

PURCHASE ORDER

DEPARTMENT OF TOURISM - National Capital Region

**EAS-ELLENS TRAVEL
AND TOURS**

Supplier

P. O. No.

NCR-24-064

Address

84 Magbanua Road 2, San Pedro
Puerto Princesa City

Date

August 19, 2024

Mode of Procurement :

NP 53.9 - Small Value Procurement

Telephone

0917-360-8613 / 0928-500-2126

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.	Unit	Quantity	Description	Unit Cost	Amount																								
	LOT	1 (One)	<p>GROUND HANDLING SERVICES</p> <p>PROJECT NAME: CONDUCT OF COMMUNITY GUIDING SEMINARS (3 Batches)</p> <p>III. TARGET PARTICIPANTS Thirty (30) Participants Five (5) Facilitators from DOT-NCR and Speakers</p> <p>IV. SCOPE OF WORK / DELIVERABLES</p> <p>Date of Engagement: Venue : Metro Manila</p> <p>Implementation Date :</p> <ul style="list-style-type: none"> ➢ Batch 1: National Parks Development Committee August 22, 23, 27, 28, 29, and 30, 2024 ➢ Batch 2: City Government of Pasig September 9, 10, 11, 12, 13, 16 and 17, 2024 ➢ Batch 3: Intramuros Administration September 26, 27, 30 and October 01, 02, 03, 04, 2024 <p>1. TRANSPORTATION DOT Office and Points in Metro Manila and Vice Versa:</p> <ul style="list-style-type: none"> - 1 Van Hire- DOT Office to any point in Metro Manila and Vice versa - 1 unit of air-conditioned van - Inclusive of: Driver, Driver's Meals, Fuel, Parking, Toll Fees, Driver's Fee - Driver must be fully vaccinated <p>DATE</p> <p>August 22, 23, 27, 28, 29, and 30, 2024 Service Vehicle for DOT-NCR Staff (includes service from Pick up in points in Metro Manila) = 9,200.00/drv x 6 days = 55,200.00</p> <p>September 9, 10, 11, 12, 13, 16 and 17, 2024 Service Vehicle for DOT-NCR Staff (includes service from Pick up in points in Metro Manila) = 9,200.00/drv x 7 days = 64,400.00</p> <p>September 26, and October 01, 02, 03, 04, 2024 Service Vehicle for DOT-NCR Staff (includes service from Pick up in points in Metro Manila) = 9,200 x 3 days = 27,600 Ingress, Mock-Tour, Egress.</p> <p>2. SPEAKER'S HONORARIUM</p> <ul style="list-style-type: none"> - Facilitate payment for speakers based on their number of hours of service rendered. <table border="1" style="width: 100%; margin-top: 5px;"> <tr> <td>Speaker's Honorarium (Php1,200/ hour)</td> <td style="text-align: right;">192,000.00</td> </tr> <tr> <td>- Speakers - Php 1,200 x 136 hours</td> <td></td> </tr> <tr> <td>- Rater - Php 1,200 x 24 hours</td> <td></td> </tr> </table> <p>3. MEALS</p> <ul style="list-style-type: none"> - Provide Packed-Lunch and PM Snack for the participants. o Must include refreshments such as bottled water or juices. - Provide AM Snack, Lunch and PM Snack for the Facilitators and Speaker o Must include refreshments such as bottled water or juices. <table border="1" style="width: 100%; margin-top: 5px;"> <tr> <td>Meals</td> <td style="text-align: right;">95,400.00</td> </tr> <tr> <td>Batch 1</td> <td style="text-align: right;">92,400.00</td> </tr> <tr> <td>- AM Snack and Lunch</td> <td></td> </tr> <tr> <td>- DOT-NCR Team, Facilitator and Speaker (Php 220 x 2 x 5 pax x 6 days)</td> <td></td> </tr> <tr> <td>- AM Snack and Lunch Participants (Php 220 x 2 x 30 pax x 6 days)</td> <td></td> </tr> <tr> <td>Batch 3</td> <td style="text-align: right;">2,640.00</td> </tr> <tr> <td>PM Snack for Speakers and Facilitators (Php 220 x 4 pax x 3 days)</td> <td></td> </tr> <tr> <td>*AM, PM Snacks and Lunch for Participants and Speakers 2/9 JA.</td> <td></td> </tr> </table> <p>4. GIVEAWAYS</p> <ul style="list-style-type: none"> - Sourcing of ninety (90) non-food tokens / giveaways / prizes for participants and focal person. Present a variety of choices and package subject to DOT-NCR's approval <p>5. PRINTING / COLLATERAL EXPENSES</p> <ul style="list-style-type: none"> - Provision of (4) four laser cartridge <ul style="list-style-type: none"> o Laser Cartridge for HP ColorLaserJet MFP M278-M281 <ul style="list-style-type: none"> HP 206A Black W2110A HP 206A Cyan W2111A HP 206A Yellow W2112A HP 206A Magenta W2113A 	Speaker's Honorarium (Php1,200/ hour)	192,000.00	- Speakers - Php 1,200 x 136 hours		- Rater - Php 1,200 x 24 hours		Meals	95,400.00	Batch 1	92,400.00	- AM Snack and Lunch		- DOT-NCR Team, Facilitator and Speaker (Php 220 x 2 x 5 pax x 6 days)		- AM Snack and Lunch Participants (Php 220 x 2 x 30 pax x 6 days)		Batch 3	2,640.00	PM Snack for Speakers and Facilitators (Php 220 x 4 pax x 3 days)		*AM, PM Snacks and Lunch for Participants and Speakers 2/9 JA.				488,000.00	
Speaker's Honorarium (Php1,200/ hour)	192,000.00																												
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6. OFFICE SUPPLIES

- Provision of the following:
 - o Badge Clip - Php 36.00 x 90pcs = Php 3,240.00
 - o ID Case - Php 15.00 x 90pcs = Php 1,350.00
 - o Board Paper - (Php 27 x 27 pcs) = Php 729.00

BREAKDOWN

Community Guiding Seminar	
Batch 1: National Parks Development Committee	
PARTICULARS	ITEM AMOUNT
Van Hire (Php 9,200 x 6 days)	55,200.00
Speaker's Honorarium (Php1,200/ hour)	57,600.00
Speakers - Php 1,200 x 40 hours	
Rater - Php 1,200 x 8 hours	
Meals	92,400.00
- AM Snack and Lunch	
DOT-NCR Team, Facilitator and Speaker (Php 220 x 2 x 5 pax x 6 days)	
- AM Snack and Lunch	
Participants (Php 220 x 2 x 30 pax x 6 days)	
Giveaways	9,900.00
- Knowledge Check Winners/Prizes (Php 330 x 15 = Php 4,950)	
- Focal Persons and Top Awardees of the Training (Php 330 x 15 = Php 4,950)	
Printing / Collateral Expenses	18,800.00
- Laser Toner - Php 18,800.00	
HP 206A Black W2110A	
HP 206A Cyan W2111A	
HP 206A Yellow W2112A	
HP 206A Magenta W2113A	
Office and Training Supplies	1,800.00
- Badge Clip - (Php 36.00 x 30pcs) = Php 1,080.00	
- ID Case - (Php 15.00 x 30pcs) = Php 450.00	
- Board Paper - (Php 27.00 x 10 pcs) = Php 270.00	
Subtotal A	₱ 235,700.00
Community Guiding Seminar	
Batch 2: City Government of Pasig	
PARTICULARS	ITEM AMOUNT
Van Hire (Php 9,200 x 7 days)	64,400.00
Speaker's Honorarium (Php1,200/ hour)	67,200.00
Speakers - Php 1,200 x 48 hours	
Rater - Php 1,200 x 8 hours	
Meals	-
- c/o Pasig LGU	
Giveaways	9,900.00
- Knowledge Check Winners/Prizes (Php 330 x 15 = Php 4,950)	
- Focal Persons and Top Awardees of the Training (Php 330 x 15 = Php 4,950)	
Office and Training Supplies	1,800.00
- Badge Clip - (Php 36.00 x 30pcs) = Php 1,080.00	
- ID Case - (Php 15.00 x 30pcs) = Php 450.00	
- Board Paper - (Php 27.00 x 10 pcs) = Php 270.00	
Subtotal	₱ 143,300.00
Community Guiding Seminar	
Batch 3: Intramuros Administration	
PARTICULARS	ITEM AMOUNT
Van Hire (Php 9,200 x 3 days)	27,600.00
Ingress, Mock Tour, Egress	
Speaker's Honorarium (Php1,200/ hour)	67,200.00
Speakers - Php 1,200 x 48 hours	
Rater - Php 1,200 x 8 hours	
Meals	2,640.00
PM Snack for Speakers and Facilitators (Php 220 x 4 pax x 3 days)	
*AM, PM Snacks and Lunch for Participants and Speakers 2/9 IA	
Giveaways	9,900.00
- Knowledge Check Winners/Prizes (Php 330 x 15 = Php 4,950)	
- Focal Persons and Top Awardees of the Training (Php 330 x 15 = Php 4,950)	
Office and Training Supplies	1,719.00
- Badge Clip - (Php 36.00 x 30pcs) = Php 1,080.00	
- ID Case - (Php 15.00 x 30pcs) = Php 450.00	
- Board Paper - (Php 27.00 x 7 pcs) = Php 189.00	
Subtotal	₱ 109,059.00
GRAND TOTAL	₱ 488,059.00

Approved Budget for the Contract (ABC):

Php 488,059.00

Pesos : Four Hundred Eighty-Eight Thousand and Fifty Nine Only

Approved upon completion of the project and delivery of all requirements as agreed upon. Government procedure and subject to appropriate government laws.

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

(Total Amount in Words)

Pesos : FOUR HUNDRED EIGHTY-EIGHT THOUSAND ONLY
(inclusive of all applicable government taxes)

488,000.00

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 to: *Mary Eulene S. Guzman*
MARY EULENE S. GUZMAN

Signature over printed name

22 AUG 2024
Date

Funds Available :

Amount : **₱ 488,000.00**

Maria Victoria S. Rodrigo
MARIA VICTORIA S. RODRIGO
Acting Accountant

Regional Director, NCR Regional Office

SHARLENEZABALA-BATIN

Very truly yours,

ALOBS No. **24-10-0462**