

PURCHASE ORDER

DEPARTMENT OF TOURISM - National Capital Region

Supplier	CCT 168 TRAVEL AND TOURS CORP.	P. O. No. NCR-24-081
Address	Unit 501 Richmonde Plaza, 21 San Miguel Ave. corner Lourdes St., Ortigas Center, Pasig City	Date October 03, 2024
Telephone	02 - 8687-0129 / 0917-657-4343	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 : Koronadal City, South Cotabato	Delivery Term : Four (4) Days	
Date of Delivery : October 09 to 12, 2024	Payment Term :	Government Procedure

Stock No.	Unit	Quantity	Description	Unit Cost	Amount																															
	LOT	1 (One)	<p style="text-align: center;">AIR, GROUND HANDLING SERVICES</p> <p>PROJECT NAME: DOT-NCR's PARTICIPATION TO 25th ASSOCIATION OF TOURISM OFFICERS OF THE PHILIPPINES (ATOP) NATIONAL CONVENTION CUM SILVER ANNIVERSARY CELEBRATION AND ATOP PEARL AWARDS AND HOSTING OF STAKEHOLDERS' COORDINATION MEETING REGARDING TRANSIT TOURS AND OTHER DIGITALIZATION INITIATIVES OF DOT-NCR</p> <p>I. BRIEF BACKGROUND: The Association of Tourism Officers of the Philippines, Inc. (ATOP) will hold its annual National Convention which is considered to be a highly anticipated and prestigious event in the field of tourism industry. The event is expected to attract 250 participants and stakeholders from various countries. The convention is geared for the participants to cultivate collaboration, exchange of ideas and best practices, as well as create meaningful contributions to the overall development of the Philippines tourism industry.</p> <p>III. SCOPE OF WORK / SPECIFICATIONS</p> <p>Date of Engagement : October 09 to 12, 2024 Implementation Date : Koronadal City, South Cotabato</p> <p>A. Roundtrip Airfare</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Route</th> <th style="width: 30%;">Flight Details</th> <th style="width: 40%;">Amount</th> </tr> </thead> <tbody> <tr> <td>Manila to General Santos City</td> <td>MNL to GES October 09, 2024 ETD: 13:30H / ETA: 15:30H</td> <td>Php18,633.90 per pax x 5 pax = Php90,919.50</td> </tr> <tr> <td>General Santos City to Manila</td> <td>GES to MNL October 12, 2024 ETD: 17:10H / ETA: 19:15H</td> <td></td> </tr> </tbody> </table> <p>Inclusions</p> <ul style="list-style-type: none"> • 1 piece checked-in baggage per pax (20 kgs/1 piece) • 1-piece hand carry baggage per pax (7 kgs) • Ticket is re-bookable, re-convertible, and refundable • Rebooking fee must be included in the total airfare • With pre-select seats <p>B. Hotel Accommodation</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Name of Passengers</th> <th style="width: 70%;">Birthdate</th> </tr> </thead> <tbody> <tr> <td>1. SHARLENE ZABALA-BATIN **window and row exit seat</td> <td>March 28, 1976</td> </tr> <tr> <td>2. IVANNOVICH T. AGOTE</td> <td></td> </tr> <tr> <td>3. GREGORIO G. LIMPIN IV</td> <td></td> </tr> <tr> <td>4. OLIVIA NICOLE C. MANITI</td> <td>September 16, 1996</td> </tr> <tr> <td>5. ADRIAN D. MORENO</td> <td></td> </tr> </tbody> </table> <p>C. Meals</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Hotel Accommodation</th> <th style="width: 30%;">Inclusions</th> <th style="width: 40%;">Amount</th> </tr> </thead> <tbody> <tr> <td>For DOT-NCR Staff</td> <td> <ul style="list-style-type: none"> • Standard Hotel • Air conditioned • With internet connection • Hotel must be DOT Accredited • Hotel must be within 5 kilometers from the venue - The Farm at Carpenter Hill </td> <td>Php750 per pax x 5 pax x 3 nights Check in: October 09, 2024 Check out: October 12, 2024 = Php11,250.00</td> </tr> </tbody> </table> <p>D. Breakfast</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Meals</th> <th style="width: 70%;">Amount</th> </tr> </thead> <tbody> <tr> <td>For DOT-NCR Staff Breakdown For DOT-NCR Staff x 4 days</td> <td>Php450/pax x 5 Pax = Php9,000.00</td> </tr> </tbody> </table>	Route	Flight Details	Amount	Manila to General Santos City	MNL to GES October 09, 2024 ETD: 13:30H / ETA: 15:30H	Php18,633.90 per pax x 5 pax = Php90,919.50	General Santos City to Manila	GES to MNL October 12, 2024 ETD: 17:10H / ETA: 19:15H		Name of Passengers	Birthdate	1. SHARLENE ZABALA-BATIN **window and row exit seat	March 28, 1976	2. IVANNOVICH T. AGOTE		3. GREGORIO G. LIMPIN IV		4. OLIVIA NICOLE C. MANITI	September 16, 1996	5. ADRIAN D. MORENO		Hotel Accommodation	Inclusions	Amount	For DOT-NCR Staff	<ul style="list-style-type: none"> • Standard Hotel • Air conditioned • With internet connection • Hotel must be DOT Accredited • Hotel must be within 5 kilometers from the venue - The Farm at Carpenter Hill 	Php750 per pax x 5 pax x 3 nights Check in: October 09, 2024 Check out: October 12, 2024 = Php11,250.00	Meals	Amount	For DOT-NCR Staff Breakdown For DOT-NCR Staff x 4 days	Php450/pax x 5 Pax = Php9,000.00		120,130.00
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D. Van Hire

Van Hire	Breakdown	Amount
For DOT-NCR Staff	Php4,500 per way x 2 way	Php9,000.00
	October-09, 2024 GES Airport to Koronadal City	
	October 12, 2024 Koronadal City to GES Airport	

- II. Minimum Requirements of Tour Operator:
- A. Must allow flexible rebooking dates for airfare accommodation with minimal fees, if applicable;
 - B. Provision of first aid medical kit for the group; and
 - C. Willing to provide services on send-bill arrangement.

APPROVED BUDGET FOR THE CONTRACT (ABC)
(₱120,130.00)

PESOS : One Hundred Twenty Thousand One Hundred Sixty-Nine and 50/100 Pesos Only

* Inclusive of all applicable taxes, EVAT/VAT/government taxes/ service charge/ and other applicable taxes and charges not upon complete agreement of the contractor as agreed upon. Government procedure and subject to appropriate government takes.

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

(Total Amount in Words)

Pesos : ONE HUNDRED TWENTY THOUSAND ONE HUNDRED THIRTY ONLY
(inclusive of all applicable government taxes)

120,130.00

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 :

Placido S. Jaurin

Signature over printed name

Oct 7 2024

Date

Funds Available :

MARIA VICTORIA S. RODRIGO

Acting Accountant

Very truly yours,

Sharlene Zabala-Batin
SHARLENE ZABALA-BATIN

Assistant Secretary for TRDG and
 concurrent Regional Director, DOT-NCR

Amount :

₱ 120,130.00

ALOBS No.

24-10-0468