


# PURCHASE ORDER

DEPARTMENT OF TOURISM - National Capital Region

<b>Supplier</b>		P. O. No.		NCR-24-102	
<b>Address</b>		Gen Luna St. 2nd Flr. Plaza San Luis CPLX, Barangay 658, Intamuros NCR, City of Manila		Date December 04, 2024	
<b>Telephone</b>		0917-792-1792		Mode of Procurement : NP 53.10 - Lease of Real Property and Venue	
<b>Gentlemen :</b> Please furnish this office the following articles subject to the terms & conditions contained herein:					
<b>Place of Delivery :</b>		within Metro Manila		<b>Delivery Term :</b> One (1) day	
<b>Date of Delivery :</b>		December 05, 2024		<b>Payment Term :</b> Government Procedure	
<b>Stock No.</b>	<b>Unit</b>	<b>Quantity</b>	<b>Description</b>	<b>Unit Cost</b>	<b>Amount</b>
	LOT	1 (One)	<p style="text-align: center;">VENUE WITH SUPPLIED MEALS</p> <p><b>PROJECT NAME : DOT-NCR'S HOSTING OF THE FAMILIARIZATION TOUR FOR 2GO GROUP, INC. IN MANILA</b></p> <p><b>I. BRIEF BACKGROUND:</b> The 2GO Group, Inc., is the Philippines's largest integrated transportation and logistics provider having five business units namely, 2GO Sea Solutions, 2GO Special Containers, 2GO Logistics, 2GO Distribution, and 2GO Express. Last August 2024, the 2GO Group, Inc. has partnered with the Department of Tourism - National Capital Region for the Filipino Brand of Service Excellence (FBSE) Training Program. This partnership resulted to 14 2GO high-ranked employees trained under Train-the-Trainer Course for the FBSE, allowing them to train other team members in their respective groups.</p> <p><b>II. SCOPE OF WORK / DELIVERABLES</b> <b>Date of Engagement :</b> December 05, 2024 <b>Implementation Date :</b> December 05, 2024 <b>Area :</b> within Metro Manila</p> <p>The DOT-NCR requires a venue that will cover the following: A. Buffet Lunch with Performer 1. Dates: December 05, 2024 2. Must be a Venue for the following requirements: Hosted Lunch of DOT NCR with Performer - Buffet Lunch - One Round of Iced Tea - Exclusive use of venue - Sound System - Music Performer - 180 pax and vice-versa</p> <p><b>III. TERMS OF PAYMENT</b> - Must be willing to provide services on a send-bill arrangement.</p> <p style="text-align: center;"><b>APPROVED BUDGET FOR THE CONTRACT (ABC)</b> Php 283,710.00</p> <p><b>Pesos : Two Hundred Eighty-Three Thousand Seven Hundred Ten Only</b> <small>* inclusive of all applicable taxes, 25% of the governmental duties, and other government-imposed fees, taxes and charges that apply to the contract. The amount of all taxes, duties, and charges shall be subject to appropriate government taxes.</small></p> <p style="text-align: center;">-----nothing follows-----</p>		283,710.00
<b>(Total Amount in Words)</b>			<b>Pesos : TWO HUNDRED EIGHTY-THREE THOUSAND SEVEN HUNDRED TEN ONLY</b> <i>(inclusive of all applicable government taxes)</i>		283,710.00

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.

Very truly yours,  
12 / 13 / 553

**Conforme:**   
**Signature over printed name**  
 MARIA VICTORIA S. RODRIGO  
 Date: 12/4/24

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

**Funds Available :**  Amount: ₱ 283,710.00  
**Acting Accountant**  ALOBS No. 24-10-0539