

PURCHASE ORDER					
DEPARTMENT OF TOURISM - National Capital Region					
Supplier	EAS-ELLEN'S TRAVEL & TOURS		P. O. No.	NCR-23-152	
Address	#84 Magbanua Road 2- Brgy. San Pedro, Puerto Princesa City, Palawan		Date	December 7, 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 :		Tokyo, Japan	Delivery Term : One (1) day		
Date of Delivery :		December 18 & 21, 2023	Payment Term : Government Procedure		
Stock No.	Unit	Quantity	Description	Unit Cost	Amount
	LOT	1 (One)	TRAVEL/TOUR OPERATOR FOR AIRLINE TICKET PROJECT NAME : 20th MEETING OF THE COUNCIL FOR PROMOTION OF TOURISM IN ASIA I. BRIEF BACKGROUND: The Department of Tourism – National Capital Region is a member of the Council for Promotions of Tourism in Asia (CPTA). It is campaign conducted through the cooperation of nine cities- Bangkok, Delhi, Hanoi, Jakarta, Kuala Lumpur, Metro Manila, Seoul, Taipei, and Tokyo whose objective is to promote tourism by appealing to travelers from Western countries/Oceania and other countries in Asia. The official website of the CPTA is https://welcometasia.jp/ . During the past two years, the DOT-NCR has conducted Photo Contests with the CPTA to showcase the region's iconic attractions, to gather image bank from the photo entries for future marketing and promotional use, and to network and show support to the CPTA organization. The success of this photo contest could entice the travel program under the Island Paradise (IP) theme in 2024 which has gathered 5000+ points of participation. The theme of the contest varies every year. III. SCOPE OF WORK / DELIVERABLES Date of Engagement: Implementation Date : December 18 & 21, 2023 Area : Tokyo, Japan * Two (2) roundtrip Economy Class International Air Tickets A. Air Tickets Route Manila to Tokyo (Narita) December 18, 2023 / ETD: 07:15 AM December 18, 2023 / ETA: 12:40 AM Tokyo to Manila December 21, 2023 / ETD: 13:40 PM December 21, 2023 / ETA: 18:00 PM Inclusive of: • 2-piece checked-in baggage per pax (23 kgs per piece) • 1-piece hand carry baggage per pax • Travel Insurance and Travel Tax Fee • Rebookable / date change Name of Passengers: 1. Catherine C. Agustin 2. Gleisa Marie G. Biscocho Minimum requirements of Tour Operator: A. A Philippine-based PhilGEPS registered tour operator. B. Must be DOT-Accredited. C. Must be willing to provide services on a send-bill arrangement. Approved Budget for the Contract (ABC): Php 191,653.98 Pesos : One Hundred Ninety-One Thousand Six Hundred Fifty-Three and 98/100 Only * inclusive of all applicable taxes, BCT/PAV/government taxes/service charge/and other applicable taxes and charges upon completion of the project and delivery of all requirements as agreed upon. Government's Procurement and subject to approved price/government taxes -----nothing follows-----		191,653.98
(Total Amount in Words)			Pesos : ONE HUNDRED NINETY-ONE THOUSAND SIX HUNDRED FIFTY-THREE AND 98/100 ONLY (inclusive of all applicable government taxes)		191,653.98

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

Very truly yours,

SHARLENE ZABALA MARTIN
Regional Director, NCR Regional Office

Funds Available :

Date

Amount :

ALOBS No.

JOYLYN O. RICOHERMOZO
Accountant II