

PURCHASE ORDER					
DEPARTMENT OF TOURISM - National Capital Region					
Supplier	DC8 MARKETING SERVICES		P. O. No. NCR-23-148		
Address	14J Capas Road, Veterans Village, Brgy. Holy Spirit, Quezon City		Date November 20, 2023		
Telephone	0906-338-1614/ 044-4710539		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 :	Baguio City	Delivery Term : Five (5) Days			
Date of Delivery :	November 24, 2023 ingress November 27-28, 2023 (tentative egress)	Payment Term : Government Procedure			
Stock No.	Unit	Quantity	Description	Unit Cost	Amount
	LOT	1 (ONE)	BOOTH DESIGN, INSTALLATION, MAINTENANCE, AND DISMANTLING FOR DOT-NCR REGIONAL BOOTH AT THE NORTH LUZON TRAVEL EXPO 2023 ON NOVEMBER 25-27, 2023 AT BAGUIO CITY	350,000.00	350,000.00
			<b>SCOPE OF WORK/DELIVERABLES:</b>  a. Booth design, installation, maintenance, and dismantling strictly following PTAA rules and regulations.  Booth Details: 4m X 3m (2 (two) 2m X 3m booths) Booth Nos: B15 AND B16 *See layout  All rules and regulations mentioned in the NLTE Manual are understood to form part of the Terms of Reference.  Note: Winning Bidder TO PROVIDE AT LEAST TWO (2) PROPOSED BOOTH DESIGNS subject to modifications of the selected design if warranted.  b. Layout  Open design on three sides with line-up of walls containing 17 local govt units of Metro Manila  c. General Stand Design Theme: MODERN 'HOP-ON HOP-OFF' DESIGN  The design should be a modern booth showcasing the Philippines' Hop On Hop Off, DOT-NCR's latest product. The booth must have a visual image of the bus and available routes. Booth must have 2 or more open sides and with photo walls.  d. Specific Stand Requirements <ul style="list-style-type: none"><li>- Photo walls that features the Hop On Hop Off Bus, Manila and Makati Routes;</li><li>- Bar height table that can double up as food station covered in modern design acrylic</li><li>- One (1) main information counter for DOT-NCR with DOT - National Capital Region logo on the front</li><li>- Three bar stools for the main information counter</li><li>- All counters should have lockable storage and electrical outlets for laptops/tablets and tabletop display modules</li><li>- Modern three-seater sofa and modern two one-seater sofa located at the rear side of the floor with center table</li><li>- One (1) storage area with built in table and folding chairs, with 2-layer shelves on top, wall hanger with ten (10) hooks for bags</li><li>- Lockable cabinet and shelves in the storage area with locks for valuables;</li><li>- 42" LED TV with USB outlet for promotional videos of NCR</li><li>- Creative design and brochure rack for main info counter;</li><li>- Appropriate Company name signage placed in strategic location of the booth with PH HOHO and DOT-NCR Logo positioned in all photos and in the main booth signage</li><li>- Carpeted flooring to cover the electrical wiring and connections, should complement the background</li><li>- Wi-Fi / Pocket wifi for the booth (can accommodate 8 gadgets at one time)</li><li>- Adequate lighting;</li><li>- Provision for hot and cold water dispenser with water refill during the duration of the event</li><li>- Stanchion should be provided to control entry to certain areas of the booth</li><li>- One (1) standard-sized fish bowl for raffle entries</li><li>- Daily stand maintenance and cleaning for the duration of the event</li><li>- Repair or replace of defective materials not conforming to the specifications or approved booth design, without cost to DOT-NCR</li><li>- Floral arrangements should be provided in the main counter</li><li>- Provision for power outlets (3-gangs each) in strategic locations</li><li>- Provision of 2 Waste baskets</li></ul> e. Dismantling inclusive of storage/disposal of the aforementioned booth/parts and egress on the dates designated by the event organizers; f. Other pertinent inclusions deemed necessary by both parties to improve the general look and function of the stand; g. Must abide by the Organizer's show rules and regulations; h. Must coordinate closely with the Organizers and DOT-NCR in accomplishing the requirements to set up the booth		



PROJECT IMPLEMENTATION/SCHEDULE


Event date: November 25-27, 2023  
Location: CAP Convention Center, Camp John Hay, Baguio City  
Tentative Ingress: November 23 - 24, 2023  
**\*Booth must be in full set-up and ready by November 24 at 3 PM**  
Tentative Egress: November 27 (9 pm onwards) - November 28, 2023  
Final dates and exact schedule and time will be subject for finalization of the Event Organizer, the Official Contractor, and Expo Group. Winning Bidder must be amenable on all the above mentioned dates.

**Approved Budget For the Contract (ABC) : PhP 350,000.00**  
**PESOS : THREE HUNDRED FIFTY THOUSAND ONLY**  
\* inclusive of all applicable taxes, EVAT/VAT/government taxes/service charge/ and other applicable taxes and charges **net**  
The bid price must include manpower, logistics, bank transfer fees if any, other charges, and other expenses needed to set up the booth. The financial proposal should allow for stand design and layout modifications per the needs and requirements of the end-user.

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

(Total Amount in Words)	<b>PESOS: THREE HUNDRED FIFTY THOUSAND ONLY</b> (inclusive of all applicable government taxes)	350,000.00
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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.

Very truly yours,  
  
**SHARLENE ZABALA-BATIN**

Regional Director, NCR Regional Office

Conforme :

  
**Signature over printed name**

11/20/23  
**Date**

Funds Available :

  
**JOYLYN O. RICOHERMOZO**  
**Accountant II**

Amount : 350,000.00  
ALOBS No. 23-12-0835