



# WORK ORDER

Procurement Unit  
Tel. No.: 045-606-8142/606-8157

**DELIVERY DUE DATE:** Quarterly for one year

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

Work Order No.: **2024-172**  
Date: **5/31/2024**  
JO No. **2024-189**  
Date: **5/14/2024**  
Mode of Procurement: **Direct Contracting**  
Mode of Payment: **Quarterly**

SIR/MADAM:

You are hereby advised to accomplish/deliver the following job/work **Quarterly for One (1) year** 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><b>LABOR AND MATERIALS: ELEVATOR MAINTENANCE</b> Preventive Maintenance for 3units Elevator located at CCS Bldg. San Isidro Campus, RICE Bldg. Lucinda Campus, and COMMERCIAL Bldg. Main Campus Supply of labor tools and consumable materials for the Quarterly preventive maintenance of Three (3) units Passenger Elevator 1 unit 800kgs Cap. x 5 stops "Journey" Passenger Elevator located at CCS Building = 25,000.00 Php 1 unit 800kgs Cap. x 4 stops "Journey" Passenger Elevator located at RICE Building = 25,000.00 Php 1 unit 800kgs Cap. x 4 stops "Journey" Passenger Elevator located at COMMERCIAL Building = 25,000.00 Php For One (1) year Contract of Preventive Maintenance</p> <p><b>I. MAINTENANCE SERVICE:</b> 1. 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. 2. 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. 3. 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. 4. 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</p>	300,000.00	<b><u>300,000.00</u></b>

(Please read carefully at the back hereof)

Charge to: 02-706444  
ROA No.: 7024-86-10376  
CONFORME & RECEIVE COPY:

MARK ANTHONY AGGADAO  
**DEX INTERNATIONAL CO.** 6-6-2024  
Firm/Dealer/Supplier/Contractor



FUNDS AVAILABLE: [Signature]  
JASPER A. YAUDER, CPA  
Budget Officer

APPROVED: [Signature]  
DR. ARNOLD E. VELASCO  
President  
Authorized Official

Bank Account Name: DEX INTERNATIONAL CO.  
Bank Account Number: 200023720287  
Bank Name: EASTWEST BANK  
Bank Address: CUBAO PUAZON



# WORK ORDER

**DELIVERY DUE DATE:** *Quarterly for one year*

Procurement Unit  
Tel. No.: 045-606-8142/606-8157

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**

Work Order No.: **2024-172**  
Date: **5/31/2024**  
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Mode of Payment: **Quarterly**

SIR/MADAM:

You are hereby advised to accomplish/deliver the following job/work **Quarterly for One (1) year** 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
		<p>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.</p> <p>5. The OWNER must not utilize the unit during the CONTRACTOR's inspection.</p> <p><b>II. TIME OF SERVICING</b></p> <p>a. That all regular services will be undertaken by the CONTRACTOR during CONTRACTOR's regular working hours of 8:00AM to 5:00PM within regular working days from Monday to Saturday in accordance with existing government regulations and as coordinated/agreed upon with TARLAC STATE UNIVERSITY for a specific schedule per month.</p> <p>b. All out-of-service calls received during working days except Sunday shall be responded within 24Hours or 1 day after receipt of said back call.</p> <p>c. All inspection service shall be done during CONTRACTOR's regular working days. If overtime becomes necessary, it will be charged separately in accordance with labor laws on overtime rates.</p> <p>d. Emergency calls shall be provided (I.e. entrapment of personnel inside the elevator) during regular working hours and OWNER</p> <p><b>Note:</b> For Quarterly preventive maintenance, set back call for trouble shooting covers only the month of Preventive Maintenance schedule. The Succeeding set back call for trouble shooting and repair will be charge accordingly.</p>		

(Please read carefully at the back hereof)

Charge to: *62-106441*  
ROA No.: *2024-06-1898*  
CONFORME & RECEIVE COPY:

*[Signature]*  
**MARK ANTHONY AGGABAO**  
**DEX INTERNATIONAL CO.**  
Firm/Dealer/Supplier/Contractor *6-6-2024*



FUNDS AVAILABLE: *[Signature]*  
**JASPER A. YAUDER, CPA**  
Budget Officer

APPROVED: *[Signature]*  
**DR. ARNOLD E. VELASCO**  
President  
Authorized Official

Bank Account Name: **DEX INTERNATIONAL CO.**  
Bank Account Number: **200023720287**  
Bank Name: **EASTWEST BANK**  
Bank Address: **CUBAO PUAZON**



# WORK ORDER

**DELIVERY DUE DATE:** Quarterly for One Year

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Tel. No.: 045-606-8142/606-8157

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

Work Order No.: **2024-172**  
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You are hereby advised to accomplish/deliver the following job/work **Quarterly for One (1) year** 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
		<p><b>III. SERVICE FEES</b></p> <p>a. The service fee for each quarter shall be <b>SEVENTY FIVE THOUSAND PESOS ONLY (Php 75,000.00)</b> or equivalent to <b>THREE HUNDRED THOUSAND PESOS ONLY (Php 300,000.00)</b> covering Four (4) visit a year duration of contract.</p> <p>b. Upon the expiration of the period covering the currently agreed rates of service, the CONTRACTOR shall have the right to negotiate for the increase in the cost of labor and materials used for servicing of the elevator and the prevailing conditions in the country (as required by existing laws and ordinances) warrant such an increase during the succeeding years. Provided, that, such increase in the quarterly service fee as warranted by the circumstances shall be not implemented unless and until the OWNER shall have given its written consent to the same.</p> <p><b>IV. TERMS OF PAYMENTS</b></p> <p>a. Payment shall be due <b>Thirty (30 days)</b> from the date of receipt of billing for every completion of the month of preventive maintenance.</p> <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>		

(Please read carefully at the back hereof)

Charge to: 07-200001  
ROA No.: 2024-06-1826  
CONFORME & RECEIVE COPY:

MARK ANTHONY ABOGABAO  
**DEX INTERNATIONAL CO.** 6-6-2024  
Firm/Dealer/Supplier/Contractor



FUNDS AVAILABLE:  
JASPER A. YAUDER, CPA  
Budget Officer

APPROVED:  
DR. ARNOLD E. VELASCO  
President  
Authorized Official

Bank Account Name: DEX INTERNATIONAL CO.  
Bank Account Number: 200023720287  
Bank Name: EASTWEST BANK  
Bank Address: CUBAO P. TRAZON



# WORK ORDER

**DELIVERY DUE DATE:** *Quarterly for One Year*

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Tel. No.: 045-606-8142/606-8157

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

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JO No. : 2024-189  
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Mode of Procurement: Direct Contracting  
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QTY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
		<b>V. MAINTENANCE PLAN</b> 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 <b>VI. REMARKS:</b> 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. *****		

(Please read carefully at the back hereof)

Charge to: 02-2644  
ROA No.: 2024-02-1238  
CONFORME & RECEIVE COPY:

MARK ANTHONY AGGABAO  
DEX INTERNATIONAL CO. 6-6-2024  
Firm/Dealer/Supplier/Contractor



FUNDS AVAILABLE:  
JASPER A. YAUDER, CPA  
Budget Officer

APPROVED:  
DR. ARNOLD E. VELASCO  
President  
Authorized Official

Bank Account Name: DEX INTERNATIONAL CO.  
Bank Account Number: 200023720287  
Bank Name: EASTWEST BANK  
Bank Address: CUBAO PTMAZON



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(Please read carefully at the back hereof)

Charge to: *02-106441*  
ROA No.: *2024-06-1824*  
CONFORME & RECEIVE COPY :

**DEX INTERNATIONAL CO.**  
Firm/Dealer/Supplier/Contractor

Bank Account Name: \_\_\_\_\_  
Bank Account Number: \_\_\_\_\_  
Bank Name: \_\_\_\_\_  
Bank Address: \_\_\_\_\_



**FUNDS AVAILABLE:**  
*[Signature]*  
JASPER A. YAUDER, CPA  
Budget Officer

**APPROVED:**  
*[Signature]*  
DR. ARNOLD E. VELASCO  
President  
Authorized Official



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TIN : **201-337-987-000 VAT Reg.**  
Tel. No. : **0632-912-6157/911-5907/439-8980**

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(Please read carefully at the back hereof)

Charge to: *02-2024*  
ROA No. : *2024-06-1874*  
CONFORME & RECEIVE COPY :

**DEX INTERNATIONAL CO.**

Firm/Dealer/Supplier/Contractor

Bank Account Name: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_



FUNDS AVAILABLE:

*JASPER A. YAUDER, CPA*

Budget Officer

APPROVED:

*DR. ARNOLD E. VELASCO*

President

Authorized Official



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Tel. No.: 045-606-8142/606-8157

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(Please read carefully at the back hereof)

Charge to: *02-180441*  
ROA No.: *2024-06-1828*  
CONFORME & RECEIVE COPY :

**DEX INTERNATIONAL CO.**

Firm/Dealer/Supplier/Contractor

Bank Account Name: \_\_\_\_\_  
Bank Account Number: \_\_\_\_\_  
Bank Name: \_\_\_\_\_  
Bank Address: \_\_\_\_\_



FUNDS AVAILABLE:

*JASPER A. VAUDER, CPA*  
Budget Officer

APPROVED:

*DR. ARNOLD E. VELASCO*  
President  
Authorized Official



# WORK ORDER

Procurement Unit  
Tel. No.: 045-606-8142/606-8157

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TIN : **201-337-987-000 VAT Reg.**  
Tel. No. : **0632-912-6157/911-5907/439-8980**

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(Please read carefully at the back hereof)

Charge to: *Dr. M441*  
ROA No. : *2024-06-1898*  
CONFORME & RECEIVE COPY :

**DEX INTERNATIONAL CO.**  
Firm/Dealer/Supplier/Contractor

Bank Account Name: \_\_\_\_\_  
Bank Account Number: \_\_\_\_\_  
Bank Name: \_\_\_\_\_  
Bank Address: \_\_\_\_\_



FUNDS AVAILABLE: \_\_\_\_\_  
**JASPER A. YAUDER, CPA**  
Budget Officer

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