

PURCHASE ORDER

DEPARTMENT OF TOURISM - National Capital Region

| | | | |
|------------------|---|------------------------------|--|
| Supplier | EAS-ELLENS TRAVEL AND TOURS | P. O. No. | NCR-24-032 |
| Address | 84 Magbanua Road 2, San Pedro Puerto Princesa City | Date | April 17, 2024 |
| Telephone | 0917-360-8613 / 0928-500-2126 | 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 : | Two (2) days |
| Date of Delivery : | April 25 & 29, 2024 | Payment Term : | Government Procedure |

| Stock No. | Unit | Quantity | Description | Unit Cost | Amount | | | | | | | | | | | | | | | | | | | | | | |
|--|---|--|--|-----------|--------------|-------------------|-------|----------------|---|---|---------------|----------------|---|--|---------------|--|------------------------------|-----------------------------|--------------|---------------|-----------|----------|-----------|--------------|--------------------|--|------------------|
| | LOT | 1 (One) | <p>AIR, GROUND HANDLING AND TRANSPORT SERVICES PROJECT NAME : DOT-NCR'S PARTICIPATION TO THE 2nd MINDANAO TOURISM EXPO 2024</p> <p>I. BRIEF BACKGROUND : 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.</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>Date of Engagement: Implementation Date : April 25-29, 2024 Area : Limketkai Mall, Cagayan De Oro</p> <p>A. Air Travel for DOT-NCR Staff</p> <ul style="list-style-type: none"> • Air travel for the following dates and details: <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width: 15%;">Date</th> <th style="width: 30%;">Cost per way</th> <th style="width: 30%;">Baggage Allowance</th> <th style="width: 25%;">Total</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">April 25, 2024</td> <td>MNL - CGY April 25, 2024 Php 5,831/way + 40% surcharge (2,332.40) x 3 pax</td> <td>7 kgs hand carry and 20 kgs check-in luggage allowance</td> <td style="text-align: right;">Php 24,490.20</td> </tr> <tr> <td style="text-align: center;">April 29, 2024</td> <td>CGY - MNL April 29, 2024 Php 6,163/way + 40% surcharge (2,465.20) x 3 pax</td> <td>7 kgs hand carry and 20 kgs check- in luggage allowance</td> <td style="text-align: right;">Php 25,884.60</td> </tr> <tr> <td>Prepaid check-in baggage for Regional Staff (30kgs on top of 20kg free baggage allowance)</td> <td>1,200/way x 2-way x 3 pax</td> <td>Additional 20kg check-in</td> <td style="text-align: right;">Php 7,200.00</td> </tr> </tbody> </table> <p>B. Transportation</p> <p>Cagayan de Oro Airport – Billeting Hotel and Metro Cagayan de Oro and vice versa:</p> <ul style="list-style-type: none"> ➢ April 25 and 29, 2024 ➢ 12 hours use of van per day for 2 days ➢ 1 unit of air-conditioned van ➢ Inclusive of: Driver, Driver's Meals, Fuel, Parking, Toll Fees, Driver's Fee ➢ Driver must be fully vaccinated ➢ 5,500.00/day x 2 days = 11,000.00 <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <tr> <td style="width: 60%;">Air Transport</td> <td style="text-align: right;">57,574.00</td> </tr> <tr> <td>Van Hire</td> <td style="text-align: right;">11,000.00</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">P 68,574.00</td> </tr> </table> <p>Minimum requirements of Tour Operator:</p> <ul style="list-style-type: none"> A. Must be accredited by the Department of Tourism; B. Must allow flexible rebooking dates for accommodation with minimal fees, if applicable; C. Provision of first aid medical kit for the group; D. Willing to provide services on send-bill arrangement. | Date | Cost per way | Baggage Allowance | Total | April 25, 2024 | MNL - CGY April 25, 2024 Php 5,831/way + 40% surcharge (2,332.40) x 3 pax | 7 kgs hand carry and 20 kgs check-in luggage allowance | Php 24,490.20 | April 29, 2024 | CGY - MNL April 29, 2024 Php 6,163/way + 40% surcharge (2,465.20) x 3 pax | 7 kgs hand carry and 20 kgs check- in luggage allowance | Php 25,884.60 | Prepaid check-in baggage for Regional Staff (30kgs on top of 20kg free baggage allowance) | 1,200/way x 2-way x 3 pax | Additional 20kg check-in | Php 7,200.00 | Air Transport | 57,574.00 | Van Hire | 11,000.00 | Total | P 68,574.00 | | 68,000.00 |
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- B. Must allow flexible rebooking dates for accommodation with minimal fees, if applicable;
- C. Provision of first aid medical kit for the group;
- D. Willing to provide services on send-bill arrangement.

Approved Budget for the Contract (ABC):

Php 68,574.80

Pesos : Sixty-Eight Thousand Five Hundred Seventy-Four Pesos and 80/100 Only

*inclusive of all applicable taxes, EYAT/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 : SIXTY EIGHT THOUSAND ONLY
(inclusive of all applicable government taxes)

68,000.00

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 :

Mary Ellen Hugzman

Signature over printed name

Date

Funds Available :

MA 5-9-24

MARIA VICTORIA S. RODRIGO

Acting Accountant

Very truly yours,

Sharlene Labala-Batin

SHARLENE LABALA-BATIN

Regional Director, NCR Regional Office

Amount :

P 68,000.00

ALOBS No.

24-05. 0177