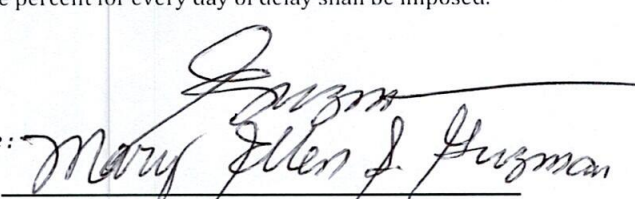
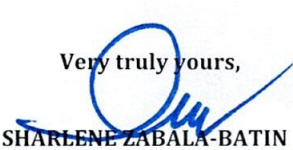
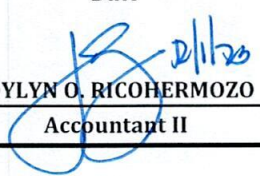


PURCHASE ORDER																																	
DEPARTMENT OF TOURISM - National Capital Region																																	
Supplier	EAS-ELLEN'S TRAVEL & TOURS			P. O. No.	NCR-23-139																												
Address	#84 Magbanua Road 2- Brgy. San Pedro, Puerto Princesa City, Palawan			Date	November 20, 2023																												
Telephone	0917-360-8613 / 0928-500-2126			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 Metro Manila		Delivery Term :	Two (2) days																													
Date of Delivery :	November 20 & 21, 2023		Payment Term :	Government Procedure																													
Stock No.	Unit	Quantity	Description	Unit Cost	Amount																												
	LOT	1 (One)	<div>GROUND HANDLING SERVICES (TOUR OPERATOR)</div> <div>PROJECT NAME : CONDUCT OF LEARNING NEEDS ASSESSMENT</div> <div>III. SCOPE OF WORK / DELIVERABLES</div> <div>Date of Engagement: Implementation Date : November 20 & 21, 2023 Duration : 2 days (16 Hours) Area : within Metro Manila Components : Face-to-face Workshop Target Participants : 10 Facilitators and 40 Participants</div> <div>A. TRANSPORTATION</div> <div><ul style="list-style-type: none">16 hours use of van (succeeding hour will be charged 500/hr).Driver must be fully vaccinated.Pick up and drop off of DOT-NCR organizers/officials from the Place of Residence (within Metro Manila) to VENUE within Metro Manila (to be advised) and Back.Date of pick up and drop off: November 20 and 21, 2023.Time of Pick up and drop off of DOT organizers: (to be advised).Cost must include toll fees, parking fees (if any), driver meals and gasoline/diesel for the vehicle</div> <div>B. PROVISION OF TOKENS</div> <div><ul style="list-style-type: none">Sourcing of fifty (50) non-food tokens and giveaways for participants and facilitators.Must present a variety of choices and packaging subject to DOT-NCR Project Officer's approval.</div> <div>C. OFFICE SUPPLIES</div> <div>Provision of the following: - A4 Size Bond Paper (5 pcs x 259) = Php 1295 - Manila Paper (5 pcs x 5) = Php 25 - Permanent Marker (5 pcs x 33) = Php 165 - Masking Tape (3 pcs x 50) = Php 150 - Double Sided Tape (5 pcs x 51) = Php 255 - Packing Tape (5 pcs x 62) = Php 310 - Scissors (1 pc x 158) = Php 158 - Staple Wire (3 x 42) = Php 126 - ID Case (50 pcs x 15) = Php 750 - Badge Clip (50 pcs x 36) = Php 1,800 Total = ₱ 5,034.00</div> <div>BREAKDOWN</div> <table><thead><tr><th>ITEM DESCRIPTION</th><th>AMOUNT</th></tr></thead><tbody><tr><td>Van Hire (Php 9,200 x 2 days)</td><td>₱ 18,400.00</td></tr><tr><td>Tokens (50pcs x Php 1,500)</td><td>₱ 75,000.00</td></tr><tr><td>Office Supplies</td><td>₱ 5,034.00</td></tr><tr><td>- A4 Size Bond Paper (5 pcs x 259) = Php 1295</td><td></td></tr><tr><td>- Manila Paper (5 pcs x 5) = Php 25</td><td></td></tr><tr><td>- Permanent Marker (5 pcs x 33) = Php 165</td><td></td></tr><tr><td>- Masking Tape (3 pcs x 50) = Php 150</td><td></td></tr><tr><td>- Double Sided Tape (5 pcs x 51) = Php 255</td><td></td></tr><tr><td>- Packing Tape (5 pcs x 62) = Php 310</td><td></td></tr><tr><td>- Scissors (1 pc x 158) = Php 158</td><td></td></tr><tr><td>- Staple Wire (3 x 42) = Php 126</td><td></td></tr><tr><td>- ID Case (50 pcs x 15) = Php 750</td><td></td></tr><tr><td>- Badge Clip (50 pcs x 36) = Php 1,800</td><td></td></tr><tr><td>GRAND TOTAL (Inclusive of Tax)</td><td>₱ 98,434.00</td></tr></tbody></table>	ITEM DESCRIPTION	AMOUNT	Van Hire (Php 9,200 x 2 days)	₱ 18,400.00	Tokens (50pcs x Php 1,500)	₱ 75,000.00	Office Supplies	₱ 5,034.00	- A4 Size Bond Paper (5 pcs x 259) = Php 1295		- Manila Paper (5 pcs x 5) = Php 25		- Permanent Marker (5 pcs x 33) = Php 165		- Masking Tape (3 pcs x 50) = Php 150		- Double Sided Tape (5 pcs x 51) = Php 255		- Packing Tape (5 pcs x 62) = Php 310		- Scissors (1 pc x 158) = Php 158		- Staple Wire (3 x 42) = Php 126		- ID Case (50 pcs x 15) = Php 750		- Badge Clip (50 pcs x 36) = Php 1,800		GRAND TOTAL (Inclusive of Tax)	₱ 98,434.00
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	<div>Approved Budget for the Contract (ABC): Php 98,434.00 Pesos : Ninety Eight Thousand Four Hundred Thirty Four Only <small>* exclusive of all applicable taxes, EVAT, VAT, government taxes/service charge and other applicable taxes and charges net upon completion of the project and delivery of all requirements as agreed upon. Government procedure and subject to appropriate government taxes</small></div> <div>-----nothing follows-----</div>	
(Total Amount in Words)	Pesos : NINETY EIGHT THOUSAND FOUR HUNDRED THIRTY FOUR ONLY (inclusive of all applicable government taxes)	98,434.00
<p>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.</p>		
Conforme :	<div> Signature over printed name 20 NOV 2023 Date</div>	<div>Very truly yours,  SHARLENE ZABALA-BATIN Regional Director, NCR Regional Office 11 / 22 - 4244</div>
Funds Available :	<div> JOYLYN O. RICOHERMOZO Accountant II</div>	<div>Amount : 98,434.00 ALOBS No. 23-11-2071</div>