



# WORK ORDER

DELIVERY DUE DATE:

Procurement Unit  
Telefax No.: 045-982-4630

Supplier: **CIH HOTEL CORPORATION**  
Address: **Ordonio Dr. Camp John Hay, Baguio, 2600 Benguet**  
IN: **005-867-044-000 VAT Reg.**  
Tel. No.: **0926-063-4199**

Work Order No. **2021-111**  
Date: **12/6/2021**  
JO No.: **2021-141**  
Date: **11/25/2021**  
Mode of Procurement: **Small Value**  
Mode of Payment: **~~N/30~~ COD**

MR/MADAM:

You are hereby advised to accomplish/deliver the following job/work within ~~30 calendar days~~ **5** 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>CATERING AND ACCOMMODATION SERVICES</b>	837,020.00	<b>837,020.00</b>
Package Inclusions				
A. Room Accommodation				
	Type of Room	Date of Stay	Number of Rooms	Room Rate
	Superior Single	December 11-12, 2021	1	Php5,300 net
	Superior Single	December 13-15, 2021	6	Php5,300 net
	Superior Twin	December 13-15, 2021	7	Php5,300 net
	Superior Triple	December 13-15, 2021	14	Php6,980 net
Inclusions and Room Features:				
<ul style="list-style-type: none"> <li>• Above package rate is inclusive of applicable government tax</li> <li>• Bottled water replenish daily</li> <li>• Cable television</li> <li>• IDD/NDD phone system</li> <li>• WIFI access</li> <li>• In-room safe deposit box</li> <li>• Mini refrigerator</li> <li>• Coffee/tea making facilities</li> </ul>				
B. Banquets Requirements				
> Day 1 December 13, 2021				
Arrival day to go straight to Function Room-Igorot Hall A at Camp John Hay Convention Center				
<ul style="list-style-type: none"> <li>• Plated Lunch with iced tea 74 pax</li> <li>• Plated Dinner with iced tea (social night)</li> <li>• Flowing Coffee</li> </ul>				
74 pax except buffet and plated breakfast				

COMMISSION ON AUDIT - TSU  
**RECEIVED**  
By: *[Signature]* Date: **15 DEC 2021**

(Please read carefully at the back hereof)

Target to:  
DA No.: **02-101101-21-13-0904**  
INFORME & RECEIVE COPY:

**CIH HOTEL CORPORATION**

Supplier/Contractor

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

*ak  
noted  
M/6/2021*

FUNDS AVAILABLE:  
*[Signature]*  
**RYAN R. RONQUILLO**  
OIC, Budget Office

APPROVED:  
*[Signature]*  
**DR. ARMEE N. ROSEL**  
Services  
Authorized Official

Form No. TSU-PRO-SF 10

Revision No. 01

Effectivity Date: March 01, 2017

Page 1 of 3



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TIN: **005-867-044-000 VAT Reg.**  
Tel No.: **0926-063-4199**

Work Order No. **2021-111**  
Date: **12/6/2021**  
JO No.: **2021-141**  
Date: **11/25/2021**  
Mode of Procurement: **Small Value**  
Mode of Payment: **NSD COP**

SIR/MADAM:

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QTY.	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
		<p>&gt; Day 2/ December 14, 2021</p> <ul style="list-style-type: none"> <li>• Buffet Breakfast with coffee at Le Chef (Total of 62 persons) 7:00am-8:30am</li> <li>Plated breakfast with coffee at Igorot Hall A (Total of 12 persons/drivers)</li> <li>• AM Snacks</li> <li>• Plated Lunch with iced tea</li> <li>• Plated Dinner with iced tea</li> <li>• Flowing Coffee</li> </ul> <p>74 pax except buffet and plated breakfast</p> <p>&gt; Day 3 / December 15, 2021</p> <ul style="list-style-type: none"> <li>• Buffet Breakfast with coffee at Le Chef (Total of 62 persons) 7:00am-8:30am</li> <li>Plated breakfast with coffee at Igorot Hall A (Total of 12 persons/drivers)</li> <li>• Packed AM Snacks</li> <li>• Plated Lunch with iced tea</li> <li>• Flowing Coffee</li> </ul> <p>74 pax except buffet and plated breakfast</p> <p>&gt; Additional Meals at Le Chef (advance check-in)</p> <ul style="list-style-type: none"> <li>• Dec 11, 2021 Snacks a la carte Php500.net per person</li> <li>Dinner a la carte Php1,000.net per person</li> <li>• Dec. 12, 2021 Buffet breakfast Php900.net per person</li> <li>Lunch a la carte Php1,000.net per person</li> </ul> <p><b>C. Venue and Meal Rates</b></p> <ul style="list-style-type: none"> <li>&gt; Buffet breakfast Php880.net</li> <li>&gt; Plated breakfast Php550.net</li> <li>&gt; AM Snacks or PM Snacks Php350.net</li> <li>&gt; Packed Snacks Php450.net (additional P100)</li> <li>&gt; Plated Lunch Php700.net</li> <li>&gt; Plated Dinner Php700.net</li> <li>&gt; Flowing coffee per day Php2,000.net</li> <li>&gt; Venue Rate Php15,000 per day</li> </ul>		

COMMISSION ON AUDIT, TSU  
RECEIVED  
15 DEC 2021  
By: SW Date: \_\_\_\_\_

Charge to:  
ROA No.: **02-10101-21-12-0908**  
CONFORME & RECEIVE COPY:  
**CIH HOTEL CORPORATION**  
Firm/Supplier/Contractor  
Date: \_\_\_\_\_

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

FUNDS AVAILABLE:  
**RYAN R. ROMQUILLO**  
OIC, Budget Office  
APPROVED:  
**DR. ARMIN N. ROSEL**  
Services  
Authorized Official



# WORK ORDER

REVISIONS

Customer: **THE HOTEL CORPORATION**  
 Project: **00E-847-044-000 VAT Reg.**  
 Location: **COO**

QTY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
		A. Electrical System and Materials		
		1. Material and labor for electrical system (including conduit, raceway, etc.)		
		2. Material and labor for electrical system (including conduit, raceway, etc.)		
		3. Material and labor for electrical system (including conduit, raceway, etc.)		
		B. Service System		
		1. Material and labor for service system (including conduit, raceway, etc.)		
		2. Material and labor for service system (including conduit, raceway, etc.)		
		3. Material and labor for service system (including conduit, raceway, etc.)		
		4. Material and labor for service system (including conduit, raceway, etc.)		
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		8. Material and labor for service system (including conduit, raceway, etc.)		
		9. Material and labor for service system (including conduit, raceway, etc.)		
		10. Material and labor for service system (including conduit, raceway, etc.)		

Approved: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Project Manager: \_\_\_\_\_  
 Date: \_\_\_\_\_

RECEIVED  
 15 DEC 2021



# WORK ORDER

**DELIVERY DUE DATE:**

Procurement Unit  
Telefax No.: 045-982-4630

Supplier: **CIH HOTEL CORPORATION** Work Order No. **2021-111**  
 Address: **Ordonio Dr. Camp John Hay, Baguio, 2600 Benguet** Date: **12/6/2021**  
 TIN: **005-867-044-000-VAT Reg.** JO No.: **2021-141**  
 Tel. No.: **0926-063-4199** Date: **11/25/2021**  
 Mode of Procurement: **Small Value**  
 Mode of Payment: **N/30 COD**

SIR/MADAM:

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1	lot	<b>CATERING AND ACCOMMODATION SERVICES</b> Package Inclusions <b>A. Room Accommodation</b> <table border="1"> <thead> <tr> <th>Type of Room</th> <th>Date of Stay</th> <th>Number of Rooms</th> <th>Room Rate</th> </tr> </thead> <tbody> <tr> <td>Superior Single</td> <td>December 11-12, 2021</td> <td>1</td> <td>Php5,300.net</td> </tr> <tr> <td>Superior Single</td> <td>December 13-15, 2021</td> <td>6</td> <td>Php5,300.net</td> </tr> <tr> <td>Superior Twin</td> <td>December 13-15, 2021</td> <td>7</td> <td>Php5,300.net</td> </tr> <tr> <td>Superior Triple</td> <td>December 13-15, 2021</td> <td>14</td> <td>Php6,980.net</td> </tr> </tbody> </table> <b>Inclusions and Room Features:</b> <ul style="list-style-type: none"> <li>• Above package rate is inclusive of applicable government tax</li> <li>• Bottled water replenish daily</li> <li>• Cable television</li> <li>• IDD/NDD phone system</li> <li>• WIFI access</li> <li>• In-room safe deposit box</li> <li>• Mini refrigerator</li> <li>• Coffee/tea making facilities</li> </ul> <b>B. Banquets Requirements</b> <b>&gt; Day 1 December 13, 2021</b> Arrival day to go straight to Function Room-Igorot Hall A at Camp John Hay Convention Center <ul style="list-style-type: none"> <li>• Plated Lunch with iced tea 74 pax</li> <li>• Plated Dinner with iced tea (social night)</li> <li>• Flowing Coffee</li> </ul> <b>74 pax except buffet and plated breakfast</b>	Type of Room	Date of Stay	Number of Rooms	Room Rate	Superior Single	December 11-12, 2021	1	Php5,300.net	Superior Single	December 13-15, 2021	6	Php5,300.net	Superior Twin	December 13-15, 2021	7	Php5,300.net	Superior Triple	December 13-15, 2021	14	Php6,980.net	837,020.00	<b>837,020.00</b>
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Charge to:  
ROA No.: **02-10101-21-12-0908**  
CONFORME & RECEIVE COPY:

**CIH HOTEL CORPORATION**  
Firm/Dealer/Supplier/Contractor

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

FUNDS AVAILABLE:

**RYAN R. RONQUILLO**  
OIC, Budget Office

APPROVED:

**DR. ARMEE N. ROSEL**  
Services  
Authorized Official



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

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

**FUNDS AVAILABLE:**  
*[Signature]*  
**RYAN R. RONQUILLO**  
OIC, Budget Office

**APPROVED:**  
*[Signature]*  
**DR. ARMEE N. ROSEL**  
Services  
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QTY.	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
		<b>D. Banquet Venue and Inclusions</b> > Seminar venue at Igorot Hall A at Camp John Hay Convention Center (outside hotel) > Tables and chairs, set-up, registration area > Basic sound system, 3 Microphone, white boards with markers > LCD Projector and screen > Wifi access  <b>E. Shuttle Service</b> Scheduled shuttle service to and from the hotel shall be provided > Dec. 13, 2021 Evening: 7pm-8pm > Dec. 14, 2021 Morning: 7:30am-8:30pm Evening: 8:30am-9:30pm > Dec. 15, 2021 Morning: 7:30am-8:30pm Night: 8:30am-9:30pm  <b>Standard Check-in Time: 3:00pm and Check-out Time: 11:00am</b>  <b>Others: Terms and Conditions (please refer to submitted quotation)</b>		

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 OIC, Budget Office

APPROVED:

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