WORK ORDER

BAGONG PILIPINAS

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

DELIVERY DUE DATE: COD

Supplier : **WATERFRONT CEBU CITY CASINO HOTEL, INC.**	Work Order No.: 2026-138
Address : Salinas Drive Lahug, Cebu City	Date : 6/24/2026
TIN : 003-978-239-000 VAT Reg.	JO No. : 2026-126
Tel. No. : 0998-594-8585	Date: 6/18/2026
	Mode of Procurement : Small Value Procurement (SVP)
	Mode of Payment : COD

SIR/MADAM:

You are hereby advised to accomplish/deliver the following job/work within **June 30-July 4, 2026** 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	**PROCUREMENT OF LEASE OF VENUE WITH MEALS AND ACCOMMODATION FOR THE CONDUCT OF CAPACITY BUILDING FOR INTERNAL AUDIT UNITS OF STATE UNIVERSITIES AND COLLEGES ON (BAICS-TRAINING VIZMIN LEG)** Lease of Venue with Meals and Accommodation for the Conduct of Capacity Building for Internal Audit Units of State Universities and Colleges on (BAICS-Training VizMin Leg (July 01-03,2026). Technical Specifications / Requirements • Use of Function Room for 3 whole days seminar • Basic PA Set-up w/ wired microphones for 3 days • Projectors and Screen/LED TV for 3 days • 180 pax - Meals for Day 1 (AM Snacks, Lunch, PM Snacks • 180 pax - Meals for Day 2 (AM Snacks, Lunch, PM Snacks • 180 pax - Meals for Day 3 (AM Snacks, Lunch, PM Snacks • Single Occupancy Room (June 30-July 4,2026) (1 room) • Double Occupancy Room (June 30- July 4, 2026) (6 rooms) • Airport Transfer (Pick-up June 30, 2026, Drop-Off July 4, 2026). **TERMS OF REFERENCE** **Activity:** Capacity Building for Internal Audit Units of State Universities and Colleges (Executive Briefing and BAICS Training — Luzon Leg) **Date of Activity:** July 1-3, 2026 (3 days) **Check-in / Check-out:** June 30, 2026 (Check-in) / July 4, 2026 (Check-out) **No. of Participants:** Day 1—3: 180 pax per day (including Project Team and Secretariat) **Implementing Unit:** Tarlac State University. **I. RATIONALE** The Tarlac State University (TSU) is the implementing partner of the Commission on Higher Education (CHED) for the Capacity-Building Program for Internal Audit Units (IAUs) of State Universities and Colleges (SUCs), formalized through a duly executed Memorandum of Agreement (MOA) between CHED and TSU. The purpose of the activity is to capacitate and support Internal Audit Units of SUCs and their personnel, leading to improved compliance, better internal controls, and enhanced good governance, ensuring	847,500.00	**847,500.00**

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		transparency, accountability, and sound institutional performance. To ensure a focused and productive training environment, TSU requires the services of a suitable hotel or conference establishment within Cebu City that can provide an exclusive function room, meals, and overnight accommodation for TSU resource persons and secretariat staff. **II. OBJECTIVE** To engage a qualified service provider for the lease of venue (function room) with meals (AM Snacks, Lunch, and PM Snacks) and room accommodation for resource persons, project team, and secretariat staff for the conduct of the Capacity Building for Internal Audit Units of State Universities and Colleges from July 1-3, 2026 (check-in/check-out dates inclusive). **III. SPECIFICATIONS** **A. Availability** Requirements: Details **Event Dates:** July 1-3, 2026 (3 whole days) **Check-in Date:** June 30, 2026 **Check-out Date:** July 4, 2026 **B. Location and Site Condition** Requirements: Details **Location:** Within Cebu City, easily accessible to guests and participants. **Accessibility:** Near major roads, transport hubs, or with shuttle service available. **Parking:** Provision of adequate parking slots for event participants, guests' vehicles. **Neighborhood:** Accessible to police/fire stations, hospitals, restaurants, and banking facilities. **C. Function Room Requirements** Requirements: Details **Capacity:** Minimum 200 pax in classroom or banquet-style setup. **Setup Duration:** 3 whole days; venue available for setup at least 1 hour before each day's program. **Exclusivity:** Function room exclusively reserved for the activity on all event days; no concurrent noisy events. **Air Conditioning:** Central or split-type; fully operational throughout all session hours		

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		Lighting: Adequate ambient and stage lighting; dimmable capability preferred. **Electrical Supply:** Stable power supply with dedicated AV circuit; UPS or generator backup; free use of electrical outlets **Wi-Fi / Internet:** High-speed, complimentary Wi-Fi in the functionroom, with a separate router dedicated to the secretariat team (minimum 100 Mbps) **Registration / Foyer Area:** Pre-function space for registration tables (minimum 2 tables with chairs) **Secretariat Area:** Designated space near the function room for the TSU secretariat's use **Stage / Presenter Area:** Elevated platform or clear presenter area at the front with podium/lectern **Restrooms:** Separate male and female restrooms near the function room; regularly maintained. **Basic Supplies:** Provision of tables, chairs, linen, notepads, and pens **Security:** Security personnel on duty during all event hours; controlled access to the function room **First Aid:** Readily available first aid kit; access to emergency response **No Surcharges:** No additional charges for brought-in laptops, projectors, printers, or workshop materials **D. Audio-Visual Equipment** Requirements. Details **PA System:** Professional PA system suitable for a 200-pax function hall, with amplifier and mixing console. **Microphones:** Minimum 2 units wireless/UHF handheld microphones; 1 unit wireless lavalier, fresh batteries daily **Wired Microphones:** Minimum 2 units of wired microphones with podium and floor stands **Projectors:** Minimum 2 units (primary + backup), minimum 5,000 ANSI lumens; Full HD resolution; with backup on standby **Projection Screen:** Minimum 2 units, at least 10 ft x 14 ft; front-projection. **LED Display/Wall:** Minimum 1 unit, 75-inch LED TV; stand-mounted as supplemental display. **Connectivity:** HDMI and VGA ports with adapters (USB-C, Mini DisplayPort), minimum 2 sets. **Technical Staff:** Minimum 1 audio technician and 1 AV technician on-site each day; present from setup until close of program	COMMISSION ON AUDIT RECEIVED DATE JUN 25 2026 TARLAC STATE UNIVERSITY	

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QTY.	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
		D. Food and Meal Service Requirements Requirements: Details **Meal Services Per Day:** Three (3) meal services per day: AM Snacks (Plated), Lunch (Buffet), and PM Snacks (Plated) **Day 1 (July 1, 2026):** 180 pax — AM Snacks, Lunch, Snacks **Day 2 July 2, 2026):** 180 pax — AM Snacks, Lunch, SnacksDay 3 **(July 3, 2026):** 180 pax — AM Snacks, Lunch, Snacks **Lunch Buffet Inclusions:** Soup, Mixed Greens Salad with Dressing, at least 2 main dishes (beef, chicken, seafood/fish) 1 side dishes (vegetables, pasta) Steamed Rice, Dessert, and 1 round of beverage. **Overflowing Coffee:** Free-flow brewed coffee (regular and/or decaf) from the start of registration to the close of the program; replenished throughout; served with creamer and sugar. **Drinking Water:** Complimentary drinking water (pitchers or dispenser) at dining tables and session areas at all times. **Food Safety:** All food is prepared in a licensed, sanitary kitchen; proper food-handling and temperature control are observed throughout. **Dietary Requirements (Halal / Non-Pork):** All meals served during the event must be non-pork and halal-compliant. Pork and pork-derived ingredients are strictly prohibited in all food items, including soups, sauces, and cooking oil. This is in consideration of Muslim participants attending the activity. The service provider must ensure that all menu options and preparation methods conform to halal dietary standards. **Service Staff:** Sufficient service personnel for continuous replenishment, table clearing, and guest assistance. **Table Setup & Linens:** Buffet tables fully skirted; dining tables dressed in clean white or event-appropriate linen. **Meal Duration:** AM Snacks: 15–20 min | Lunch: 45–60 min | PM Snacks: 15–20 min **Catering Coordinator:** On-site catering supervisor present daily; contactable by the TSU event coordinator. **F. Room Accommodation** Overnight accommodation shall be provided for the Resource Speaker, the TSU resource persons, and the secretariat staff for the duration of the activity. Details are as follows: Name of Guest/s / Room Type / Check-in / Check-out / No. of Rooms		

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QTY.	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
		Resource Speaker / Standard Room Single Occupancy / June 30 – July 4, 2026/ 1 room Project Team and Secretariat / Superior Room Twin Occupancy / June 30 – July 4, 2026 / 6 rooms ***Note: Room inclusions shall include complimentary breakfast, complimentary bottled drinking water (replenished daily), free Wi-Fi, and complete bathroom amenities.*** **G. Airport Transfer Requirements** The service provider shall arrange airport transfer services for Resource Speakers and Secretariat Staff as follows: Requirements: Details **Airport Pick-Up** - June 30, 2026 — 12:00 NN, airport pick-up for Resource Speakers and Secretariat Staff arriving at Mactan-Cebu International Airport; transfer to hotel venue. **Airport Drop-Off** - July 4, 2026 — 5:30 PM; hotel send-off and transfer to Mactan-Cebu International Airport for Resource Speakers and Secretariat Staff. **Vehicle** - Air-conditioned vehicle of sufficient capacity; driver must be on standby at the agreed pick-up time; name board/signage for arriving guests required. **H. Qualifications of the Service Provider** Requirements: Details **Business Registration-** Duly registered with SEC/DTI/CDA, with a valid Mayor's/Business Permit for 2026 **BIR Registration -** With the BIR Certificate of Registration (Form 2303), capable of issuing official receipts. **PhilGEPS:** Duly registered with the Philippine Government Electronic Procurement System (PhilGEPS) **Track Record -** Proven capability in venue/banquet/catering services; at least 2 years of experience handling formal government or institutional events. **No Adverse Records:** No pending debarment, blacklisting, or administrative sanction from any government agency. Compliance: Must comply with all applicable sanitation, fire safety, food safety (RA 10611), and building code regulations. **IV. MODE OF PROCUREMENT** The mode of procurement shall be Small Value Procurement — Lease of Privately-Owned Venue (including food and accommodation)		

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		consistent with Section 53.0 of Republic Act No. 9184 (Government Procurement Reform Act) and its Implementing Rules and Regulations. **V. APPROVED BUDGET FOR THE CONTRACT (ABC)** The Approved Budget for the Contract (ABC) for this procurement is PhP 907,233.33, inclusive of all applicable government taxes and service charges. ***Note: The total project cost under the CHED-TSU Memorandum of Agreement is PhP 5,000,000.00, covering three (3) program runs. The ABC above pertains solely to the BAICS Training-Workshop (VizMin Leg) scheduled on July 1-3, 2026. All disbursements shall comply with applicable government accounting and auditing rules and regulations.*** **VI. PAYMENT TERMS** Full payment to the service provider shall be made through check/bank transfer within fifteen (15) working days after the completion of the event, subject to the following conditions: • Submission of the official billing statement/invoice by the service provider; • Issuance of a Certificate of Satisfactory Service or equivalent acceptance document by the authorized TSU representative; and • Compliance with all applicable government accounting and documentation requirements. **VII. FORCE MAJEURE / FORTUITOUS EVENT** In the event of a fortuitous event or force majeure that prevents the activity from proceeding as scheduled, TSU and the service provider shall negotiate an alternate date. Should both parties fail to agree on alternative arrangements within seven (7) days of written notice, either party may terminate the agreement without liability. If mutually agreed, the activity may be rescheduled once, at no additional cost, within ninety (90) days of the original date. Force majeure shall refer to events that could not have been foreseen or, though foreseen, were inevitable, including but not limited to: acts of government in its sovereign capacity, wars, revolutions, earthquakes, typhoons, fires, floods, epidemics, pandemics, quarantine restrictions, and venue destruction or closure.		COMMISSION ON AUDIT RECEIVED DATE: JUN 25 2026 TARLAC STATE UNIVERSITY

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		VIII. LIQUIDATED DAMAGES Failure to comply with the terms and conditions of the contract shall result in the payment of liquidated damages equivalent to one-tenth of one percent (1/10 of 1%) of the cost of the unperformed portion for every day of delay. *Should the cumulative amount of liquidated* damages reach ten percent (10%) of the contract price, TSU reserves the right to rescind the contract, without prejudice to other legal remedies available under applicable laws and regulations. **		

COMMISSION ON AUDIT RECEIVED DATE JUN 2 7 2026 TARLAC STATE UNIVERSITY

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:

RONALD RAY N. MARQUEZ

Signature over Printed Name of Supplier

6/25/26

Date

Very truly yours,

DR. JASPER JAY N. MENDOZA

President

Authorized Official

Fund Cluster : ____________________

Funds Available : ____________________

RYAN R. RONQUILLO, CPA

OIC-Budget Officer

ORS/BURS No. : 02-409603-2026-06-0075

Date of the ORS/BURS: June 24 2026

Amount : 847.50

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Address :	Salinas Drive Lahug, Cebu City	Date : 6/24/2026
TIN :	003-978-239-000 VAT Reg.	JO No. : 2026-126
Tel. No. :	0998-594-8585	Date: 6/18/2026
		Mode of Procurement : Small Value Procurement (SVP)
		Mode of Payment : COD

SIR/MADAM:

You are hereby advised to accomplish/deliver the following job/work within **June 30-July 4, 2026** 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
		Resource Speaker / Standard Room Single Occupancy / June 30 – July 4, 2026/ 1 room Project Team and Secretariat / Superior Room Twin Occupancy / June 30 – July 4, 2026 / 6 rooms ***Note: Room inclusions shall include complimentary breakfast, complimentary bottled drinking water (replenished daily), free Wi-Fi, and complete bathroom amenities.*** **G. Airport Transfer Requirements** The service provider shall arrange airport transfer services for Resource Speakers and Secretariat Staff as follows: Requirements: Details **Airport Pick-Up** - June 30, 2026 — 12:00 NN; airport pick-up for Resource Speakers and Secretariat Staff arriving at Mactan-Cebu International Airport; transfer to hotel venue. **Airport Drop-Off** - July 4, 2026 — 5:30 PM; hotel send-off and transfer to Mactan-Cebu International Airport for Resource Speakers and Secretariat Staff. **Vehicle** - Air-conditioned vehicle of sufficient capacity; driver must be on standby at the agreed pick-up time; name board/signage for arriving guests required. **H. Qualifications of the Service Provider** Requirements: Details **Business Registration-** Duly registered with SEC/DTI/CDA, with a valid Mayor's/Business Permit for 2026 **BIR Registration -** With the BIR Certificate of Registration (Form 2303), capable of issuing official receipts. **PhilGEPS:** Duly registered with the Philippine Government Electronic Procurement System (PhilGEPS) **Track Record -** Proven capability in venue/banquet/catering services; at least 2 years of experience handling formal government or institutional events. **No Adverse Records:** No pending debarment, blacklisting, or administrative sanction from any government agency. Compliance: Must comply with all applicable sanitation, fire safety, food safety (RA 10611), and building code regulations. **IV. MODE OF PROCUREMENT** The mode of procurement shall be Small Value Procurement — Lease of Privately-Owned Venue (including food and accommodation),	COMMISSION ON AUDIT RECEIVED DATE JUN 25 2026 TARLAC STATE UNIVERSITY	

WORK ORDER

BAGONG PILIPINAS

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

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		consistent with Section 53.0 of Republic Act No. 9184 (Government Procurement Reform Act) and its Implementing Rules and Regulations. **V. APPROVED BUDGET FOR THE CONTRACT (ABC)** The Approved Budget for the Contract (ABC) for this procurement is PhP 907,233.33, inclusive of all applicable government taxes and service charges. ***Note: The total project cost under the CHED-TSU Memorandum of Agreement is PhP 5,000,000.00, covering three (3) program runs. The ABC above pertains solely to the BAICS Training-Workshop (VizMin Leg) scheduled on July 1-3, 2026. All disbursements shall comply with applicable government accounting and auditing rules and regulations.*** **VI. PAYMENT TERMS** Full payment to the service provider shall be made through check/bank transfer within fifteen (15) working days after the completion of the event, subject to the following conditions: • Submission of the official billing statement/invoice by the service provider; • Issuance of a Certificate of Satisfactory Service or equivalent acceptance document by the authorized TSU representative; and • Compliance with all applicable government accounting and documentation requirements. **VII. FORCE MAJEURE / FORTUITOUS EVENT** In the event of a fortuitous event or force majeure that prevents the activity from proceeding as scheduled, TSU and the service provider shall negotiate an alternate date. Should both parties fail to agree on alternative arrangements within seven (7) days of written notice, either party may terminate the agreement without liability. If mutually agreed, the activity may be rescheduled once, at no additional cost, within ninety (90) days of the original date. Force majeure shall refer to events that could not have been foreseen or, though foreseen, were inevitable, including but not limited to: acts of government in its sovereign capacity, wars, revolutions, earthquakes, typhoons, fires, floods, epidemics, pandemics, quarantine restrictions, and venue destruction or closure.		

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		VIII. LIQUIDATED DAMAGES Failure to comply with the terms and conditions of the contract shall result in the payment of liquidated damages equivalent to one-tenth of one percent (1/10 of 1%) of the cost of the unperformed portion for every day of delay. Should the cumulative amount of liquidated damages reach ten percent (10%) of the contract price, TSU reserves the right to rescind the contract, without prejudice to other legal remedies available under applicable laws and regulations. **		

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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, fortuituos event/s or changes in law, and national government policies.

Conforme:

Very truly yours,

DR. JASPER JAY N. MENDOZA
President
Authorized Official

Signature over Printed Name of Supplier

Date

Fund Cluster : ______

Funds Available : ______

RYAN R. RONQUILLO, CPA
OIC-Budget Officer

ORS/BURS No. : 02-4081403-2026-06-0075

Date of the ORS/BURS: June 24, 2026

Amount : 847,500.00