



WORK ORDER

DELIVERY DUE DATE: Pick-up/cod

Procurement Unit
Tel No.: 045-606-8142

Supplier: **INNOGEN CONCEPTS ENTERPRISE**
Address: E Rodriguez Sr. Ave, Quezon City, Metro Manila
TIN: 334-032-331-000
Tel. No.: (02) 510-0100

Work Order No.: 2023-224
Date: 10/13/2023
JO No.: 2023-248
Date: 9/26/2023
Mode of Procurement: Small Value
Mode of Payment: COD

SIR/MADAM:

You are hereby advised to accomplish/deliver the following job/work within 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>LABOR & MATERIALS: CUSTOMIZED USB FLASH DRIVE USB508 Wood/Bamboo Card USB flash drive, Price Inclusive of 2 sides laser engraving logo/text, 8GB Terms of Payment 50% downpayment 50% upon pickup/delivery, Mode of Payment: Cash, Cheque or Bank Transfer. Lead time: 14-21 Business days (Saturday, Sunday and Holiday not included) from the date of downpayment with signed approval of artwork, All items are subject to availability and prices may change without prior notice. In case of hold job order, materials already rendered and purchased such as design/layout, digital/press proof paper, mould, silk screens, pad printing plates etc. shall be billed to client for payment. In case of cancellation, down payment is non-refundable. Project/Order is automatically terminated, Delivery fee is inclusive in cost. 1 year Warranty: Coverage of warranty is only for the parts/chip replacement if deemed as manufacturer defects. USB casing are not included. This warranty does not include normal wear and tear, and/or product abuse.</p> <p>*****</p>	18,000.00	18,000.00

(Please read carefully at the back hereof)

Charge to: 02-206441
ROA No.: 2023-10-2438
CONFORME & RECEIVE COPY:

Cynthia Ong
INNOGEN CONCEPTS ENTERPRISE
Firm/Dealer/Supplier/Contractor
10/19/23
Date

ISSUED BY: _____
DATE: OCT 18 2023

FUNDS AVAILABLE:
JASPER A YAUDER, CPA
Budget Officer

Bank Account Name: Innogen Concepts Enterprise
Bank Account Number: 003668009148
Bank Name: Banco De Oro
Bank Address: Dona Anita Bldg. E Rodriguez Sr Ave QC

APPROVED:
DR. GRACE R. ROSETE
Vice President for Administration
Authorized Official



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(Please read carefully at the back hereof)

Charge to: 02-206441
ROA No. : 2023-10-2428
CONFORME & RECEIVE COPY :

INNOGEN CONCEPTS ENTERPRISE
Firm/Dealer/Supplier/Contractor

Date: _____
Bank Account Name: _____
Bank Account Number: _____
Bank Name: _____
Bank Address: _____

RECEIVED
OCT 19 2023

FUNDS AVAILABLE:
JASPER A. YAUDER, CPA
Budget Officer

APPROVED:
DR. GRACE N. ROSETE
Vice President for Administration
Authorized Official