

PURCHASE ORDER

DEPARTMENT OF TOURISM - National Capital Region

Supplier	LOURDES SUITES	P. O. No.	NCR-24-020
Address	8429 Kalayaan Avenue, Corner Makati Avenue, Makati City	Date	March 21, 2024
Telephone	8896-3490 / 0905-024-6590	Mode of Procurement :	NP 53.9 - Small Value Procurement

Gentlemen :

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

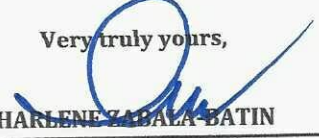
Place of Delivery :	7840 Makati Avenue, Poblacion, Makati City	Delivery Term :	One (1) day
Date of Delivery :	March 21, 2024	Payment Term :	Government Procedure

Stock No.	Unit	Quantity	Description	Unit Cost	Amount															
	LOT	1 (One)	<p>MEALS WITH TABLES AND CHAIRS AND BASIC SOUND EQUIPMENT</p> <p>PROJECT NAME : FILIPINO BRAND OF SERVICE EXCELLENCE (FBSE) TRAINING FOR ALL DOT-NCR OFFICIALS AND EMPLOYEES INCLUDING ON-THE-JOB TRAINEES</p> <p>II. OBJECTIVES / GOALS :</p> <ul style="list-style-type: none"> > To continuously improve the quality of service provided by the frontline officers and raise customer satisfaction; > To equip the participants with effective techniques to handle customer concerns through a tourists' friendly approach; > To describe the communication process, barriers to communication and listening skills as effective communication tools among the participants in order to produce more empathetic and efficient frontline officers; > To help the participants from the different national government agencies understand/apply the Filipino Brand of Service Excellence; <p>Gender Development Objectives:</p> <ul style="list-style-type: none"> + Promote equal opportunities for men and women to receive training and be employed in the tourism industry; + Targeting some 45% women participants. <p>III. SCOPE OF SERVICES / DELIVERABLES :</p> <p>Date of Engagement: Implementation Date : March 21, 2024 <i>*subject to change due to the availability of speakers and participants</i> Venue : 7840 Makati Avenue, Poblacion, Makati City</p> <p>The FBSE Training for all DOT-NCR Officials and Employees including On-the-Job Trainees with Meals, Tables, Chairs, and Basic Sound Equipment will be held on 21 March 2024 preferably with the following considerations:</p> <p>APPROVED BUDGET</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width: 30%;">Item</th> <th style="width: 30%;">Particulars</th> <th style="width: 40%;">Amount</th> </tr> </thead> <tbody> <tr> <td>Meals with Tables and Chairs and Basic Sound Equipment</td> <td>Php660.00 X 65 pax</td> <td style="text-align: right;">Php42,900.00</td> </tr> <tr> <td colspan="2" style="text-align: right;">Grand Total (inclusive of tax):</td> <td style="text-align: right;">Php 42,900.00</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 30%;">Meal Requirement/ Approved Budget</th> <th style="width: 60%;">Other Requirements</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Lot 1</td> <td> <p>Meals</p> <p>AM Snack Php220.00 X 65 pax = Php14,300.00</p> <p>Lunch Php220.00 X 65 pax = Php14,300.00</p> <p>PM Snack Php220.00 X 65 pax = Php14,300.00</p> <p>Total: Php42,900.00</p> </td> <td> <ul style="list-style-type: none"> • AM and PM Snack with free flowing coffee/tea and water service <p>Supplier must be able to provide the following:</p> <ul style="list-style-type: none"> • Must be able to provide classroom type tables or round tables with chairs good for 65 pax • Must be able to provide events and banquet team to assist during setup and event proper • Must be able to provide equipment (i.e. Basic sound system, 2 wireless microphones, projector and screen) • All dietary restrictions of participants to be taken into consideration </td> </tr> </tbody> </table> <p style="text-align: center;">Approved Budget for the Contract (ABC) : Php 42,900.00 Pesos : Forty-Two Thousand Nine-Hundred Only</p> <p style="font-size: small; text-align: center;">* inclusive of all applicable taxes, EXAT/AT, government taxes, service charges, and other applicable taxes and charges set upon completion of the project and delivery of all requirements as agreed upon. Government procedure and subject to appropriate government taxes</p>	Item	Particulars	Amount	Meals with Tables and Chairs and Basic Sound Equipment	Php660.00 X 65 pax	Php42,900.00	Grand Total (inclusive of tax):		Php 42,900.00		Meal Requirement/ Approved Budget	Other Requirements	Lot 1	<p>Meals</p> <p>AM Snack Php220.00 X 65 pax = Php14,300.00</p> <p>Lunch Php220.00 X 65 pax = Php14,300.00</p> <p>PM Snack Php220.00 X 65 pax = Php14,300.00</p> <p>Total: Php42,900.00</p>	<ul style="list-style-type: none"> • AM and PM Snack with free flowing coffee/tea and water service <p>Supplier must be able to provide the following:</p> <ul style="list-style-type: none"> • Must be able to provide classroom type tables or round tables with chairs good for 65 pax • Must be able to provide events and banquet team to assist during setup and event proper • Must be able to provide equipment (i.e. Basic sound system, 2 wireless microphones, projector and screen) • All dietary restrictions of participants to be taken into consideration 		42,900.00
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(Total Amount in Words) **Pesos : FORTY-TWO THOUSAND NINE-HUNDRED ONLY** 42,900.00
(inclusive of all applicable government taxes)

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.

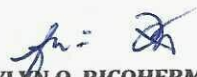
Very truly yours,



SHARLENE ZABALA-BATIN
Regional Director, NCR Regional Office

Conforme : 
JOMAR WIFICHON
Signature over printed name

3-21-24
Date

Funds Available : 
JOYLYN O. RICOHERMOZO
Accountant II

Amount: **₱42,900.00**
ALOBS No. **24-04-0040C**