PURCHASE ORDER

DEPARTMENT OF TOURISM - National Capital Region

Supplier	**EAS-ELLEN'S TRAVEL & TOURS**	**P. O. No.**	NCR-23-140
Address	#84 Magbanua Road 2- Brgy. San Pedro, Puerto Princesa City, Palawan	**Date**	November 20, 2023
		Mode of Procurement :	
Telephone	0917-360-8613 / 0928-500-2126		**NP 53.9 - Small Value Procurement**

Gentlemen :

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

Place of Delivery :	with the LGU's of Metro Manila	***Delivery Term :***	Five (5) days
Date of Delivery :	November 21, 2023 onwards (for 5 days)	***Payment Term :***	***Government Procedure***

Stock No.	***Unit***	***Quantity***	***Description***	***Unit Cost***	***Amount***
	LOT	**1 (One)**	**GROUND HANDLING AND TRANSPORT SERVICES (TOUR OPERATOR OR TRAVEL AND TOUR AGENCY)** **PROJECT NAME : ACCOMMODATION CAPACITY SURVEY 2023**	**207,250.00**	**207,250.00**

III. SCOPE OF WORK / DELIVERABLES

Date of Engagement:

Implementation Date : November 21, 2023 onwards (for 5 days)
Area : with the LGUs of Metro Manila

Particulars	Unit Price	Computation	Total Amount	Remarks
Staff Meals	₱ 660.00	PhP 660.00 x 5 pax x 5 days	₱ 16,500.00	Regional office staff and enumerators during field survey
Van Hire	₱ 9,200.00	PhP 9,200.00 x 1 van x 5 days	₱ 46,000.00	Dates to be determined
Encoders and enumerators	₱ 610.00	PhP 610 x 5 pax x 5 days	₱ 15,250.00	Identified by the Regional Office
Pull-Up Banners	₱ 2,500.00	Php 2,500 x 21 pcs	₱ 52,500.00	Design/layout to be provided by the Regional Office
Tension Fabric (8 ft x 7.5 ft)	₱ 30,000.00	PhP 30,000 x 1 pcs	₱ 30,000.00	Design/layout to be provided by the Regional Office
Tokens	₱ 1,000.00	PhP 1,000 x 40 pcs	₱ 40,000.00	To be determined by the Regional Office
Printing of survey materials	₱ 7,000.00	PhP 7,000	₱ 7,000.00	Regional Office will provide the documents to be produced
TOTAL			₱207,250.00	

MINIMUM REQUIREMENTS:

1. Must be accredited by the DOT and must abide to the Memorandum Circular on the Health and Safety Guidelines Governing the Operations of Travel and Tour Agencies and Tour Guides under the New Normal;
2. Provision of first aid medical kit for the group;
3. Willing to provide services on send-bill arrangement.

Documentary Requirements to be Submitted:

- Valid Mayor's Business Permit
- PHILGEPS Membership
- DOT Accreditation Certificate
- Original Duly Notarized Omnibus Sworn Statement

Approved Budget for the Contract (ABC):
Php 207,250.00
Pesos : Two Hundred Seven Thousand Two Hundred Fifty Only
inclusive 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

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

(Total Amount in Words)	***Pesos : TWO HUNDRED SEVEN THOUSAND TWO HUNDRED FIFTY ONLY*** *(inclusive of all applicable governnment taxes)*	**207,250.00**

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.

Very truly yours,

Conforme : Mary Ellen S. Guzman

Signature over printed name

20 NOV 2023

Date

SHARLENE ZABALA-BATIN
Regional Director, NCR Regional Office

11/22-4253

Funds Available :

12/1/23

JOYLYN O. RICOHERMOZO
Accountant II

Amount : 207,250.00

ALOBS No. 03-11-0574

NCR-ADMIN-PMD-003-00