

PURCHASE ORDER

DEPARTMENT OF TOURISM - National Capital Region

Supplier 1898 HOTEL COLONIA EN LAS FILIPINAS	P. O. No. NCR-24-052
Address Kalayaan Avenue Cor. P. Burgos St., Poblacion, Makati City	Date June 28, 2024 Mode of Procurement : NP 53.10 - Lease of Real Property and Venue
Telephone (632) 8876 - 3333	

Gentlemen :

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

Place of Delivery : Makati City Date of Delivery : August 5 & 6, 13 & 14, 19 & 20, 26 & 27 and September 3 & 4, 2024	Delivery Term : Ten (10) days Payment Term : Government Procedure
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Stock No.	Unit	Quantity	Description	Unit Cost	Amount								
	LOT	1 (One)	<p style="text-align: center;">LEASE OF VENUE WITH SUPPLIED MEALS</p> <p style="text-align: center;">PROJECT NAME : DOT-NCR DELIVERING REMARKABLE AND INCLUSIVE SERVICE EXCELLENCE TOWARDS SUSTAINABLE TOURISM (D.R.I.V.E.S.): A SEMINAR FOR TOURIST DRIVERS</p> <p style="text-align: center;">III. SCOPE OF WORK / REQUIREMENTS</p> <p>Implementation Date : August 5 & 6, 13 & 14, 19 & 20, 26 & 27 and September 3 & 4, 2024 Venue : within Poblacion, Makati Target Participants : Non-DOT Accredited Tourist Drivers and Facilitators</p> <ul style="list-style-type: none"> • Must be a DOT-accredited property within Poblacion, Makati City • Function Room for 55 pax (7:30AM- 6:00PM) <ul style="list-style-type: none"> - Standard sound system with at least 3 microphones - Free -flowing coffee - Classroom-type seating arrangement - LCD Projector and white screen or TV Screens for presentations - Wifi Connection - Parking Space - Rostrum - Paper and pencil - Philippine Flag - AM and PM Snack, and Buffet Lunch (1 vegetable, 1 soup, 3 Main Entrée, Steamed Rice, Dessert, One round of juice or iced tea drink) <p style="text-align: center;">BUDGETARY REQUIREMENTS</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 5px 0;"> <tr> <th colspan="2" style="text-align: center;">DOT-NCR Delivering Remarkable and Inclusive service Excellence towards Sustainable Tourism (D.R.I.V.E.S.): A Seminar for Tourist Drivers</th> </tr> <tr> <th style="width: 60%;">PARTICULARS</th> <th style="width: 40%;">ITEM AMOUNT</th> </tr> <tr> <td>Lease of Venue with supplied meals (Php 1,200 x 55pax x 2 days x 5 runs)</td> <td style="text-align: right;">Php 660,000.00</td> </tr> <tr> <td style="text-align: right;">TOTAL</td> <td style="text-align: right;">₱ 660,000.00</td> </tr> </table> <p>MINIMUM REQUIREMENTS:</p> <p>1. Send Bill Arrangement</p> <p style="text-align: center;">Approved Budget for the Contract (ABC): Php 660,000.00 Pesos : Six Hundred Sixty Thousand Only</p> <p style="font-size: small; text-align: center;">* 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</p> <p style="text-align: center;">-----nothing follows-----</p>	DOT-NCR Delivering Remarkable and Inclusive service Excellence towards Sustainable Tourism (D.R.I.V.E.S.): A Seminar for Tourist Drivers		PARTICULARS	ITEM AMOUNT	Lease of Venue with supplied meals (Php 1,200 x 55pax x 2 days x 5 runs)	Php 660,000.00	TOTAL	₱ 660,000.00		632,500.00
DOT-NCR Delivering Remarkable and Inclusive service Excellence towards Sustainable Tourism (D.R.I.V.E.S.): A Seminar for Tourist Drivers													
PARTICULARS	ITEM AMOUNT												
Lease of Venue with supplied meals (Php 1,200 x 55pax x 2 days x 5 runs)	Php 660,000.00												
TOTAL	₱ 660,000.00												

(Total Amount in Words)	Pesos : SIX HUNDRED THIRTY-TWO THOUSAND FIVE HUNDRED ONLY (inclusive of all applicable government taxes)	632,500.00
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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.

Conforme :


ANGEL MIRASOL ASI

Signature over printed name

29 JUL 2024

Date

Funds Available :


MARIA VICTORIA S. RODRIGO

Acting Accountant

Very truly yours,


SHARLENE ZABALA-BATIN

Regional Director, NCR Regional Office

Amount: ₱ 632,500.00

ALOBS No. 24-07-0211