

PURCHASE ORDER

DEPARTMENT OF TOURISM - National Capital Region

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|------------------|---|------------------------------|-----------------------------------|
| Supplier | COLLAB PRINTING & GRAPHIC DESIGN | P. O. No. | NCR-24-034 |
| Address | Toril, Davao City | Date | April 23, 2024 |
| Telephone | 0946-489-6676 | Mode of Procurement : | NP 53.9 - Small Value Procurement |

Gentlemen :
Please furnish this office the following articles subject to the terms & conditions contained herein:

| | | | |
|----------------------------|----------------------|------------------------|----------------------|
| Place of Delivery : | Metro Cagayan De Oro | Delivery Term : | Five (5) days |
| Date of Delivery : | April 25 - 29, 2024 | Payment Term : | Government Procedure |

| Stock No. | Unit | Quantity | Description | Unit Cost | Amount | | | | | | |
|------------------|-------------------------|----------|--|-----------|----------------|------------------|-------------------|--------|-------------------------|--|------------------|
| | LOT | 1 (One) | <p>BOOTH DESIGN, INSTALLATION, MAINTENANCE. AND DISMANTLING</p> <p style="text-align: center;">PROJECT NAME: DOT-NCR'S PARTICIPATION TO THE 2ND MINDANAO TOURISM EXPO 2024</p> <p>I. BRIEF BACKGROUND: The 2nd Mindanao Tourism Expo (MTEx NorthMin) is scheduled from April 26-28, 2024, at the Atrium and Rotunda of Limketkai Mall, Cagayan de Oro City. Carrying the theme, "Limitless Adventures in Mindanao", the event hopes to showcase different regions of Mindanao each year, involving stakeholders, ensuring a simultaneous and secure reopening along the value chain, and utilizing tourist prospects. The event seeks to showcase Mindanao as a safe and enjoyable travel destination.</p> <p>This 2024, the said tourism expo is organized by the Department of Tourism Regional Office X. The Regional Director of DOT R10, Dir. Marie Elaine S. Unchuan has invited the DOT-NCR Regional Office to participate in the said tourism expo. The DOT NCR through the Product and Market Development Unit (PMDU) will be availing booth spaces and construct a visual and interactive booth that will showcase destinations in Metro Manila and its newest tourism product- the Philippines' Hop-On Hop-Off Travel by The Hubs. The DOT NCR also intends the booth to be interactive to fully engage the expo goers and potentially inviting tourists to Metro Manila. DOT NCR staff will be manning the booths and facilitate trivial questions, activities, regional food tasting- thus will be procuring tokens, giveaways and regional food sampling. The PMDU is also scheduled for a product presentation set on the main stage of the event. The team will be enticing visitors through prizes, giveaways, and audience interaction and participation.</p> <p>II. OBJECTIVES:</p> <ul style="list-style-type: none"> • To support domestic tourism restart by participating in the travel fair • To promote Metro Manila and establish new business networks in Mindanao • To engage in business to business and business to consumer sessions with the end-view of allowing for increased tourism activity for the Capital • To familiarize the region's tourism stakeholders with other regional attractions and tour offerings <p>III. SCOPE OF WORK / DELIVERABLES</p> <p>a. Booth design, installation, maintenance, and dismantling strictly following the MTEX organizers' rules and regulations.</p> <p><i>Booth Details: Corner Booth Dimension: 2m x 6m x 3m Booth No: 49-50 *See layout</i></p> <p>All rules and regulations mentioned in the 2nd Mindanao Tourism Expo 2024 are understood to form part of the Terms of Reference.</p> <p>Note: Winning Bidder TO PROVIDE AT LEAST ONE (1) PROPOSED BOOTH DESIGNS subject to modifications of the selected design if warranted.</p> <p>b. General Stand Design Theme: Hop-On Hop-Off Travel By The Hubs Layout</p> <p>c. Specific Stand Requirements</p> <ul style="list-style-type: none"> - Wood Structure Backdrop with pin lights. - Tarpaulin print on backdrop - 1 32-inch Television for 3 days - 1 Counter table with DOT - National Capital Region logo on the front - Counter table must also be a storage with locks for valuable items. - Provision of electrical outlets for laptops/tablets and tabletop display modules. - Two bar stools for the main information counter. - One (1) small coffee table with two folding chairs. - Brochure rack for main info counter. - Carpeted flooring to cover the electrical wiring and connections; should complement the background - Stanchion should be provided to control entry to the booth area - One (1) standard-sized fish bowl for raffle entries - Daily stand maintenance and cleaning for the duration of the event - Repair or replace of defective materials not conforming to the specifications or approved booth design, without cost to DOT-NCR - Extension power outlets should be provided within several locations in the booth <p>d. Dismantling inclusive of storage/disposal of the aforementioned booth/parts and egress on the dates designated by the event organizers;</p> <p>e. Other pertinent inclusions deemed necessary by both parties to improve the general look and function of the stand;</p> <p>f. Must abide by the Organizer's show rules and regulations;</p> <p>g. Must coordinate closely with the Organizers and DOT-NCR in accomplishing the requirements to set up the booth</p> <p>PROJECT IMPLEMENTATION/SCHEDULE</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 50%;">Ingress</td> <td style="width: 50%;">April 25, 2024</td> </tr> <tr> <td>Exhibition Date:</td> <td>April 26-28, 2024</td> </tr> <tr> <td>Egress</td> <td>Night of April 28, 2024</td> </tr> </table> | Ingress | April 25, 2024 | Exhibition Date: | April 26-28, 2024 | Egress | Night of April 28, 2024 | | 53,760.00 |
| Ingress | April 25, 2024 | | | | | | | | | | |
| Exhibition Date: | April 26-28, 2024 | | | | | | | | | | |
| Egress | Night of April 28, 2024 | | | | | | | | | | |

QUALIFICATION OF THE BIDDER

1. Must be a duly-registered Philippine company engaged in the business as an EMC, PMC, and Full-Service Booth Contractor with experience in booth design and installation, event organization, and implementation.
2. Must be based in any province in Mindanao.
3. Must submit a project portfolio of previous projects.

OTHER REQUIREMENTS

1. Submit a list or project portfolio of catered groups/clients and national or international events participated in or handled in the last three (3) years;
2. The winning bidder shall comply with the requirements of the Event Organizer and the official contractor, the Expo Group.

**APPROVED BUDGET FOR THE CONTRACT (ABC)
(₱56,000.00)**

Pesos : FIFTY SIX THOUSAND PESOS ONLY

* Inclusive of all applicable taxes, EVAT, VAT, government taxes, service charge and other applicable taxes and charges net upon completion of the project and delivery of all requirements as agreed upon.
Government procedure and subject to appropriate government taxes

-----nothing follows-----

(Total Amount in Words)

Pesos : FIFTY THREE THOUSAND SEVEN HUNDRED SIXTY ONLY
(inclusive of all applicable government taxes)

53,760.00

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.

Conforme :


RYAN P. RUANO

Signature over printed name

Date

Funds Available :


JOYLYN O. RICOHERMOZO 5-8-24

Accountant II

Very truly yours,


SHARLENE ZADORA-BATIN

Regional Director, NCR Regional Office

Amount :

₱ 53,760.00

ALOBS No.

24-05-0776