

PURCHASE ORDER

DEPARTMENT OF TOURISM - National Capital Region

Supplier	NCR-24-088
Address	October 17, 2024
Telephone	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:	Five (5) days
Date of Delivery:	Payment Term: Government Procedure

Stock No.	Unit	Quantity	Description	Unit Cost	Amount
	LOT	1 (One)	<p>BOOTH DESIGN, INSTALLATION, MAINTENANCE, AND DISMANTLING OF DOT NCR REGIONAL PROJECT NAME: NORTH LUZON TRAVEL EXPO 2024</p> <p>I. BRIEF BACKGROUND: The Department of Tourism-National Capital Region (DOT-NCR) has been invited to participate in the 3rd North Luzon Travel Expo, which will take place from October 24 to 27, 2024, at the Iconic Urbiztondo Beach in San Juan, La Union. This three-day event serves as a strategic platform to unite key national tourism players, with a special focus on showcasing North Luzon's diverse and rich tourism offerings. The event is designed not only to highlight the newest travel products and developments but also to foster collaboration among various tourism stakeholders, thereby creating opportunities for growth and innovation within the industry.</p> <p>III. SCOPE OF WORK / DELIVERABLES</p> <p>Delivery Date: October 23-27, 2024</p> <p>Booth design, installation, maintenance, and dismantling strictly following Organizer's rules and regulations: Booth Details: 4.5m X 3m (Approx 14 SQM) Booth Misc: Space C of 54 SQM Pavilion See layout</p> <p>All rules and regulations mentioned in the NLTE Manual are understood to form part of the Terms of Reference.</p> <p>General Stand Design Theme: MODERN AND SUSTAINABLE DESIGN The design should be a modern booth showcasing the DOT-NCR's various products to be showcased during the NLTE. Booth must have 2 or more open sides and with photo walls.</p> <p>Specific Stand Requirements</p> <ul style="list-style-type: none"> - One (1) main information counter for DOT-NCR with It All Starts Here logo on the front; - Four bar stools for the main information counter; - All counters should have lockable storage and electrical outlets for laptops/tablets and tabletop display modules; - Lounge area located at the center side of the space in the pavilion; - One (1) 1.5m x 1.5m table for product selling, with power outlet dedicated for the signage (signage to be provided by DOT NCR), assistance of the winning supplier for installation of the signage; - One (1) table type counter for a Granite machine (machine to be provided by DOT NCR) with 900 wattages for consideration of overall electricity supply of the booth; - Creative design and brochure rack for main info counter; - Adequate lighting for morning hours of 4PM - 12AM; - One (3) standard size table for traffic entries; - One (1) white stand with modern design; - Provision One (1) waste disposal with waste fills (incl. lid); - Daily stand maintenance and cleaning for the duration of the event; - Repair or replace of defective materials not conforming to the specifications or approved booth design, without cost to DOT-NCR; - Provision for power outlets (3-gangs each) in strategic locations; - Provision of 2 Waste baskets. <p>d. Dismantling, inclusive of storage/disposal of the aforementioned booth/parts and agrees on the dates designated by the event organizers;</p> <p>e. Other pertinent inclusions deemed necessary by both parties to improve the general look and function of the stand;</p> <p>f. Must abide by the Organizer's show rules and regulations;</p> <p>g. Must coordinate closely with the Organizers and DOT-NCR in accomplishing the requirements to set-up the booth.</p> <p>QUALIFICATION OF THE BIDDER</p> <ol style="list-style-type: none"> 1. Must be a duly-registered Philippine company engaged in the business as a Full Service Booth Contractor with experience in booth design and installation, event organization, and implementation. 2. Must be in operation for at least two (2) years. 3. Must have implemented or participated as a booth contractor/designer or event organizer in at least two (2) trade or consumer shows with international participation or audience. <p>OTHER REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Submit a list of groups/clients and national and international events participated in or handled in the last two (2) years; 2. The winning bidder shall comply with the requirements of the Event Organizer and the official contractor, the Expo Group. <p style="text-align: center;">APPROVED BUDGET FOR THE CONTRACT (ABC) (₱75,000.00)</p> <p style="text-align: center;"><i>* inclusive of all applicable taxes, EVAT/VAT/government taxes/ service charge/and other applicable taxes and charges</i> net upon completion of the project and delivery of all requirements as agreed upon. Government procedure and subject to appropriate Government taxes.</p> <p style="text-align: center;">----- nothing follows -----</p>		75,000.00

(Total Amount in Words)	75,000.00
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Pesos : SEVENTY-FIVE THOUSAND ONLY
(inclusive of all applicable government taxes)

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

10-18-24
Date

Date

Funds Available:

MARIA VICTORIA S. RODRIGO
Acting Accountant

Very truly yours,

SHARBEN ZABALA-BATTIN

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

Amount: P 15,000.00

ALOBS No. 2411-0511