



# WORK ORDER

reimbursement

**DELIVERY DUE DATE: 08 NOV 2024**

Procurement Unit  
Tel No.: 045-606-8142

Supplier : **THE BELLA PLAZA**  
Address : Lot 47, David Ave. cor. Dizon St., Brgy. San Sebastian, Tarlac City  
TIN : 474-052-648-000 VAT Reg.  
Tel. No. : 0917-851-8552/0947-893-6098

Work Order No.: 2024-358 ✓  
Date : 11/06/2024 ✓  
JO No. : 2024-400 ✓  
Date : 10/03/2024 ✓  
Mode of Procurement: Small Value ✓  
Mode of Payment: COD ✓

SIR/MADAM:

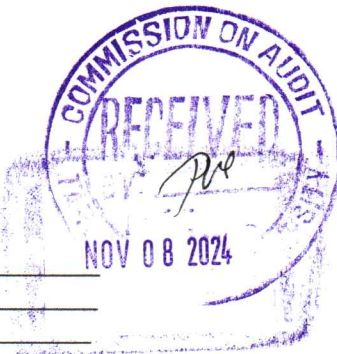
You are hereby advised to accomplish/deliver the following job/work on **November 8, 2024** upon receipt of the Work Order as per quotation submitted by you duly approved by the TSU Committee on Bids and Awards and the President of the Agency

QTY.	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
1	lot	<p><b>LABOR AND MATERIALS: RENTAL OF VENUE, SOUND SYSTEM AND CATERING SERVICES</b></p> <p>-Venue, Sound System and Catering for the <i>Testimonial dinner of Board Exam Passers</i> on the Board Examination for Psychometricians on November 8, 2024 at 5:30PM to 9:30PM</p> <p><b>Venue: The Roma-Milano (Weekday Rate) (Php 23,000.00)</b></p> <ul style="list-style-type: none"> <li>• 4hrs to use the Venue</li> <li>• Free use of 14 Tiffany chairs for VIPs</li> <li>• Free 1 Couple Couch</li> <li>• Free use of 1 Registration table with 2 chairs</li> <li>• 2 hours Ingress, 2 hours Egress</li> <li>• Free photo shoot within the venue on the day of the</li> </ul> <p><b>Catering (Sample Menu Only) (400*110) Buffet Type (Oliver's Kitchen) (Php 44,000.00)</b></p>	74,000.00 ✓	<b><u>74,000.00</u></b>

(Please read carefully at the back hereof)

Charge to:  
ROA No. :  
CONFORME & RECEIVE COPY :

Jules  
**THE BELLA PLAZA**  
Firm/Dealer/Supplier/Contractor  
11/8/24  
Date



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

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

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



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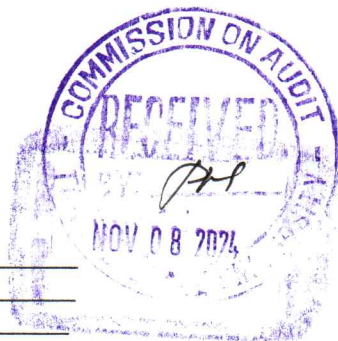
QTY.	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
		<ul style="list-style-type: none"> <li>• Rice</li> <li>• Pork Salpicao/Veg. Oriental</li> <li>• Chicken Cordon Bleu</li> <li>• Beef in Mushroom</li> <li>• Stir-Fry Vegetable</li> <li>• Buko Lychee</li> <li>• Iced Tea</li> <li><b>Catering Inclusions:</b></li> <li>• Well-trained Waiters</li> <li>• Tables and Chairs with Cloth</li> <li>• Buffet set-up</li> <li>• Complete table set-up</li> <li><b>Sound System (Basic) (Gdynamixx) (Php 7,000.00)</b></li> <li>• 2 pcs Powered Speakers</li> <li>• 2 Speaker Stand</li> <li>• 6 Backdrops Led Lights</li> <li>• 4 Led for tunnel</li> <li>• 4 Amber White spot</li> <li>• 2 DMX Controller</li> <li>• 1 Light Stand</li> <li>• 2 Wireless microphone</li> <li>• 1 Mic Stand</li> </ul>	74,000.00	

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

**APPROVED:**  
[Signature]  
**DR. ARNOLD E. VELASCO**  
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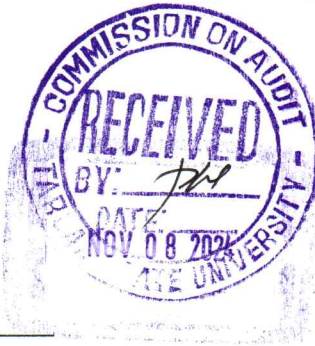
QTY.	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
		<ul style="list-style-type: none"> <li>• 1 Audio Mixer</li> <li>• 1 Laptop</li> <li>• 1 Dj Controller/Operator for Music and Lights</li> </ul> <p><b>The Package hire for your first booking with us shall include the following one-time inclusions:</b></p> <ul style="list-style-type: none"> <li>-Free use of 14 Tiffany Chairs for VIPs (@60.00 x 14 = 840.00)</li> <li>-Free (1) Couple Couch (@500.00)</li> <li>-Free (1) Registration Table (to be set in ground floor lobby) (@60.00)</li> <li>-Free Round/Rectangle Table w/ plain white cloth (@60.00 x 14 = 840.00)</li> <li>-Free Mono block w/ plain white cover (@15.00 x 110 = 1.650.00)</li> <li>-Free (1) hour use of Third Floor Lobby (@5,000.00)</li> <li>-Free On-The-Day Venue Photo Shoot (@5,000.00)</li> <li>-Free Signage for your event.</li> </ul>	74,000.00	

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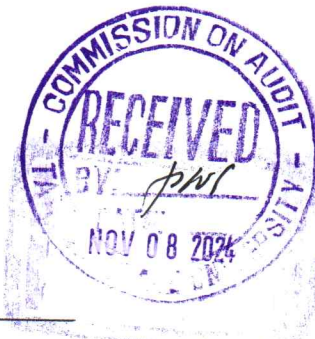
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		<p><b>Amenities:</b></p> <p>Mono block chairs w/ plain white cloth @15.00 Round and Rectangle tables with plain white cloth (sits 8) @60.00 Long Red Carpet @5,000.00 Short Red Carpet @3,500.00 Widescreen &amp; Overhead Projector @3,500.00 White Screen only @1,000.00 Overhead Projector only @2,500.00 (1) Preparation Room @3,500.00/@4,500.00 Tiffany Chair @60.00</p> <p>• Please note that the hourly extension rate for the use of The Roma-Milano is PHP 5,000.00 and that more than two (2) hours of extension use of the said venue shall be charged the full rate of a standard 4-hour rental hire fee.</p> <p>*****</p>	74,000.00	

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