



# WORK ORDER

**DELIVERY DUE DATE:** April 17-19, 2024 / COD

Procurement Unit  
Tel No.: 045-606-8142

Supplier : **MIMOSA CITYSCAPES, INC.**  
Address : **Montevista Villa, Acacia Drive, Mimosa Leisure Estate, Clark Freeport Zone**  
TIN : **009-291-598-000 Non VAT**  
Tel. No. : **0998-587-8066**

Work Order No.: **2024-050**  
Date : **4/2/2024**  
JO No. : **2024-050**  
Date : **3/5/2024**  
Mode of Procurement: **Small Value**  
Mode of Payment: **COD**

SIR/MADAM:

You are hereby advised to accomplish/deliver the following job/work within **April 17-19, 2024**, 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	<b>LABOR &amp; MATERIALS: RENTAL OF VENUE AND FOOD SERVICES</b> (80pax) Rental of Venue, food for participants, organizers and plenary speakers for the entire duration of the event (inclusive of tax) for the conduct of Aguman Ning Belwan 2024: 1st International Multidisciplinary Research Conference on April 17-19, 2024 at Clark Freeport Zone Event Details: Date: *4/16/2024 - Start Time: 18:00; End Time: 19:00; Space: TBA; Function Name: Plated Dinner; Guests: 22; Set-Up: TBA *4/17/2024 - Start Time: 08:00; End Time: 17:00; Space: TBA; Function Name: Meeting; Guest: 80; Set-up: TBA -Start Time: 08:00; End Time: 17:00; Space: TBA; Function Name: Breakout Room; Guest: 30; Set-up: TBA -Start Time: 09:00; End Time: 09:30; Space: TBA; Function Name: AM Snack; Guest: 80; Set-up: TBA -Start Time: 12:00; End Time: 13:00; Space: TBA; Function Name: Buffet Lunch; Guest: 80; Set-up: TBA -Start Time: 15:00; End Time: 15:30; Space: TBA; Function Name: PM Snack; Guest: 80; Set-up: TBA -Start Time: 18:00; End Time: 20:00; Space: TBA; Function Name: Plated Dinner; Guest: 22; Set-up: TBA *4/18/2024 - Start Time: 8:00; End Time: 17:00; Space: TBA; Function Name: Meeting; Guest: 80; Set-up: TBA -Start Time: 8:00; End Time: 17:00; Space: TBA; Function Name: Breakout Room; Guest: 30; Set-up: TBA	519,200.00	<b>519,200.00</b>



(Please read carefully at the back hereof)

Charge to: **11-246941**  
ROA No.: **2024-04-1007**  
CONFORME & RECEIVE COPY:

**MIMOSA CITYSCAPES, INC.**  
Firm/Dealer/Supplier/Contractor  
Date: **April 4, 2024**

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

Bank Account Name: **Mimosa Cityscapes, Inc.**  
Bank Account Number: **2000 1752 7467**  
Bank Name: **Eastwest Balibago**  
Bank Address: \_\_\_\_\_

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



# WORK ORDER

**DELIVERY DUE DATE:** April 17-19, 2024 / COO

Procurement Unit  
Tel No.: 045-606-8142

Supplier : **MIMOSA CITYSCAPES, INC.**  
Address : **Montevista Villa, Acacia Drive, Mimosa Leisure Estate, Clark Freeport Zone**  
TIN : **009-291-598-000 Non VAT**  
Tel. No. : **0998-587-8066**

Work Order No.: **2024-050**  
Date : **4/2/2024**  
IO No. : **2024-050**  
Date : **3/5/2024**  
Mode of Procurement: **Small Value**  
Mode of Payment: **COD**

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QTY.	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
		-Start Time: 09:00; End Time: 09:30; Space: TBA; Function Name: AM Snack; Guest: 80; Set-up: TBA -Start Time: 12:00; End Time: 13:00; Space: TBA; Function Name: Buffet Lunch; Guest: 80; Set-up: TBA -Start Time: 15:00; End Time: 15:30; Space: TBA; Function Name: PM Snack; Guest: 80; Set-up: TBA -Start Time: 18:00; End Time: 20:00; Space: TBA; Function Name: Plated Dinner; Guest: 22; Set-up: TBA <b>*4/19/2024 - Start Time: 8:00; End Time: 11:00; Space: TBA; Function Name: Meeting; Guest: 80; Set-up: TBA</b> -Start Time: 9:00; End Time: 9:30; Space: TBA; Function Name: AM Snack; Guest: 80; Set-up: TBA <b>Package Inclusions:</b> *Complimentary use of the Function Venue *AM/PM Snack, Buffet Lunch and Plater Dinner *1 Round of Beverages during lunch and dinner *Free flowing coffee and tea *Standard Meeting set-up: pads, pens, mints *Provision of Projector Screen, White Board with marker and eraser, flip chart *Wifi Connectivity in the function room *Special Rate for LCD Projector with HDMI cable, Rental: Php 8,000.00net for whole day; Php 2,000.00net per hour use *Basic PA/AV System with 2 wireless microphones -Rates inclusive of 8.5% Service Charge; No Government Tax added -Rates are subject to change without prior notice		



(Please read carefully at the back hereof)

Charge to: **12-20694**  
ROA No.: **1014-01-1007**  
CONFORME & RECEIVE COPY:

FUNDS AVAILABLE:

**JASPER A. YAUDER, CPA**  
Budget Officer

APPROVED:

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

**MIMOSA CITYSCAPES, INC.**  
Firm/Dealer/Supplier/Contractor  
April 4, 2024

Date

Bank Account Name: **Mimosa Cityscapes, Inc.**  
Bank Account Number: **2000 1752 7467**  
Bank Name: **Eastwest Balibago**  
Bank Address:



# WORK ORDER

**DELIVERY DUE DATE:** April 17-19, 2024 / COD

Procurement Unit  
Tel No.: 045-606-8142

Supplier : **MIMOSA CITYSCAPES, INC.**  
Address : Montevista Villa, Acacia Drive, Mimosa Leisure Estate, Clark Freeport Zone  
TIN : 009-291-598-000 Non VAT  
Tel. No. : 0998-587-8066

Work Order No.: 2024-050  
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QTY.	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
		<p>*Hourly Extension of contracted time shall be subject to an appropriate room rental fee</p> <p>*Special Rate applicable for this date and booking only</p> <p><b>-Food and Beverage Banquet Arrangement:</b> All food and bevarage arrangement must be supplied exclusively by the Hotel. Guest cannot bring food and beverage items into the hotel. In the event that the Hotel allows for food and beverage to be brought in, corresponding handling and corkage fees shall apply to all items. Engagers shall be held responsible for the condition, quality and sufficiency of the items they bring into the hotel. The hotel shall not be held lable for any mishandling of the condition of food brought in from an outside source by the Engager.</p> <p>In the interest of health, food safety and sanitation, the Hotel does not allow a take-out arrangement for left-overs from the buffet set-up. Food is to be displayed in chafting dishes for a maximum of two and a half (2 1/2) hours. Food is then dished out after the allotted time.</p> <p><b>*Handling Fee</b> -Lechon - Php 2,500.00 net/lechon -Roasted Calf - Php 4,500.00 net/leg <i>*Bringing in other dishes is not allowed</i></p> <p><b>*Corkage Fee</b> -Spirits/Liquor *750ml - Php 750.00 net/bottle *1000ml - Php 1,050.00 net/bottle *1.5ml - Php 1,500.00 net/bottle</p>		



(Please read carefully at the back hereof)

Charge to: 12-20644  
ROA No.: 2024-04-1007  
CONFORME & RECEIVE COPY:

MIMOSA CITYSCAPES, INC.  
Firm/Dealer/Supplier/Contractor  
Date: April 4, 2024

FUNDS AVAILABLE:  
JASPER A. YAUDER, CPA  
Budget Officer

Bank Account Name: Mimosa Cityscapes, Inc.  
Bank Account Number: 2000 1752 7467  
Bank Name: Eastwest Balibago  
Bank Address: \_\_\_\_\_

APPROVED:  
DR. ARNOLD E. VELASCO  
President  
Authorized Official



# WORK ORDER

**DELIVERY DUE DATE:** April 17-19, 2024 / COO

Procurement Unit  
Tel No.: 045-606-8142

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TIN : **009-291-598-000 Non VAT**  
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QTY.	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
		*Wine -750ml - Php 750.00 net/bottle *Champagne/Sparkling Wine -750ml - Php 750.00 net/bottle *Beer -320ml - Php 50.00 net/can or bottle *Draft Beer -30 liters - Php 7,500.00 net/keg *Soft drinks -330ml - Php 50.00 net/can/bottle <b>Event</b> <b>Day 1: Tuesday (April 16, 2024)</b> Plated Dinner - QTY: (22); Cost: (1,200.00); Total (Inc. Tax): (26,400.00) <b>Day 2: Wednesday (April 17, 2024)</b> AM Snacks, Buffet Lunch, PM Snack - QTY: (80); Cost: (2,000.00); Total (Inc. Tax): (160,000.00) Plated Dinner - QTY: (22); Cost: (1,200.00); Total (Inc. Tax): 26,400.00 Break out Room (30 pax) - QTY: (1); Cost: (30,000.00); Total (Inc. Tax): (30,000.00) <b>Day 3: Thursday (April 18, 2024)</b> AM Snacks, Buffet Lunch, PM Snack - QTY: (80); Cost: (2,000.00); Total (Inc. Tax): (160,000.00) Plated Dinner - QTY: (22); Cost: (1,200.00); Total (Inc. Tax): 26,400.00 Break out Room (30 pax) - QTY: (1); Cost: (30,000.00); Total (Inc. Tax): (30,000.00)		



(Please read carefully at the back hereof)

Charge to: **02-21644**  
ROA No.: **2024-04-1007**  
CONFORME & RECEIVE COPY:

**MIMOSA CITYSCAPES, INC.**  
Firm/Dealer/Supplier/Contractor  
April 4, 2024

Date

Bank Account Name: **Mimosa Cityscapes, Inc.**  
Bank Account Number: **2000 1752 7467**  
Bank Name: **Eastwest Balibago**  
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

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TIN : 009-291-598-000 Non VAT  
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Work Order No.: 2024-050  
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QTY.	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
		<b>Day 4: Friday (April 19, 2024)</b> AM Snack - QTY: (80); Cost: (750.00); Total (Inc. Tax): (60,000.00) .....		



(Please read carefully at the back hereof)

Charge to: 02-21644  
ROA No. : 2024-04-1007  
CONFORME & RECEIVE COPY :

**MIMOSA CITYSCAPES, INC.**  
Firm, Dealer/Supplier/Contractor  
April 4, 2024

Date  
Bank Account Name: Mimosa Cityscapes, Inc.  
Bank Account Number: 2000 1752 7467  
Bank Name: Eastwest Balibago  
Bank Address: \_\_\_\_\_

FUNDS AVAILABLE:  
  
JASPER A. YAUDER, CPA  
Budget Officer

APPROVED:  
  
DR. ARNOLD E. VELASCO  
President  
Authorized Official



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1	lot	<p><b>LABOR &amp; MATERIALS: RENTAL OF VENUE AND FOOD SERVICES</b>            (80pax) Rental of Venue, food for participants, organizers and plenary speakers for the entire duration of the event (inclusive of tax) for the conduct of Aguman Ning Belwan 2024: 1st International Multidisciplinary Research Conference on April 17-19, 2024 at Clark Freeport Zone            Event Details:            Date: *4/16/2024 - Start Time: 18:00; End Time: 19:00; Space: TBA; Function Name: Plated Dinner; Guests: 22; Set-Up: TBA            *4/17/2024 - Start Time: 08:00; End Time: 17:00; Space: TBA; Function Name: Meeting; Guest: 80; Set-up: TBA            -Start Time: 08:00; End Time: 17:00; Space: TBA; Function Name: Breakout Room; Guest: 30; Set-up: TBA            -Start Time: 09:00; End Time: 09:30; Space: TBA; Function Name: AM Snack; Guest: 80; Set-up: TBA            -Start Time: 12:00; End Time: 13:00; Space: TBA; Function Name: Buffet Lunch; Guest: 80; Set-up: TBA            -Start Time: 15:00; End Time: 15:30; Space: TBA; Function Name: PM Snack; Guest: 80; Set-up: TBA            -Start Time: 18:00; End Time: 20:00; Space: TBA; Function Name: Plated Dinner; Guest: 22; Set-up: TBA            *4/18/2024 - Start Time: 8:00; End Time: 17:00; Space: TBA; Function Name: Meeting; Guest: 80; Set-up: TBA            -Start Time: 8:00; End Time: 17:00; Space: TBA; Function Name: Breakout Room; Guest: 30; Set-up: TBA</p>	519,200.00	<u>519,200.00</u>



(Please read carefully at the back hereof)

Charge to: 12-246941  
ROA No. : 2024-04-1007  
CONFORME & RECEIVE COPY :

**MIMOSA CITYSCAPES, INC.**  
Firm/Dealer/Supplier/Contractor

FUNDS AVAILABLE:

JASPER A. YAUDER, CPA  
Budget Officer

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

APPROVED:

DR. ARNOLD E. VELASCO  
President  
Authorized Official



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**MIMOSA CITYSCAPES, INC.**  
Firm/Dealer/Supplier/Contractor

Date \_\_\_\_\_  
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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(Please read carefully at the back hereof)

Charge to: 02-206441  
ROA No. : 2024-04-1007  
CONFORME & RECEIVE COPY :

**MIMOSA CITYSCAPES, INC.**  
Firm/Dealer/Supplier/Contractor

Date \_\_\_\_\_  
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





# WORK ORDER

**DELIVERY DUE DATE:** April 17-19, 2024 / (COY)

Procurement Unit  
Tel No.: 045-606-8142

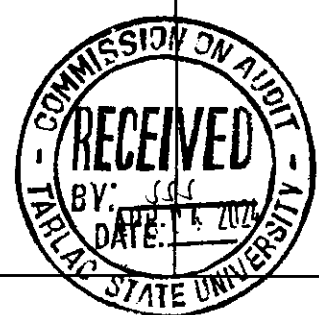
Supplier : **MIMOSA CITYSCAPES, INC.**  
Address : **Montevista Villa, Acacia Drive, Mimosa Leisure Estate, Clark Freeport Zone**  
TIN : **009-291-598-000 Non VAT**  
Tel. No. : **0998-587-8066**

Work Order No.: **2024-050**  
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(Please read carefully at the back hereof)

Charge to: **02-29444**  
ROA No. : **2024-04-1007**  
CONFORME & RECEIVE COPY :

FUNDS AVAILABLE:

**JASPER A. YAUDER, CPA**  
Budget Officer

**MIMOSA CITYSCAPES, INC.**  
Firm/Dealer/Supplier/Contractor

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

APPROVED:

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



# WORK ORDER

**DELIVERY DUE DATE:** April 17-19, 2024/COD

Procurement Unit  
Tel No.: 045-606-8142

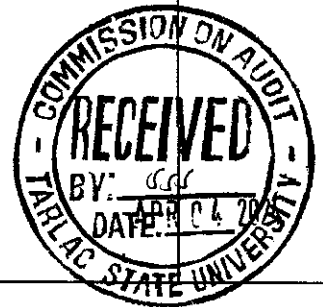
Supplier : **MIMOSA CITYSCAPES, INC.**  
Address : **Montevista Villa, Acacia Drive, Mimosa Leisure Estate, Clark Freeport Zone**  
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		<b>Day 4: Friday (April 19, 2024)</b> AM Snack - QTY: (80); Cost: (750.00); Total (Inc. Tax): (60,000.00) *****		



(Please read carefully at the back hereof)

Charge to: **02-20644**  
ROA No. : **2024-04-1007**  
CONFORME & RECEIVE COPY :

**MIMOSA CITYSCAPES, INC.**  
Firm/Dealer/Supplier/Contractor

Date \_\_\_\_\_  
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