

PURCHASE ORDER

DEPARTMENT OF TOURISM - National Capital Region

Supplier	JIMWELL TRAVEL AND TOURS	P. O. No.	NCR-23-151
Address	Unit No. G-12 Antel Seaview Towers 2626, Roxas Boulevard, Pasay City		
Telephone	0917-624-7004 / 8353-9921		
Date		Date	December 7, 2023
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 :	Bataan City	Delivery Term :	Two (2) days
Date of Delivery :	January 2024 (Tentative)	Payment Term :	Government Procedure

Stock No.	Unit	Quantity	Description	Unit Cost	Amount																		
	LOT	1 (One)	GROUND HANDLING SERVICES (TOUR OPERATOR) PROJECT NAME : RETOOLING AND DEBRIEFING (YEAR-END ASSESSMENT) OF THE DEPARTMENT OF TOURISM-NATIONAL CAPITAL REGION III. SCOPE OF WORK / DELIVERABLES Date of Engagement: Implementation Date : January 2024 (Tentative) Area : Bataan City IV. TRANSPORTATION A. Transportation rental of two (2) airconditioned coaches inclusive of: 1. Well-groomed and COVID-19 fully vaccinated (with boosters) driver/s and coordinator/s 2. Driver and coordinator's fees, meals, accommodation 3. Fuel expenses, toll fees, parking fees, environmental fees <table><tr><th>Date</th><th>Particulars</th></tr><tr><td>Day 1</td><td>Makati City to Bataan City For Forty (40) persons with luggage bags</td></tr><tr><td></td><td>Bataan City For Forty (40) persons</td></tr><tr><td>Day 2</td><td>Bataan City to Makati City For Forty (40) persons</td></tr></table> B. DOT-accredited accommodation in Bataan for 2 days 1 night for 40 persons <table><tr><th>Check-in</th><th>Tentative January 2024</th></tr><tr><th>Check-out</th><th>Tentative January 2024</th></tr></table> 1. Ten (10) Quadruple Sharing rooms for Forty Four (40) DOT-NCR staff. (Rooming list to be given, TBA) 2. One (1) Solo room for the DOT-NCR Regional Director. 3. With complimentary breakfast and WIFI access 4. Open to reduction of number of rooms in case the target number of 40 participants is not met. C. Hotel function room on Day 1 for (40) persons 1. 1st Session from 1300H to 1700H 2. Well ventilated and well lighted private function room with stable WIFI connection. 3. Classroom set-up or boardroom set-up with separate table for at least three (3) DOT-NCR Secretaries. 4. With at least (2) units of wireless microphone and speakers 5. With a projector compatible with VGA or HDMI cable, white screen, clicker, and one (1) whiteboard D. Resource person to conduct a capacity development activity on Day 1 1. With experience in conducting capacity development activities for private groups or government agencies 2. Preferred topic or activity: a. Complete staff work b. Working with a team c. Time management; and d. Employee engagement activities 3. Preferably a resident of Bataan City E. Meal requirements for at least (40) persons <table><tr><th></th><th>Day 1</th><th>Day 2</th></tr><tr><td>Breakfast</td><td>Takeaway meals for 40 persons to be distributed prior to departure in Makati City</td><td>Complimentary Breakfast for 40 persons</td></tr></table>	Date	Particulars	Day 1	Makati City to Bataan City For Forty (40) persons with luggage bags		Bataan City For Forty (40) persons	Day 2	Bataan City to Makati City For Forty (40) persons	Check-in	Tentative January 2024	Check-out	Tentative January 2024		Day 1	Day 2	Breakfast	Takeaway meals for 40 persons to be distributed prior to departure in Makati City	Complimentary Breakfast for 40 persons	381,000.00	381,000.00
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Lunch	Meals at a local restaurant in Bataan City during the tour for 40 persons	With free flowing brewed coffee and juice during stay at the accommodation Lunch at accommodation for 40 persons
Dinner	With free flowing brewed coffee and juice during stay at the accommodation Dinner at accommodation for 40 persons	Takeaway meals to be distributed prior to arrival in Mahanti City

*Packed meals shall include water, juice or coffee

- Transportation services to an outdoor tourist attraction in Bataan City where the DOT-NCR can conduct activity-based teambuilding.
- Proposed Location: Beach grounds of the resort that could accommodate the DOT-NCR

F. Love PH Polo shirt



- Blue Polo Shirt must be with Love PH colors.
- Shirt should be honeycomb/ cotton elastane.
- Print should be direct to film printing/ sublimation.
- 55 pieces

G. Tokens

- Bataan Local delicacies/products
 - Uraro Cookies and the likes.
- Bataan Local Produce

Minimum requirements of Tour Operator:

- 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;
- Provision of first aid medical kit for the group;
- Willing to provide services on a send-bill arrangement.

Approved Budget for the Contract (ABC):

Php 382,680.00

Pesos : Three Hundred Eighty Two Thousand Six Hundred Eighty Only

*Inclusive of applicable taxes, DOT/ATF government taxes, periodic charges and other applicable taxes and charges
as upon completion of this project and delivery of all requirements as agreed upon.
Government procedure and subject to appropriate government forms

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

(Total Amount in Words)	Pesos : THREE HUNDRED EIGHTY ONE THOUSAND ONLY <i>(inclusive of all applicable government taxes)</i>	381,000.00
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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.

Conforme :

pm: Camm D
ADON WTA

Signature over printed name

Very truly yours,

SHARLENE ADAMA-BATIN

Regional Director, NCR Regional Office

Funds Available :

Date

JOYLYN O RICO
JOYLYN O RICO
 Accountant II

Amount :

381,000.00

ALOBS No.

23 ; 12-0581