

# PURCHASE ORDER

DEPARTMENT OF TOURISM - National Capital Region

<b>Supplier</b>	NCR-24-070	<b>P. O. No.</b>
<b>Address</b>	2017 Tower 1 High St. South Corporate Plaza, 26th St. Cor. 9th Ave., BGC, Brgy. Fort Bonifacio , Taguig City	
<b>Telephone</b>	0916-235-8113	<b>Date</b> September 04, 2024
<b>Gentlemen:</b>	<b>Mode of Procurement :</b> NP 53.9 - Small Value Procurement	

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

<b>Place of Delivery :</b>	One (1) day	<b>Government Procedure</b>
<b>Date of Delivery :</b>	September 6, 2024	

<b>Stock No.</b>	<b>Unit</b>	<b>Quantity</b>	<b>Description</b>	<b>Unit Cost</b>	<b>Amount</b>
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	LOT	1 (One)	<p><b>EVENTS MANAGEMENT COMPANY</b></p> <p><b>PROJECT NAME:</b> Celebration of "Fiesta Hispano-Filipino (Night of Cultural Presentations)" In Connection to the Fiesta de Intramuros</p> <p><b>I. BRIEF BACKGROUND:</b> The San Agustin Church in Intramuros, the oldest church in the Walled City and oldest stone church in the country, houses the venerated ivory image of Nuestra Señora de la Consolación y Correa. The image of Nuestra Señora de la Consolación y Correa is one of the most iconic images in the Philippines. It was introduced to this country in 1571, since then devotion to this image was introduced by the friars from the Province of Manila. The image of Nuestra Señora de la Consolación y Correa is the most venerated image of the venerable image on September 04, 2000, while the Proclamation of Jaime L. Cardinal Sin proclaimed San Agustin Church as the Archdiocesan Shrine of Nuestra Señora de la Consolación y Correa.</p> <p><b>III. SCOPE OF WORK / DELIVERABLES</b></p> <p><b>Delivery Date :</b> September 6, 2024 <b>Area :</b> Intramuros, Manila City</p> <p><b>A. OVERALL EVENT MANAGEMENT AND MANPOWER SUPPORT</b></p> <ol style="list-style-type: none"> <li>1. Work alongside the end-user in finalizing the overall theme and concept of the event;</li> <li>2. Work alongside the end-user in finalizing the overall event program;</li> <li>3. Conduct pre-event orientation and a technical run-through, including sound and connection check and other necessary requirements of the event;</li> <li>4. Handle all necessary logistical requirements of event management crew for event implementation including land transportation and meals.</li> </ol> <p><b>B. ONSITE EVENT PROPER</b></p> <ol style="list-style-type: none"> <li>1. Technical requirements                     <ul style="list-style-type: none"> <li>- Lights and sounds system for the event proper</li> <li>- Stage design and decoration. (for approval of the procuring entity)</li> </ul> </li> <li>2. Handle venue and supplier coordination, as follows:                     <ul style="list-style-type: none"> <li>- Facilitate and coordinate ingress and egress of technical requirements;</li> <li>- Provide technical set up such as sound system with microphones, mixers, etc.;</li> </ul> </li> </ol> <p><b>C. TALENT MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>- Provide 30-minute cultural performances including various songs and dances with a Filipino and Spanish theme;</li> <li>- Provide 10-minute playing of instruments of Filipino and Spanish</li> </ul>		300,000.00
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ITEMS	PARTICULARS		TOTAL
	Units	Quantity   Amount	
Overall Event Management and Manpower Support	-Work on overall theme and concept -Facilitate and coordinate ingress and egress of technical requirements; -Pre-event orientation and a technical run-through -Inclusive of crew meals and transportation	1 100,000.00	Php 100,000.00
Onsite Event Proper	<b>Technical Requirements:</b> -Provision of lights and sound system -Stage design styling Venue Handling -Coordination of ingress and egress of technical requirements -Provision of technical set-up	1 100,000.00	Php 100,000.00
Talent Management	-Provide 30-minute cultural performance including various songs and dances with a Filipino and Spanish theme -Provide 10-minute playing of instruments of Filipino and Spanish	1 100,000.00	Php 100,000.00
<b>TOTAL</b>			Php 300,000.00

**QUALIFICATION OF THE BIDDER**

A. Must be accredited by the Philippine Government Electronic Procurement System (PhilGeps) – Must have Platinum accreditation;

B. Must have handled and managed the production of at least 3 tourism events between 2020 and 2023 for National Tourism Organization (NTO) preferably the Philippine Department of Tourism;

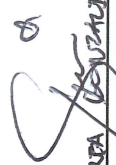
C. Must present a DOT certification from previous projects/ Certificate of Satisfactory Services Rendered, Mayor's/Business Permit, Omnibus Sworn Statement;

D. Must be willing to provide services on send-bill arrangement

		APPROVED BUDGET FOR THE CONTRACT (ABC) (P300,000.00) <b>THREE HUNDRED THOUSAND PESOS ONLY</b> <small>* Inclusive of all applicable taxes, VAT/VAT, government taxes/service charge/and other 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>	
(Total Amount in Words)	<b>Pesos : THREE HUNDRED THOUSAND ONLY</b> <i>(inclusive of all applicable government taxes)</i>		300,000.00

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 :

  
 \_\_\_\_\_  
 Signature over printed name

Date



Funds Available :

\_\_\_\_\_ MARIA VICTORIA S. RODRIGO  
 Acting Accountant

Very truly yours,

  
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 SHARLENE CABALA-BATIN

Regional Director, NCR Regional Office

Amount :

P 300, 000.00

ALOBS No.

24-07-0400