

PURCHASE ORDER

DEPARTMENT OF TOURISM - National Capital Region

Supplier	AEGLE CONSULTING AND ENABLING SOLUTIONS, INC.	P. O. No.	NCR-24-062								
Address	Unit 116 G/F Manila Residences Tower 1, Taft Avenue Zone 79, Brgy. 725, Malate, Manila	Date	August 08, 2024								
Telephone	0916-337-7633	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 Manila	Delivery Term :									
Date of Delivery :	August to October 2024	Payment Term :	Government Procedure								
Stock No.		Quantity		Amount							
	LOT	1 (One)		825,000.00							
		Description									
		<p>ITEM/DESCRIPTION/SPECIFICATION</p> <p>CONSULTANCY SERVICES</p> <p>PROJECT NAME : FILIPINO BRAND OF SERVICE EXCELLENCE (FSSE) TRAINING FOR 3rd and 4th QUARTER OF F.Y. 2024</p> <p>III. TARGET PARTICIPANTS</p> <p>Tourism Enterprises, Local Government Units, Accommodation Establishments, Tour Guides, Tour Operators, Travel Agents, Academe, Tourism Students (Graduating/4th year students) and all Tourism Stakeholders/ Partners/ Frontline Personnel/Tourism-related Enterprises within Metro Manila</p> <p>Target Participants: Forty (40) participants / run (24 runs)</p> <p>Organizer: Department of Tourism - National Capital Region</p> <p>Implementation Date: August to October 2024</p> <p><i>(The availability of speakers venue to be agreed upon by the DOT-NCR and the supplier/service provider in coordination with the concerned LOU/stakeholders)</i></p> <p>Duration: One day (8 hours) Training</p> <p>Area: Venue within Metro Manila</p> <p>Components : Face-to-face Training</p> <p>VII. SCOPE OF WORK / DELIVERABLES</p> <p>PRE-EVENT</p> <ol style="list-style-type: none"> 1. Manage and facilitate the whole event with thirty-four (34) FSSE training programs 2. Design and development of training program to meet current training needs, information and identified knowledge/capacity gaps and DOT-OIMD standards and the DOT-NCR's objectives 3. Collaborate with the DOT-NCR team, private organizations/partners cooperative non-government organization, if applicable, and in conceptualizing the program design, providing academic direction, scheduling and selection of speakers/subject matter experts, assigning course topics, presentation, among others; 4. Engage directly with DOT-accredited FSSE speakers ensure all contents and presentation are aligned to the DOT-NCR directions, theme, topic and goals; 5. Acts as facilitator/host and provide manpower to facilitate DOT-NCR registration form, attendance sheet per day, pre- and post-test, feedback forms, trial and provide management/assistance during workshop activities of FSSE program 6. Cover communication expenses for coordination with stakeholders and preparation during conduct of the training; 7. Sourcing of seven (7) locally sourced non-food tokens / giveaways / prizes for participants and focal person. Present a variety of choices and package subject to DOT-NCR's approval. <p>DURING EVENT</p> <ol style="list-style-type: none"> 8. Mount a full technical run and briefing for speaker and other staff assigned prior the start of the program; 9. Prepare and submit the speaker and DOT-NCR team; 10. Ensure all participants have completed the registration form and pre-test before start of the program. 11. Ensure that the Attendance sheet and Feedback forms are fully accomplished by participants before releasing the certificates 12. Provide certificates/e-certificates to participants with control code from DOT-NCR and certificate of appreciation to resource-speaker. 13. Prepare and conduct an ice breaker / game and knowledge check activity each training. Selected winners will be given token / prize. 14. Provide FSSE Pin to the participants who successfully completed the training. 15. Ensure that the Acknowledgment Receipt for certificates and/tokens are filled out and signed. 16. Facilitate photo documentation to be submitted and uploaded on the DOT-NCR Link and record one (1) "Mabuhay" video of participants and speaker at the end of the program. <p>POST-EVENT</p> <ol style="list-style-type: none"> 17. Must provide transportation and miscellaneous expenses and/or courier/delivery fees, if necessary; 18. Submit final documentation/proceedings, forms of the training program, modules/presentation, event materials aligned with the checklist provided by DOT-NCR within 10 working days after the training: <ul style="list-style-type: none"> - Invitation to Participants (if applicable) and Speaker - Program of Activities - Pre-Test and Post Test - Registration Form / List - Attendance Sheet - Acknowledgment Receipt for Certificates and Tokens - Client Satisfaction / Post-Feedback Form / List - Terminal Report (OIMD Template) 19. Must assist in encoding the gathered training/seminar data into the required OIMD links, if necessary 									
		VIII. BUDGETARY REQUIREMENTS									
		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="background-color: #e1f5fe;">Filipino Brand of Service Excellence Training</th> </tr> <tr> <th style="background-color: #e1f5fe;">PARTICULARS</th> <th style="background-color: #e1f5fe;">ITEM AMOUNT</th> </tr> </thead> <tbody> <tr> <td>Speaker's Honorarium (Pnp1,200 x 8 hours)</td> <td style="text-align: right;">9,600</td> </tr> <tr> <td>Meals Speaker (Php 220 x 3 x 1 max = Php660)</td> <td style="text-align: right;">1,980</td> </tr> </tbody> </table>	Filipino Brand of Service Excellence Training		PARTICULARS	ITEM AMOUNT	Speaker's Honorarium (Pnp1,200 x 8 hours)	9,600	Meals Speaker (Php 220 x 3 x 1 max = Php660)	1,980	
Filipino Brand of Service Excellence Training											
PARTICULARS	ITEM AMOUNT										
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Meals Speaker (Php 220 x 3 x 1 max = Php660)	1,980										

DOT-NCR Team (Php 220 x 3 x 2 pax = Php 1,320)	
Giveaways for Knowledge Check Winners and Focal Persons (Php500 x 7 = Php2,100)	2,100
Communication Expense (Project Officer)	200
Transportation Expenses (DOT-NCR Team)	1,300
Printing / Collateral Expenses	1,000
Admin Fee	8,000
(Manpower Assistance; Trainer's Assistant / Moderator's Fee; Supervising and Managing the event; Documentation and Reports; Courier or Transportation expenses)	
Miscellaneous expenses (coordination meetings; office supplies; printing / collateral expenses)	820
COST PER RUN	₱25,000.00
GRAND TOTAL (34 runs)	₱850,000.00

IX. PAYMENT PROCEDURE

- Venue and participants' meals to be shouldered by the tourism enterprise/LGU

Willing to provide services on send-bill arrangement.

APPROVED BUDGET FOR THE CONTRACT (ABC)

₱850,000.00

Pesos : EIGHT HUNDRED FIFTY THOUSAND ONLY
* Inclusive of all applicable taxes. Sixty (60%) government taxes/service charges/and other applicable taxes and charges are applicable to the total amount. Government procedure and subject to appropriate government taxes.

-----nothing follows-----

(Total Amount in Words)

Pesos : EIGHT HUNDRED TWENTY-FIVE THOUSAND ONLY
(inclusive of all applicable government taxes)

825,000.00

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: MIRIAM C. PALABRICA

Signature over printed name

8/14/2024

Date

Funds Available :

Maria Victoria S. Rodrigo
Acting Accountant *8-19-24*

Very truly yours,



SHARLENE LABAÑA-BATIN

Regional Director, NCR Regional Office

Amount : ₱825,000.00

ALOBS No. 24-88-0352