



## NOTICE TO PROCEED

August 23, 2023

**MR. JOHN PAUL C. ALARILLA**  
*President & CEO*  
**TOTAL EXHIBIT & EXPO SOLUTIONS INC.**  
#7 Sunshine Lane Rodriguez II Subd.,  
Brgy. Baesa, Quezon City

Dear **Mr. Alarilla**,


This has reference to our acceptance of your price quotation dated 22 August 2023 for the procurement of “**Event Management Service Provider**” for the conduct of **San Juan Art Circuit and Art Trail Tour** in the amount of **Pesos: Six Hundred Ninety-Seven Thousand Only (PhP 697,000.00)** (inclusive of all applicable government taxes) pursuant to DOT-NCR BAC Resolution No. 2023-136 and Abstract of Bid dated August 22, 2023 awarding the aforementioned procurement to **TOTAL EXHIBIT & EXPO SOLUTIONS 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

Conformed:  
  
**MR. JOHN PAUL C. ALARILLA**  
*President & CEO*  
**TOTAL EXHIBIT & EXPO SOLUTIONS INC.**  
Date: AUG. 24, 2023

**LOVE**  
THE PHILIPPINES



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

# PURCHASE ORDER

## DEPARTMENT OF TOURISM - National Capital Region

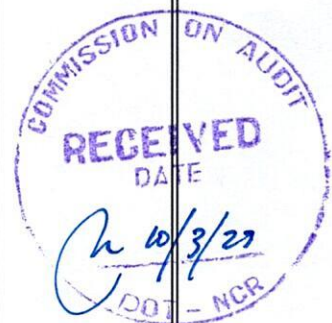
<b>Supplier</b>	TOTAL EXHIBIT & EXPO SOLUTIONS INC.	<b>P. O. No.</b>	NCR-23-108
<b>Address</b>	#7 Sunshine Lane Rodriguez II Subd., Brgy. Baesa, Quezon City	<b>Date</b>	August 23, 2023
<b>Telephone</b>	0917-845-3545	<b>Mode of Procurement :</b>	NP 53.9 - Small Value Procurement

Gentlemen :

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

<b>Place of Delivery :</b>	San Juan City	<b>Delivery Term :</b>	Six (6) Days
<b>Date of Delivery :</b>	August 29, 2023 - September 3, 2023	<b>Payment Term :</b>	Government Procedure

Stock No.	Unit	Quantity	Description	Unit Cost	Amount
	LOT	1 (ONE)	<b>EVENT MANAGEMENT SERVICE PROVIDER</b>  <b>PROJECT NAME :</b> SAN JUAN ART CIRCUIT AND ART TRAIL TOUR  <b>IMPLEMENTATION DATE</b> August 29-September 3, 2023  <b>VENUE :</b> SAN JUAN CITY <b>SCOPE OF WORK/DELIVERABLES</b> <ul style="list-style-type: none"> <li>Organization, Management and Execution of Physical Event to include logistics, technical requirements;</li> <li>Program will be conceptualized and overseen by the DOT NCR to ensure the quality and reflection of the Philippine traditional and/or contemporary culture;</li> <li>Technical Run/Rehearsal;</li> <li>Ensure seamless staging;</li> <li>Conduct of coordination meetings</li> </ul> <b>REQUIREMENTS FOR SUPPLIER:</b> <b>EVENTS MANAGEMENT COMPANY/PRODUCTION HOUSE/ ENTERTAINMENT SERVICE/PROVIDER TO COVER THE FOLLOWING SERVICES:</b> <ol style="list-style-type: none"> <li>Overall Event Management and Manpower Support                             <ul style="list-style-type: none"> <li>Event planning, design, and production</li> <li>Coordination with DOT Events Committee for details and requirements of the event.</li> <li>Scouting, organizing facilities and managing all event details including but not limited to décor/physical arrangements/lights and sounds, equipment, catering, entertainment game master/program host</li> <li>Arrangement/Coordination of flow activities from ingress to egress</li> <li>Coordination with all suppliers and venue</li> </ul> </li> <li>Onsite Event Proper                             <ul style="list-style-type: none"> <li>Technical Requirements:                                     <ul style="list-style-type: none"> <li>✓ Professional Lighting and Sound System suitable for a corporate event for 275 pax/ attendees with inclusion of Moving Heads, Follow spot, Haze machine, and confetti</li> <li>✓ Stage design, set up and platform</li> <li>✓ LED Video System of at least 9x24ft</li> <li>✓ 2 LED/ LCD TV and with stand at least 60 inches</li> </ul> </li> <li>Production Team:                                     <ul style="list-style-type: none"> <li>✓ Events Director</li> <li>✓ Production Manager</li> <li>✓ Production Coordinator</li> <li>✓ Technical Director</li> <li>✓ Lighting Designer</li> <li>✓ Stage Manager</li> <li>✓ Audio Spinner</li> <li>✓ Video Spinner</li> </ul> </li> </ul> </li> <li>Documentation                             <ul style="list-style-type: none"> <li>✓ Terminal Report</li> </ul> </li> <li>Installation and Dismantling of Art Exhibits                             <ul style="list-style-type: none"> <li>✓ Creation, installation, and dismantling of Art Gallery</li> <li>✓ Building and installation of movable walls, art display panels, and/or divider walls.</li> <li>✓ Provision of lights for the artworks</li> <li>✓ Manpower during egress to assist in the packaging and handling of artworks</li> </ul> </li> </ol>	697,000.00	697,000.00





APPROVED BUDGET FOR THE CONTRACT  
PHP 700,000.00

(PESOS SEVEN HUNDRED THOUSAND:)

*inclusive of taxes and is subject to appropriate government taxes.*

**PAYMENT PROCEDURE:**

Upon completion of the project and delivery of all requirements as agreed upon, government procedure and subject to appropriate government taxes.

\*\*\*\*nothing follows\*\*\*\*

(Total Amount in Words)

**PESOS: SIX HUNDRED NINETY SEVEN THOUSAND ONLY**

*(inclusive of all applicable government taxes)*

697,000.00

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 :

JOHN PAUL ACARILIA

Signature over printed name

AUG. 24, 2023

Date

Funds Available :

JOYLYN O. RICOHERMOZO

Accountant II

Very truly yours,

SHARLENE ZABALA-BATIN

Regional Director, NCR Regional Office

Amount :

697,000.00

ALOBS No.

33-09-00990

NCR-ADMIN-PMD-003-00