

PURCHASE ORDER

DEPARTMENT OF TOURISM - National Capital Region

Supplier <u>GOH MANAGEMENT INC.</u> <u>(HAROLDS EVOTEL)</u>	P. O. No. NCR-24-080
Address 16 Timog Avenue, Brgy. Laging Handa, Quezon City	Date October 01, 2024
Telephone 0917-104-9020	Mode of Procurement: NP 53.10 - Lease of Real Property and Venue

Gentlemen:

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

Place of Delivery: Quezon City	Delivery Term: One (1) day	Government Procedure	
Date of Delivery: October 18, 2024 (7:00 am - 5:00 pm)			
Stock No.	Unit	Quantity	Description
	LOT	1 (One)	<p style="text-align: center;">LEASE OF VENUE SUPPLIED WITH MEALS</p> <p>PROJECT NAME: CONDUCT OF TOURISM ENTERPRISE FORUM FOR NCR STAKEHOLDERS</p> <p>III. SCOPE OF SERVICES / DELIVERABLES:</p> <p>Date of Engagement: Implementation Date : October 18, 2024 (7:00 am - 5:00 pm) Venue : Quezon City *** Note : DOT-NCR Secretariat will arrive as early as 6:30 am</p> <p>Type of Meals:</p> <ul style="list-style-type: none"> > AM snacks with one round of soda/juice > Lunch Buffet, not managed/assisted with one round of soda/juice > PM snacks with one round of soda/juice > With flowing coffee and tea - hotel must be located in Quezon City - provision of 3 sets of meals : am snacks , pm snacks and buffet lunch not managed or assisted for one day - flowing coffee/ tea - wifi access to the participants - provision of projector, white screen , podium and public address system at least 3 microphones - free parking space for the participants (at least 25 parking tickets) - function room must be spacious and can comfortably accommodate the 40 participants and other guests - Round-table set-up - Provision of Registration table inside the function room and telephone - Technical staff from the hotel must be on standby during the event to trouble shoot in case of technical failure <p>MINIMUM REQUIREMENTS:</p> <p>A. Willing to enter "send bill arrangement" or government procedure and the use of " Standard Dept. of Tourism Contract</p> <p style="text-align: center;">Approved Budget for the Contract (ABC): Php 68,000.00</p> <p style="text-align: center;">Pesos : Sixty-Eight Thousand Only</p> <p><small>* Inclusive of all applicable taxes, ENT/NTT/government taxes/service charges/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</small></p> <p style="text-align: center;">----- nothing follows -----</p>
			Amount 56,000.00

(Total Amount in Words)

Pesos : FIFTY-SIX THOUSAND ONLY
(inclusive of all applicable government taxes)

56,000.00

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: DIANA J. MONTAÑA

Signature over printed name

10 | 7 | 24

Date

[Signature]

Very truly yours,

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

Funds Available:

₱ 56,000.00

MARIA VICTORIA S. RODRIGO

Acting Accountant

ALOBS No.

24-10-0453