS.	LK TAPE CARTRIDGE 24MM X 9M LK- GWBN ( FOR EPSON LABEL PRINTER)	750	52,500.00	none	none	748	52,360.00		
<b>SUMMARY</b>				Total		Total		Total			
<b>Particulars</b>		<b>ABC</b>		<b>LOWEST CALCULATED RESPONSIVE QUOTATIONS</b>					<b>TOTAL AMOUNT</b>		
Item No. 1		52,500.00		INFOWORX INCORPORATED					52,500.00		
Item No.											
Item No/s.											
<i>(Add rows if more than 3 suppliers or service providers and for failed items)</i>											
<b>TOTAL APPROVED BUDGET FOR THE CONTRACT:</b>									<b>TOTAL QUOTED AMOUNT:</b>		52,500.00
<b>Prepared by:</b>			I hereby certify that I have checked, reviewed and accept this LCRQ				Evaluated and Reviewed: (if applicable)				
 <b>ANDRE OBIENA</b> BAC Secretariat Date:			 <b>RYAN G. SIH</b> End-User Date:				_____ Technical Working Group Date:				
<b>Approved by:</b>											
 <b>Dr. Wilmark J. Ramos</b> Chairman Date:		 <b>Dr. Grace N. Rosete</b> Vice Chair Date:		 <b>Theda Flare G. Quilala</b> BAC Member Date:			 <b>Rico G. Tomas</b> BAC Member Date:				
 <b>Jasper A. Yauder</b> BAC Member Date:		 <b>Ryan G. Sih</b> BAC Member/End-user Date:									



## ELIGIBILITY CHECKING & EVALUATION

P.R./J.O. No.: 2025-07-241

Date: 8/6/2025

RFQ: 365-2025

ABC: 52,500.00

Name of the Project: PROCUREMENT OF PRINTER CONSUMABLES

End-user: SPMU

ITEM NO.	NAME OF SUPPLIERS			ITEM DESCRIPTION	ABC (UNIT COST)
	INFOWORX INCORPORATED	BENERSON ENTERPRISES	ACCEL PRIME TECHNOLOGIES INCORPORATED		
1	750.00	none	748.00	LK TAPE CARTRIDGE 24MM X 9M LK-GWBN ( FOR EPSON LABEL PRINTER)	750.00

Prepared By:

ANDRE OBIENA  
Canvasser

Eligibility Checked By:

WILLET B. WAGNER

TWG - Goods & Services

9/2/25

Date:

Evaluated By:

TWG - Technical/End User

Date:

## Evaluation of Technical Specifications

End User: SPMU  
 Items: PROCUREMENT OF PRINTER CONSUMABLES

Date: August 06, 2025  
 PR/JO #: 2025-07-241

NO.	ITEM DESCRIPTION	QTY/UNIT	UNIT COST	TOTAL COST	BIDDER	UNIT COST	TOTAL COST	LOWEST CALCULATED RESPONSIVE QUOTATION		REMARKS
								1ST	RESPONSIVE	
1	EPSON LABELER TAPE CARTRIDGE	70	₱750.00	₱52,500.00	INFOWORX INC.	₱750.00	₱52,500.00	1ST	RESPONSIVE	LOWEST CALCULATED RESPONSIVE QUOTATION
					BENERSON ENTERPRISES	NONE	NONE	NON-RESPONSIVE	NON-RESPONSIVE	NO OFFER
					ACCEL PRIME TECHNOLOGIES INCORPORATED	₱748.00	₱52,360.00	NON-RESPONSIVE	NON-RESPONSIVE	cannot be found in authorized Epson distributor in the Philippines upon checking Epson Philippine store locator

Evaluated and Prepared by:

  
**ANTHONY D. GERON**  
 Technical Aspect

  
 End User



## Evaluation of Technical Specifications

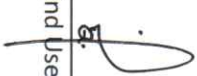
End User: SPMU  
 Items: PROCUREMENT OF PRINTER CONSUMABLES

Date: August 06, 2025  
 PR/JO #: 2025-07-241

NO.	ITEM DESCRIPTION	QTY/UNIT	UNIT COST	TOTAL COST	BIDDER		UNIT COST	TOTAL COST	LOWEST CALCULATED RESPONSIVE QUOTATION		REMARKS
					INFOWORX INC.	BENERSON ENTERPRISES			1ST	RESPONSIVE	
1	EPSON LABELER TAPE CARTRIDGE	70	₱750.00	₱52,500.00	INFOWORX INC.	BENERSON ENTERPRISES	₱750.00	₱52,500.00	1ST	RESPONSIVE	LOWEST CALCULATED RESPONSIVE QUOTATION
					ACCEL PRIME TECHNOLOGIES INCORPORATED	NONE	₱748.00	₱52,360.00	NON-RESPONSIVE	NON-RESPONSIVE	cannot be found in authorized Epson distributor in the Philippines upon checking Epson Philippine store locator

Evaluated and Prepared by:

  
**ANTHONY Q. GERONG**  
 Technical Aspect

  
**Edward B. Sih**  
 End User



PROCUREMENT UNIT

DOCUMENTARY REQUIREMENTS  
(Alternative Mode of Procurement)

Types of Project:

- Goods and Services
- Infrastructure Projects
- Consultancy

INFOWORK INCORPORATED

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><b>DIRECT CONTRACTING</b></p> <ol style="list-style-type: none"> <li>1. Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CD for cooperatives.</li> <li>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.</li> <li>3. Copy of PhilGEPS Registration (Red and Platinum)</li> <li>4. Income Tax/Business Tax Return for the project with AEC above P600,000.00</li> <li>5. Material Safety Data Sheets for products - MSDS/SDS (if applicable)</li> </ol>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><b>SHOPPING</b></p> <ol style="list-style-type: none"> <li>1. Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CD for cooperatives.</li> <li>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.</li> <li>3. Copy of PhilGEPS Registration (Red and Platinum)</li> <li>4. Material Safety Data Sheets for products - MSDS/SDS (if applicable)</li> </ol>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><b>EMERGENCY CASES</b></p> <ol style="list-style-type: none"> <li>1. Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CD for cooperatives.</li> <li>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.</li> <li>3. Income Tax/Business Tax Return for the project with AEC above P500,000.00</li> <li>4. NFCC Computation for the project with AEC above P500,000.00 (Infra)</li> <li>5. Valid PCAB License (Infra)</li> <li>6. Material Safety Data Sheets for products - MSDS/SDS (if applicable)</li> </ol>

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 AUC 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:

Date:

Technical Working Group



July 30, 2025

Dr. Arnold E. Velasco  
University President  
Tarlac State University  
Romulo Blvd, Tarlac City, Tarlac

RFQ No. 365-2025  
PR No. 2025-07-241 (SPMU)

Dear Sir,

Good day,

We are sending the following proposal for your requirement. Please see below details for your evaluation and approval.

Item No	Description	Qty	Unit Price	Amount
1	Epson LK-6WBN 24mm C53S656501 Tape Black on White	70	750.00	52,500.00
<b>Total Amount</b>				<b>52,500.00</b>

**Terms & Conditions:**

Items and prices are subject to change without prior notice

All prices stated herein are in Peso.

All prices stated herein are VAT INCLUSIVE.

Payment Terms: 30 Days

This quotation valid until August 30, 2025

Delivery Lead time: 60 - 90CD; Subject to availability

Availability: Order basis 60 - 90CD

Q 8/6/25

Thank you for making **Infoworx Inc.** your one-stop IT Office Solutions. If you have more queries, please do not hesitate to call or email us.

Sincerely,

*Anna May Reyes*  
Anna May Reyes  
Account Manager



Dr. Arnold E. Velasco, University President  
Tarlac State University  
Romulo Blvd, Tarlac City, Tarlac  
Tel. Nos. 045-411-2363 / 415-931-2082 / 045-411-2364  
INFOWORX INC. Doing Business Under the Name of Infoworx Solutions