



WORK ORDER

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

DELIVERY DUE DATE: 09 JUL 2025

Supplier : **AGMS INFORMATION TECHNOLOGY INC.**
Address : Lot 5 Gumamela St., Villa Azalea Phase 2B Cotcot, Liloan, Cebu
TIN : 615-115-907-00000
Tel. No. : 0917-711-2669

Work Order No.: 2025-121
Date : 6/17/2025
JO No. : 2025-094
Date: 4/30/2025
Mode of Procurement : NP-Small Value Procurement (SVP)
Mode of Payment : n/15

SIR/MADAM:

You are hereby advised to accomplish/deliver the following job/work within **Twenty (20) 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	SOFTWARE AND SUBSCRIPTION Subscription for Envato previously known as Envato Elements for Team (3 members) for one (1) year. 1 License - Envato (previously known as Envato Elements) is a one-stop destination for creative assets. With one simple subscription, one can enjoy unlimited downloads of over 21+ million high quality assets and templates across the widest range of asset types. They are always adding new assets daily, but some of their most popular categories include: 3D; Add-ons for Adobe Photoshop, Adobe Lightroom, Adobe Illustrator, Procreate, Figma and Sketch (Actions and Presets, Brushes, Layer Styles, and Palettes); Fonts; Graphics, Graphic Templates; Stock Photos; Presentation; Templates, Royalty-Free Music; Sound Effects; Stock Video; Video Templates; Photos; Web Templates, CMS (Content Management System) Templates and Themes; WordPress Themes, Plugins, and Elementor Template Kits, Extensions for Canva, Figma, Adobe Premiere Pro, Adobe Express, and WordPress; AI Labs 1-year subscription Can be used by 3 members simultaneously warranty: 1 year *****	42,000.00	42,000.00



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:

MICHAEL B. SAGUIREL

Signature over Printed Name of Supplier

JUNE 19, 2025

Date * received 6/23/25 (Monday)

Very truly yours,

DR. ARNOLDO E. VELASCO
President

Authorized Official

JUN 18 2025

Fund Cluster : _____

Funds Available : _____

JASPER A. YAUDER, CPA
Budget Officer

ORS/BURS No. : 02-206441-2025-06-PROS

Date of the ORS/BURS: June 18, 2025

Amount : 42,000.00