

PURCHASE ORDER

DEPARTMENT OF TOURISM - National Capital Region

Supplier	EAS-ELLENS TRAVEL AND TOURS	P. O. No.	NCR-24-049
Address	84 Magbanua Road 2, San Pedro Puerto Princesa City	Date	June 19, 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 :	Cebu City	Delivery Term :	Three (3) days
Date of Delivery :	June 25, 26-29, 2024	Payment Term :	Government Procedure

Stock No.	Unit	Quantity	Description	Unit Cost	Amount																						
	LOT	1 (One)	<p style="text-align: center;">AIR & GROUND HANDLING TRANSPORT SERVICES</p> <p>PROJECT NAME : DOT-NCR' PARTICIPATION TO THE 1st UN TOURISM GASTRONOMY TOURISM FORUM</p> <p>I. BRIEF BACKGROUND: The Philippines was announced as the host country to conduct the 26th Joint Commission Meeting for East Asia and the Pacific and the Commission for South East Asia. Alongside the hosting, the country will also be leading the 1st UN Tourism Regional Forum on Gastronomy Tourism for Asia Pacific, which is scheduled on June 26 to 28, 2024 and will take place at Mactan, Lapu-Lapu City in the Province of Cebu.</p> <p>II. OBJECTIVES: The activity is seen to achieve the following objectives:</p> <ul style="list-style-type: none"> • To promote gastronomic treasures of Metro Manila to local and international delegates of the UN Tourism Forum; • Support the preservation of the country's cultural, heritage and artistic resources and assets; • To familiarize the region's tourism stakeholders with our regional products. <p>III. SCOPE OF WORK / SPECIFICATIONS :</p> <p>Date of Engagement : Implementation Date : June 25-29, 2024 Area : Cebu City</p> <p>A. AIR TRAVEL FOR DOT-NCR STAFF</p> <p>Air travel for the following dates and details:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Date</th> <th>Cost per way</th> <th>Baggage Allowance</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>June 25, 2024</td> <td>MNL - CEB Php 6,111/way + 40% surcharge (2,444.0) x 3 pax (8,555.40)</td> <td>7 kgs hand carry and 20 kgs check-in luggage allowance</td> <td>Php 25,666.20</td> </tr> <tr> <td>June 29, 2024</td> <td>CEB - MNL Php 6,629/way + 40% surcharge (2,651.60) x 3 pax (9,280.60)</td> <td>7 kgs hand carry and 20 kgs check-in luggage allowance</td> <td>Php 27,841.80</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 2 pax</td> <td>Additional 30kg check-in</td> <td>Php 4,800.00</td> </tr> </tbody> </table> <p>B. Transportation</p> <p>Van Hire for 10 Hours - Tri-City: Mandaue City, Lapu-Lapu City, Cebu City and Mactan-Cebu Int'l Airport - June 25, 26, and 29, 2024 - 10 hours use of van per day for 3 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 - 6,000.00/day x 3 days = 18,000.00</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Air Transport</td> <td style="text-align: right;">58,308.00</td> </tr> <tr> <td>Van Hire</td> <td style="text-align: right;">18,000.00</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">₱ 76,308.00</td> </tr> </table> <p>Minimum requirements of Tour Operator:</p> <ol style="list-style-type: none"> A. Must allow flexible rebooking dates for accommodation with minimal fees, if applicable; B. Third party airline must be weighing baggage by its total luggage allowance and not by piece; C. Provision of first aid medical kit for the group; D. Willing to provide services on send-bill arrangement. <p style="text-align: center;">Approved Budget for the Contract (ABC): Php 76,308.00 Pesos : Seventy Six Thousand Three Hundred Eight Only <small>* 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</small></p> <p style="text-align: center;">-----nothing follows-----</p>	Date	Cost per way	Baggage Allowance	Total	June 25, 2024	MNL - CEB Php 6,111/way + 40% surcharge (2,444.0) x 3 pax (8,555.40)	7 kgs hand carry and 20 kgs check-in luggage allowance	Php 25,666.20	June 29, 2024	CEB - MNL Php 6,629/way + 40% surcharge (2,651.60) x 3 pax (9,280.60)	7 kgs hand carry and 20 kgs check-in luggage allowance	Php 27,841.80	Prepaid check-in baggage for Regional Staff (30kgs on top of 20kg free baggage allowance)	1,200/way x 2-way x 2 pax	Additional 30kg check-in	Php 4,800.00	Air Transport	58,308.00	Van Hire	18,000.00	Total	₱ 76,308.00		76,308.00
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(Total Amount in Words)

Pesos : SEVENTY-SIX THOUSAND THREE HUNDRED EIGHT ONLY
(inclusive of all applicable government taxes)

76,308.00

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 Kuzman

Signature over printed name

Date

Date

Funds Available :

MV

MARIA VICTORIA S. RODRIGO

Acting Accountant

Very truly yours,

Sharlene Labala-Batin

SHARLENE LABALA-BATIN

Regional Director, NCR Regional Office

Amount : P 76,308.00

ALOBS No. 21-06-0259