



NOTICE OF AWARD

August 22, 2023

SARAH LEA A. OLANO

Chief Executive Officer

SARAH LEA TRAVEL AND TOURS INC.

Circuit Mall Branch, Level 2-L2056,

Ayala Malls Circuit, Hippodromo, Carmona,

Circuit Makati, Makati City 1207

Dear Ms. Olano,

We are pleased to inform you that your quotation dated 22 August 2023 for the procurement of **"Tour Operator and/or Travel Agency"** relative to the conduct of San Juan Art Circuit and Art Trail Tour scheduled on 29 August – 3 September in the amount of **Pesos: Eight Hundred Forty Three Thousand Two Hundred Eighty Nine and 60/100 only (PhP 843,289.60)** has been determined as the **Single Calculated and Responsive Bid (SCRB)**.

We appreciate your interest in this opportunity and we look forward to your satisfactory performance of your obligations under the project.

In view hereof, please acknowledge receipt and acceptance of this notice by signing at the portion provided below.

Very truly yours,


SHARLENE ZABALA-BATIN

Regional Director, NCR Regional Office

Conforme:


SARAH LEA A. OLANO

Chief Executive Officer

SARAH LEA TRAVEL AND TOURS INC.

Circuit Mall Branch

Date: 8/23/23



The New DOT Bldg.
351 Sen. Gil Puyat Ave.,
Makati City 1200

+63284595200 local 211/212

TourismMNL

beta.tourism.gov.ph

dotncr2@tourism.gov.ph



NOTICE TO PROCEED

August 23, 2023

SARAH LEA A. OLANO

Chief Executive Officer

SARAH LEA TRAVEL AND TOURS INC.

Circuit Mall Branch, Level 2-L2056,

Ayala Malls Circuit, Hippodromo, Carmona,

Circuit Makati, Makati City 1207

Dear **Ms. Olano**,

This has reference to our acceptance of your price quotation dated 22 August 2023 for the procurement of **"Tour Operator and/or Travel Agency"** relative to the conduct of San Juan Art Circuit and Art Trail Tour scheduled on 29 August – 3 September in the amount of **Pesos: Eight Hundred Forty Three Thousand Two Hundred Eighty Nine and 60/100 only (PhP 843,289.60)** pursuant to DOT NCR-BAC Resolution No. 2023-134 and Abstract of Bid dated 22 August 2023, awarding the aforementioned procurement to **Sarah Leah Travel and Tours Inc.**

We appreciate your interest in this opportunity and we look forward to your satisfactory performance of your obligations under the project.

In view hereof, please acknowledge receipt and acceptance of this notice by signing at the portion provided below.

Very truly yours,


SHARLENE ZABALA-BATIN

Regional Director, NCR Regional Office

Conforme:


SARAH LEA A. OLANO

Chief Executive Officer

SARAH LEA TRAVEL AND TOURS INC.

Circuit Mall Branch

Date: 8/23/23



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351 Sen. Gil Puyat Ave.,
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PURCHASE ORDER

DEPARTMENT OF TOURISM - National Capital Region

Supplier	SARAH LEA TRAVEL AND TOURS INC.	P. O. No.	NCR-23-106
Address	Circuit Mall Branch, Level 2-L2056, Ayala Malls Circuit, Hippodromo, Carmona, Circuit Makati, Makati City 1207	Date	August 23, 2023
Telephone	0905-4969512 / 0910-7848053	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 :	Within the Philippines	Delivery Term :	Six (6) days
Date of Delivery :	August 29, 2023 -September 3, 2023	Payment Term :	Government Procedure

Stock No.	Unit	Quantity	Description	Unit Cost	Amount																																													
	LOT	ONE (1)	TOUR OPERATOR AND/OR TRAVEL AGENCY	843,289.60	843,289.60																																													
			<div>Project Name: SAN JUAN ART CIRCUIT AND ART TRAIL TOUR</div> <div>Implementation Date: August 29-September 3, 2023</div> <div>TECHNICAL SPECIFICATIONS/DELIVERABLES: A. Air Travel for the invited Artists from the participating regions in the Philippines Air travel for the 12 pax on the following dates and details: <table><thead><tr><th>Date of Travel</th><th>Particulars</th><th>Amount</th></tr></thead><tbody><tr><td>AIRFARE</td><td>Airfare inclusive of 20kgs baggage allowance</td><td></td></tr><tr><td>August 29, 2023 Morning</td><td>Laoag-Manila vv. = (Php 6,649.00 + Php 2,659.60) x 2 ways</td><td>18,617.20</td></tr><tr><td>September 3, 2023 Evening</td><td>Tuguegarao-MNL vv. = (Php 7649.00 + 3,059.60) x 2 Ways</td><td>21,417.20</td></tr><tr><td></td><td>Puerto Prinsesa-MNL vv. = (Php 6179.00 +Php 2,416.00) X 2 ways</td><td>17,190.00</td></tr><tr><td></td><td>Bicol-MNL vv. = (Php 7,178.00 + Php 3,087.2) x 2 ways</td><td>20,530.40</td></tr><tr><td></td><td>Iloilo-MNL vv. = (Php 6,389.00 + Php 2,555.00) x 2 ways</td><td>17,888.00</td></tr><tr><td></td><td>Cebu-MNL vv. = (Php 7,164.00 + Php 2,865.00) x 2 ways</td><td>20,058.00</td></tr><tr><td></td><td>Tacloban-MNL vv. = (Php 7,667.00 + Php 3,066.00) x 2 ways</td><td>21,467.60</td></tr><tr><td></td><td>Zamboanga-MNL vv. = (Php 7,120.00 + Php 2,848.00) x 2 ways</td><td>19,936.00</td></tr><tr><td></td><td>Cagayan de Oro-MNL vv. = (Php 7,502.00 + Php 3,000.80) x 2 ways</td><td>21,005.60</td></tr><tr><td></td><td>Davao-MNL vv. = (Php 8,234.00 + Php 3293.60) x 2 ways</td><td>23,055.20</td></tr><tr><td></td><td>General Santos City-MNL vv. = (Php 7,942.00 + Php 3,176.80) x 2 ways</td><td>22,237.60</td></tr><tr><td></td><td>Butaun City-MNL vv. = (Php 7,681.00 + Php 3,072.40) x 2 ways</td><td>21,506.80</td></tr><tr><td colspan="2">TOTAL</td><td>244,909.60</td></tr></tbody></table><div><i>*Must be amenable should the artist be coming from provinces that requires sea travel.</i> <i>*Cost includes rebooking and other airlines' fee</i></div></div>	Date of Travel	Particulars	Amount	AIRFARE	Airfare inclusive of 20kgs baggage allowance		August 29, 2023 Morning	Laoag-Manila vv. = (Php 6,649.00 + Php 2,659.60) x 2 ways	18,617.20	September 3, 2023 Evening	Tuguegarao-MNL vv. = (Php 7649.00 + 3,059.60) x 2 Ways	21,417.20		Puerto Prinsesa-MNL vv. = (Php 6179.00 +Php 2,416.00) X 2 ways	17,190.00		Bicol-MNL vv. = (Php 7,178.00 + Php 3,087.2) x 2 ways	20,530.40		Iloilo-MNL vv. = (Php 6,389.00 + Php 2,555.00) x 2 ways	17,888.00		Cebu-MNL vv. = (Php 7,164.00 + Php 2,865.00) x 2 ways	20,058.00		Tacloban-MNL vv. = (Php 7,667.00 + Php 3,066.00) x 2 ways	21,467.60		Zamboanga-MNL vv. = (Php 7,120.00 + Php 2,848.00) x 2 ways	19,936.00		Cagayan de Oro-MNL vv. = (Php 7,502.00 + Php 3,000.80) x 2 ways	21,005.60		Davao-MNL vv. = (Php 8,234.00 + Php 3293.60) x 2 ways	23,055.20		General Santos City-MNL vv. = (Php 7,942.00 + Php 3,176.80) x 2 ways	22,237.60		Butaun City-MNL vv. = (Php 7,681.00 + Php 3,072.40) x 2 ways	21,506.80	TOTAL		244,909.60		
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COMMISSION ON AUDIT
RECEIVED
DATE
29/27/23
DOT - NCR



B. Transportation

Date	Particulars	Amount
August 29 and September 3	Shuttle of Artists (Airport-Venue-Airport) 12 Hours Use of Van Php 9,200.00 x 3 vans x 2 days	55,200.00
August 29 and September 3	Pick and Drop of Artist Cordillera Administrative Region (CAR)-Manila-CAR Php 13,000.00 x 1 Van x 2 days	26,000.00
August 29 and September 3	Pick and Drop of Artist Region 3-Manila-Region 3 Php 12,090.00 x 1 Van x 2 days	24,180.00
August 29 and September 3	Pick and Drop of Artist Region 4A-Manila-Region 4A Php 11,500.00 x 1 Van x 2 days	23,000.00
TOTAL		128,380.00

Inclusive dates: August 29 and September 3, 2023

- Pick up at any point in the participating Region to San Juan City and Vice Versa
- 12 hours use of van (rates are inclusive of overtime pay)
- Inclusive of: Driver, Driver's Meals, Fuel, Parking, Toll Fees, Driver's Fee
- Driver must be fully vaccinated

C. Accommodation

Date	Particulars	Amount
Check in: August 29, 2023	Accommodation for LuzViMin Artists	225,000.00
Check out: September 3, 2023	Php 3000 x 15 Pax x 5 Nights	

D. Shipping of Artworks

Shipping Of Artworks	Particulars	Amount
Items must be shipped from the participating Region on August 29 and back on September 3, 2023 onwards	Express Air and Land Courier Shipping from Anywhere in the Philippines to San Juan, Metro Manila and Vice Versa (Estimated at 25kgs per artwork)	
	Luzon Shipping - Php 62,500.00 Php 3,000.00/pc x 5 pcs x 5 artists	75,000.00
	Visayas Shipping - Php 62,500.00 Php 3,000.00/pc x 5 pcs x 5 artists	75,000.00
	Mindanao Shipping - Php 62,500.00 Php 3,000.00/pc x 5 pcs x 5 artists	75,000.00
	Essential Shipping Materials (Packaging tapes, bubble wraps, labels, fragile tapes, shipping boxes, other cushioning materials)	20,000.00
	TOTAL	245,000.00

**APPROVED BUDGET FOR THE CONTRACT (ABC)
EIGHT HUNDRED FORTY-THREE THOUSAND TWO HUNDRED EIGHTY NINE AND 60/100 ONLY
(PHP 843,289.60).**

(inclusive of all applicable taxes, EVAT/VAT/government taxes/service charge/ and other applicable taxes and charges)

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

(Total Amount in Words)	PESOS: EIGHT HUNDRED FORTY THREE THOUSAND TWO HUNDRED EIGHTY NINE and 60/100 only (inclusive of all applicable government taxes)	843,289.60
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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

8/28/23
Date

Funds Available :

JOYLYN O. RICOHERMOZO

Accountant II

Very truly yours,

SHARLENE ZABALA-BATIN

Regional Director, NCR Regional Office

Amount : 843,289.60

ALOBS No. 23-09-0040