

# PURCHASE ORDER

## DEPARTMENT OF TOURISM - National Capital Region

<b>Supplier</b>	NCR-24-089
<b>Address</b>	P. O. No. Date Mode of Procurement: NP 53-9 - Small Value Procurement
<b>Telephone</b>	October 17, 2024
<b>Gentlemen :</b>	October 17, 2024

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

<b>Place of Delivery :</b>	Five (5) days
<b>Date of Delivery :</b>	Government Procedure

Stock No.	Unit	Quantity	Description	Unit Cost	Amount																						
	LOT	1 (One)	<p style="text-align: center;"><b>GROUND HANDLER/TOUR OPERATOR</b></p> <p><b>PROJECT NAME: NORTH LUZON TRAVEL EXPO 2024</b></p> <p><b>I. BRIEF BACKGROUND:</b> 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 Urbanizado 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><b>III. SCOPE OF WORK / DELIVERABLES</b></p> <p>Delivery Date : October 23-27, 2024</p> <p><b>A. Transportation</b></p> <ul style="list-style-type: none"> <li>- 2 Van Hire in Manila - DOT Office to San Juan La Union (Or points in Metro Manila) and Vice Versa</li> <li>- October 23, 2024 - 2 vans DOT Office to San Juan, La Union + San Juan, La Union Transfer</li> <li>- October 24, 26, 2024 - San Juan La Union Transfers (10 hours use per day)</li> <li>- October 26, 2024 - San Juan, La Union to DOT Office (Or points in Metro Manila) for 1 pax</li> <li>- October 27, 2023 - 2 vans San Juan, La Union Transfers + San Juan, La Union to DOT Office (Or points in Metro Manila)</li> </ul> <p>- 2 units of air-conditioned van - Inclusive of: Driver, Driver's Meals and Accommodation, Fuel, Parking, Toll Fees, Driver's Fee - Driver must be fully vaccinated</p> <p><b>B. Accommodation</b></p> <ul style="list-style-type: none"> <li>- Standard Hotel/Mabuhay Accommodation</li> <li>- Air conditioned</li> <li>- Breakfast must be included</li> <li>- With internet connection</li> <li>- Accommodation must be 2km from the exhibition venue</li> <li>- Accommodation must be DOT Accredited</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 50%;">For DOT-NCR Staff</td> <td style="width: 50%; text-align: right;">12,000.00</td> </tr> <tr> <td>4 DOT-NCR Staff</td> <td>Php 1,500.00/night</td> </tr> <tr> <td>X 4 nights</td> <td>X 2 rooms</td> </tr> <tr> <td>For NCR Stakeholders</td> <td>Php 3,000.00/night</td> </tr> <tr> <td>X 4 nights</td> <td>X 4 rooms</td> </tr> <tr> <td></td> <td></td> </tr> </table> <p><b>C. Meals</b></p> <p>Staff Meals 450 x 5 days x 4 pax Meal - Php 5,000.00 Total: 5,000.00</p> <p>Stakeholder Meals Meal - Php 500 x 5 days x 4 pax x 2 meals Total: Php 20,000.00</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 50%;">Breakdown</td> <td style="width: 50%; text-align: right;">123,100.00</td> </tr> <tr> <td>Transportation</td> <td>60,000.00</td> </tr> <tr> <td>Accommodation</td> <td>28,000.00</td> </tr> <tr> <td>Meals</td> <td>24,100.00</td> </tr> <tr> <td>Total</td> <td>215,200.00</td> </tr> </table> <p><b>QUALIFICATION OF THE BIDDER</b></p> <ul style="list-style-type: none"> <li>A. Must be accredited by the Department of Tourism;</li> <li>B. Must allow flexible rebooking dates for accommodation with minimal fees, if applicable;</li> <li>E. Willing to provide services on stand-bid arrangement.</li> </ul> <p style="text-align: center;"><b>APPROVED BUDGET FOR THE CONTRACT (ABC)</b> <b>( ₱212,100.00 )</b></p> <p><b>TWO HUNDRED TWELVE THOUSAND ONE HUNDRED PESOS ONLY</b> <i>* Inclusive of all applicable taxes, EYAT/VAT/Government taxes</i> The Bidder shall be responsible for the payment of all applicable taxes and fees that may be imposed upon completion of this 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>	For DOT-NCR Staff	12,000.00	4 DOT-NCR Staff	Php 1,500.00/night	X 4 nights	X 2 rooms	For NCR Stakeholders	Php 3,000.00/night	X 4 nights	X 4 rooms			Breakdown	123,100.00	Transportation	60,000.00	Accommodation	28,000.00	Meals	24,100.00	Total	215,200.00		210,000.00
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(Total Amount in Words) **Pesos : TWO HUNDRED TEN THOUSAND ONLY**  
(inclusive of all applicable government taxes)

**210,000.00**

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:

Angela A. Co  
Signature over printed name

October 18, 2024

Date

Funds Available:

MARIA VICTORIA S. RODRIGO  
Acting Accountant

Amount: ₱ 210,000.00

ALOBS No. 24-11-05721

24-11-0054 C

Very truly yours,  
SHARLENE TABALA-BATIN  
12/09/5522

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