

GCSU

# PURCHASE ORDER

**DEPARTMENT OF TOURISM - National Capital Region**

<b>Supplier</b>	<b>EAS-ELLENS TRAVEL AND TOURS</b>	<b>P. O. No.</b>	NCR-24-043
<b>Address</b>	84 Magbanua Road 2, San Pedro Puerto Princesa City	<b>Date</b>	June 3, 2024
<b>Telephone</b>	0917-360-8613 / 0928-500-2126	<b>Mode of Procurement :</b>	<b>NP 53.9 - Small Value Procurement</b>

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

<b>Place of Delivery :</b> Metro Manila	<b>Delivery Term :</b> Two (2) days
<b>Date of Delivery :</b> June 20 and 21, 2024	<b>Payment Term :</b> Government Procedure

Stock No.	Unit	Quantity	Description	Unit Cost	Amount																										
	LOT	1 (One)	<p style="text-align: center;"><b>GROUND HANDLING SERVICES</b></p> <p><b>PROJECT NAME : DOT ADVOCACY TRAINING PROGRAMS</b></p> <p><b>I. BRIEF BACKGROUND:</b> The Barrier-Free Tourism Seminar, which started in 2010, aims to intensify and promote public awareness on the statutes and mandates that require respect for the inherent dignity, prescribe non-discrimination, inclusion in society, equality for opportunity, and all other rights of persons with disabilities (PWDs) in society. This further aims to assist tourists who are elderly and pregnant women. Lastly, this program recognizes the importance of accessibility of PWDs' special needs to the physical, social, economic and cultural environment to fully enjoy their human rights and fundamental freedoms as prescribed under the UN Convention on the Rights of the PWDs.</p> <p><b>IV. SCOPE OF WORK / DELIVERABLES</b></p> <p><b>Date of Engagement:</b> <b>Implementation Date : June 20 and 21, 2024</b> <b>Venue : Metro Manila</b></p> <ol style="list-style-type: none"> <li><b>1. TRANSPORTATION</b> <ul style="list-style-type: none"> <li>• 10 hours use of van</li> <li>• Driver must be fully vaccinated.</li> <li>• Pick up and drop off of DOT-NCR organizers/officials from the Place of Residence (within Metro Manila) to VENUE within Metro Manila (to be advised) and Back.</li> <li>• Date of pick up and drop off: June 20 and 21, 2024.</li> <li>• Time of Pick up and drop off of DOT organizers: (to be advised).</li> <li>• Cost must include toll fees, parking fees (if any), driver meals and gasoline/diesel for the vehicle.</li> </ul> </li> <li><b>2. SPEAKER'S HONORARIA</b> <ul style="list-style-type: none"> <li>• Shall provide the Honoraria of the Speaker (Php 1,200 x 8hrs x 2 days = Php 19,200) <i>*inclusive of tax</i></li> </ul> </li> <li><b>3. TOKENS/GIVEAWAYS</b> <ul style="list-style-type: none"> <li>• Sourcing of ten (10) non-food tokens/ giveaways/ prizes for the participants and speakers</li> </ul> </li> <li><b>4. COMMUNICATION EXPENSE</b> <ul style="list-style-type: none"> <li>• For the project officer</li> </ul> </li> <li><b>5. OFFICE SUPPLIES</b> <ul style="list-style-type: none"> <li>• Provision of office supplies stated in the table below.</li> </ul> </li> <li><b>6. PRINTING/COLLATERAL EXPENSE</b> <ul style="list-style-type: none"> <li>• Provision of two (2) roll-up banners subject for the approval of the project officer</li> </ul> </li> </ol> <p><b>BREAKDOWN</b></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th colspan="2" style="text-align: center;">DOT ADVOCACY TRAINING PROGRAMS</th> </tr> <tr> <th style="width: 70%;">PARTICULARS</th> <th style="width: 30%;">ITEM AMOUNT</th> </tr> </thead> <tbody> <tr> <td>Van Hire (Php 9,200 x 2 days)</td> <td style="text-align: right;">18,400</td> </tr> <tr> <td>Speaker's Honorarium (Php 1,200 x 8 hours x 2 days)</td> <td style="text-align: right;">19,200</td> </tr> <tr> <td>Giveaways for Knowledge Check Winners and Resource Speaker (Php 400 x 10pcs x 2 days = Php 8,000)</td> <td style="text-align: right;">8,000</td> </tr> <tr> <td>Communication Expense (Project Officer)</td> <td style="text-align: right;">300</td> </tr> <tr> <td>Office Supplies</td> <td style="text-align: right;">2,100</td> </tr> <tr> <td>- Badge Clip - (Php 36.00 x 45pcs) = Php 1,440.00</td> <td></td> </tr> <tr> <td>- ID Case - (Php 15.00 x 44pcs) = Php 660.00</td> <td></td> </tr> <tr> <td>Printing / Collateral Expenses</td> <td style="text-align: right;">4,000</td> </tr> <tr> <td>  A. 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Government procedure and subject to appropriate government taxes</small></p> <p style="text-align: center;">-----nothing follows-----</p>	DOT ADVOCACY TRAINING PROGRAMS		PARTICULARS	ITEM AMOUNT	Van Hire (Php 9,200 x 2 days)	18,400	Speaker's Honorarium (Php 1,200 x 8 hours x 2 days)	19,200	Giveaways for Knowledge Check Winners and Resource Speaker (Php 400 x 10pcs x 2 days = Php 8,000)	8,000	Communication Expense (Project Officer)	300	Office Supplies	2,100	- Badge Clip - (Php 36.00 x 45pcs) = Php 1,440.00		- ID Case - (Php 15.00 x 44pcs) = Php 660.00		Printing / Collateral Expenses	4,000	A. Barrier-Free Tourism - (Php 2,000 x 1 roll up banners)		B. TouriSM Worcs - (Php 2,000 x 1 roll up banners)		<b>GRAND TOTAL</b>	<b>52,000.00</b>		52,000.00
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<b>(Total Amount in Words)</b>	<b>Pesos : FIFTY-TWO THOUSAND ONLY</b> <i>(inclusive of all applicable government taxes)</i>	<b>52,000.00</b>
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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.

Very truly yours,

  
SHARLENE ZABALA-BATIN

Regional Director, NCR Regional Office

Conforme :

  
ADBLAME KREST S. O. 02/19/24

Signature over printed name

04-20-24

Date

Funds Available :



MARIA VICTORIA S. RODRIGO

Acting Accountant

Amount :

P 52,000.00

ALOBS No.

24-06-0249