

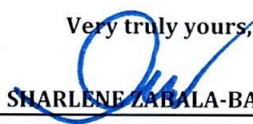


PURCHASE ORDER																																			
DEPARTMENT OF TOURISM - National Capital Region																																			
Supplier			1898 HOTEL COLONIA EN LAS FILIPINAS																																
Address			8447 Kalayaan Ave. Cor. P. Burgos St. Brgy. Poblacion, Makati City																																
Telephone			(02) 8876-3333																																
P. O. No.			NCR-23-155																																
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		Delivery Term : Two (2) days																															
Date of Delivery :		December 12-13, 2023		Payment Term : Government Procedure																															
Stock No.	Unit	Quantity	Description	Unit Cost	Amount																														
	LOT	1 (One)	<div>LEASE OF VENUE SUPPLIED WITH MEALS AND ACCOMMODATION</div> <div>PROJECT NAME : 4Q RD's MEETING AND FELLOWSHIP NIGHT</div> <div>I. BRIEF BACKGROUND: 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: Implementation Date : December 12 -13, 2023 Area : Metro Manila Number of Pax : 50 pax</div> <div>a. Provision of Lease of Venue supplied with Meals and Basic Seminar Amenities and accommodation for DOT Regional Directors and DOT Officials</div> <table><thead><tr><th></th><th>Meal Requirement/ Approved Budget</th><th>Requirements</th></tr></thead><tbody><tr><td></td><td><b>RD's Meeting Proper (8AM to 5PM)</b> <b>Meeting Meals</b> Php2,200.00 (AM Snack, PM Snack and Lunch) X 50 pax x 1 day (DOT Officials, DOT Regional Directors, DOT Regional Staff, DOT-NCR Secretariat Team, DOT RMS Team) <b>Fellowship Night (6PM - 10PM)</b> Buffet Dinner Php 1,200.00/pax x 50 pax (DOT Officials, DOT Regional Directors, DOT Regional Staff, DOT-NCR Secretariat Team, DOT RMS Team) <b>Accommodation</b> (DOT Officials, DOT Regional Directors, DOT Regional Staff) Twin Sharing Room for 16 pax with breakfast Php 2,200.00/room x 8 rooms x 1 night Breakfast for 16 pax for 1 day Php 220.00/pax</td><td><ul style="list-style-type: none"><li>• Pre-arranged banquet setup</li><li>• In-house high-speed Wi-Fi</li><li>• Free flowing coffee and tea</li><li>• Inclusive of AVP (projector and wide screen)</li><li>• Inclusive of podium/rostrum with microphone</li><li>• Seminar amenities (notepads, pencils/pens)</li><li>• Must be able to provide events and banquet team to assist during setup and event proper</li><li>• Establishment's health and safety protocols including disinfection and physical distancing practices are in place</li></ul></td></tr></tbody></table> <div>b. The venue must be within the Makati Area only; c. The venue must be a DOT-accredited establishment;</div> <div>APPROVED BUDGET</div> <table><thead><tr><th>Item</th><th>Particulars</th><th>Amount</th></tr></thead><tbody><tr><td>Lease of Venue supplied with Meals and Basic Seminar Amenities</td><td></td><td></td></tr><tr><td>RD's Meeting Proper (8AM to 5PM)</td><td>Php2,200.00 X 50 pax</td><td>Php 110,000.00</td></tr><tr><td>AM Snacks, Buffet Lunch, PM Snacks</td><td></td><td></td></tr><tr><td>Fellowship Night (6PM - 10PM)</td><td>Php 1,200 x 50 pax</td><td>Php 60,000.00</td></tr><tr><td>Buffet Dinner</td><td></td><td></td></tr><tr><td>Accommodation (DOT Officials, DOT Regional Directors, DOT Regional Staff)</td><td>Php 2,200.00/room x 8 rooms x 1 night</td><td>Php 17,600.00</td></tr><tr><td>Twin Sharing Room for 16 pax with breakfast</td><td></td><td></td></tr></tbody></table>		Meal Requirement/ Approved Budget	Requirements		<b>RD's Meeting Proper (8AM to 5PM)</b> <b>Meeting Meals</b> Php2,200.00 (AM Snack, PM Snack and Lunch) X 50 pax x 1 day (DOT Officials, DOT Regional Directors, DOT Regional Staff, DOT-NCR Secretariat Team, DOT RMS Team) <b>Fellowship Night (6PM - 10PM)</b> Buffet Dinner Php 1,200.00/pax x 50 pax (DOT Officials, DOT Regional Directors, DOT Regional Staff, DOT-NCR Secretariat Team, DOT RMS Team) <b>Accommodation</b> (DOT Officials, DOT Regional Directors, DOT Regional Staff) Twin Sharing Room for 16 pax with breakfast Php 2,200.00/room x 8 rooms x 1 night Breakfast for 16 pax for 1 day Php 220.00/pax	<ul style="list-style-type: none"><li>• Pre-arranged banquet setup</li><li>• In-house high-speed Wi-Fi</li><li>• Free flowing coffee and tea</li><li>• Inclusive of AVP (projector and wide screen)</li><li>• Inclusive of podium/rostrum with microphone</li><li>• Seminar amenities (notepads, pencils/pens)</li><li>• Must be able to provide events and banquet team to assist during setup and event proper</li><li>• Establishment's health and safety protocols including disinfection and physical distancing practices are in place</li></ul>	Item	Particulars	Amount	Lease of Venue supplied with Meals and Basic Seminar Amenities			RD's Meeting Proper (8AM to 5PM)	Php2,200.00 X 50 pax	Php 110,000.00	AM Snacks, Buffet Lunch, PM Snacks			Fellowship Night (6PM - 10PM)	Php 1,200 x 50 pax	Php 60,000.00	Buffet Dinner			Accommodation (DOT Officials, DOT Regional Directors, DOT Regional Staff)	Php 2,200.00/room x 8 rooms x 1 night	Php 17,600.00	Twin Sharing Room for 16 pax with breakfast				191,120.00
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<div>LEGAL/TECHNICAL/DOCUMENTARY REQUIREMENTS</div> <div>1. Must show proof of PHILGEP's registration; 2. Must submit current Mayor's Permit; 3. Must show proof of DOT accreditation; 4. Duly Notarized Omnibus Sworn Statement;</div> <div>APPROVED BUDGET FOR THE CONTRACT (ABC)</div> <div>( ₱ 191,200.00 )</div> <div>PESOS : ONE HUNDRED NINETY-ONE THOUSAND TWO HUNDRED ONLY</div> <div><small>* inclusive of all applicable taxes, EAT/VAT/government taxes/service charge/and other applicable taxes and charges</small></div> <div><small>net upon completion of the project and delivery of all requirements as agreed upon.</small></div> <div><small>Government procedure and subject to appropriate government taxes</small></div> <div>-----nothing follows-----</div>								
(Total Amount in Words)	<b>Pesos : ONE HUNDRED NINETY-ONE THOUSAND ONE HUNDRED TWENTY ONLY (inclusive of all applicable government taxes)</b>	191,120.00						
<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> <div><div><div>Conforme :</div><div> ANGELITA M. ASI Signature over printed name Dec 11, 2023 Date</div></div><div><div>Funds Available :</div><div> JOYLYN O. RICONHERMOZO Accountant II</div></div><div><div>Very truly yours,</div><div> SHARLENE ZABALA-BATIN Regional Director, NCR Regional Office</div></div><div><div>Amount :</div><div>191,120.00</div></div><div><div>ALOBS No.</div><div>DR 23-12-075</div></div></div>								