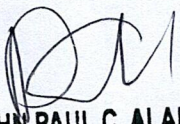
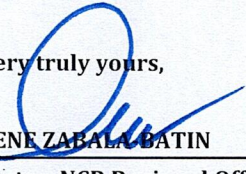
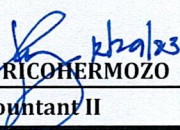


|   |      |          |   |           |            |
|---|------|----------|---|-----------|------------|
| PURCHASE ORDER  |      |          |   |           |            |
| DEPARTMENT OF TOURISM - National Capital Region   |      |          |   |           |            |
| Supplier  |      |          | TOTAL EXHIBIT & EXPO SOLUTIONS INC.   |           |            |
| Address   |      |          | #7 Sunshine Lane Rodriguez II Subd., Brgy. Baesa, Quezon City   |           |            |
| Telephone   |      |          | 0917-845-3545   |           |            |
| P. O. No.   |      |          | NCR-23-154  |           |            |
| Date  |      |          | December 11, 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 :   |      |          | Metro Manila  |           |            |
| Date of Delivery :  |      |          | December 12-13, 2023  |           |            |
| Delivery Term :   |      |          | Two (2) days  |           |            |
| Payment Term :  |      |          | Government Procedure  |           |            |
| Stock No.   | Unit | Quantity | Description   | Unit Cost | Amount     |
|   | LOT  | 1 (One)  | <div>EVENTS MANAGEMENT SERVICE PROVIDER</div> <div>PROJECT NAME : 4Q RD's MEETING AND FELLOWSHIP NIGHT</div> <div>I. BRIEF BACKGROUND:<br/>The Department of Tourism - National Capital Region is set to host the upcoming DOT 4th Regional Directors' Meeting and Fellowship Night on December 12, 2023. Among the discussions in place in the upcoming meeting will focus on Golf Tourism, Film Tourism, and Sports Tourism, as well as discussion of thrusts by the Office of Tourism Standards Regulation (OTSR) and Office of Industry Manpower Development (OIMD). Further, the meeting aims to comprehensively assess the performance of the Regional Offices throughout FY 2023 with the goal of creating action plans that are carefully designed to align with the insights derived from these assessments.</div> <div>III. SCOPE OF WORK / DELIVERABLES</div> <div>Date of Engagement:<br/>Implementation Date : December 12-13, 2023<br/>Area : Metro Manila</div> <div>EVENTS MANAGEMENT COMPANY/PRODUCTION HOUSE/ ENTERTAINMENT SERVICE PROVIDER TO COVER THE FOLLOWING SERVICES:</div> <div>PERFORMERS:<br/>1. Band for ambient music (acoustic entertainment) as Dinner/cocktails Entertainment<br/>* The show band should have the ability to play classic and contemporary songs and should have had an experience performing to an international audience</div> <div>PRODUCTION REQUIREMENTS:<br/>To include the Director's selection of the following (10pax minimum) to include but not limited to:<br/>- Events Director<br/>- Production Manager<br/>- Production Coordinator<br/>- Technical Director<br/>- Lighting Designer<br/>- Stage Manager<br/>- Audio Spinner<br/>- Video Spinner<br/>- Voice Over<br/>- Host</div> <div>TECHNICAL REQUIREMENTS<br/>Should engage a supplier of high end quality equipment for sound, Lights, Trusses, provision of Generator</div> <div>OTHER REQUIREMENTS FOR THE EVENT MANGEMENT COMPANY/PRODUCTION HOUSE/ENTERTAINMENT SERVICE PROVIDER</div> <div><ul style="list-style-type: none"><li>Must be a professional full-service Event Management Company/Production House/Entertainment Service Provider for last two (2) years specializing in conceptualizing producing, organizing, staging a national level full packaged corporate event physically;</li><li>Duly registered Philippine-based company;</li><li>With significant experience for the last two (2) years working with government and private sector with tourism related projects, utilizing state of the art equipment to produce physical events/show productions;</li><li>Highly experienced in producing contents and programs that are dynamic, Filipino-themed but global standard;</li><li>Highly knowledgeable in government process and procedure;</li><li>Must be registered with the Philippine Government Electronic Procurement Systems (PHILGEPS)</li><li>Must provide a breakdown of prices and services included in the quotation complete with the E-VAT and other government taxes;</li><li>Amenable to government procedure or send-bill arrangement and preferably with Landbank of the Philippines account;</li><li>With LGU registered office in Metro Manila.</li></ul></div> <div>SCOPE OF WORK/DELIVERABLES</div> <div><ul style="list-style-type: none"><li>Organization, Management and Execution of Physical Event to include logistics, technical requirements;</li><li>Program will be conceptualized and overseen by the DOT NCR to ensure the quality and reflection of the Philippine traditional and/or contemporary culture;</li><li>Technical Run/Rehearsal;</li><li>Ensure seamless staging;</li><li>Conduct of coordination meetings</li></ul></div> |           | 500,000.00 |

|  |  |  |
|--|--|--|
|  | <p>APPROVED BUDGET FOR THE CONTRACT (ABC)<br/>FIVE HUNDRED THOUSAND PESOS ONLY (P500,000.00)<br/><small>* Inclusive of all applicable taxes, EVAT/VAT/government taxes/service charge/and other applicable taxes and charges<br/>net upon completion of the project and delivery of all requirements as agreed upon.<br/>Government procedure and subject to appropriate government taxes</small></p> <p>-----nothing follows-----</p> |  |
| (Total Amount in Words)  | <b>Pesos : FIVE HUNDRED THOUSAND ONLY</b><br>(inclusive of all applicable government taxes)  | 500,000.00   |
| <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> |  |  |
| <b>Conforme :</b>  | <div><br/><b>JOHN PAUL C. ALARILLA</b><br/>President<br/>Signature over printed name</div> <div><u>DEC 11 2023</u><br/>Date</div>   | <div>Very truly yours,<br/><br/><b>SHARLENE ZABALA BATIN</b><br/>Regional Director, NCR Regional Office</div> |
| <b>Funds Available :</b>   | <div><br/><b>JOYLYN O. RICOHERMOZO</b><br/>Accountant II</div>  | <div>Amount : <u>500,000.00</u></div> <div>ALOBS No. <u>23-12-0576</u></div>   |