

PURCHASE ORDER

DEPARTMENT OF TOURISM - National Capital Region

Supplier <u>COCOON BOTIQUE HOTEL</u> Address #61 Scout Tobias Cor. Scout Rallos St., Brgy. Laging Handa Quezon City Telephone 8921-2706 / 0917-706-7231	P. O. No. NCR-24-014 Date March 13, 2024 Mode of Procurement : NP 53.9 - Small Value Procurement
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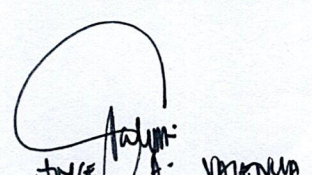
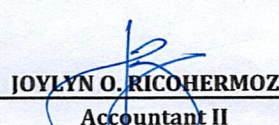
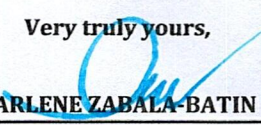
Gentlemen :
Please furnish this office the following articles subject to the terms & conditions contained herein:

Place of Delivery : Metro Manila Date of Delivery : March 25, 2024	Delivery Term : One (1) day Payment Term : Government Procedure
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Stock No.	Unit	Quantity	Description	Unit Cost	Amount								
	LOT	1 (One)	<p style="text-align: center;">LEASE OF VENUE</p> <p>PROJECT NAME : FILIPINO BRAND OF SERVICE EXCELLENCE (FBSE) TRAINING FOR RAC MEMBERS AND OTHER TOURISM FRONTLINE PERSONNEL</p> <p>III. TARGET PARTICIPANTS</p> <p>Target Participants : 45 Regional Advisory Council Members and other tourism frontline personnel in the NCR Organizer : Department of Tourism - National Capital Region Implementation Date : March 25, 2024 <small>(*subject to change due to the availability of speakers, venue, and to be agreed by the DOT-NCR and the supplier in coordination with the concerned LGU/stakeholders)</small> Area : Venue within Quezon City, Metro Manila Components : Face-to-face Training</p> <p>IV. SCOPE OF WORK / DELIVERABLES</p> <ul style="list-style-type: none"> > Must be a DOT-accredited property within South Triangle, Quezon City > Function Room for 45 pax (7:30AM- 6:00PM) <ul style="list-style-type: none"> - Standard sound system with at least 3 microphones - Free-flowing coffee - Banquet set-up arrangement - LCD Projector and white screen - Wifi Connection - Parking Space - Rostrum - Paper and pencil > AM and PM Snack, and Buffet Lunch: Php 1,200.00 x 45 pax = Php 54,000.00 <ul style="list-style-type: none"> - 1 vegetable, 1 soup, 3 Main Entrée, Steamed Rice, Dessert, One round of juice or iced tea drink <p>BUDGETARY REQUIREMENTS</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 5px 0;"> <thead> <tr> <th style="text-align: left;">Filipino Brand of Service Excellence Training</th> <th style="text-align: right;">ITEM AMOUNT</th> </tr> </thead> <tbody> <tr> <td style="text-align: left;">PARTICULARS</td> <td></td> </tr> <tr> <td style="text-align: left;">Lease of Venue with Supplied Meals (Php 1,200 x 45 pax)</td> <td style="text-align: right;">Php 54,000.00</td> </tr> <tr> <td style="text-align: center;">TOTAL</td> <td style="text-align: right;">₱ 54,000.00</td> </tr> </tbody> </table> <p>V. REQUIREMENTS FOR SUPPLIERS</p> <ul style="list-style-type: none"> > PAYMENT PROCEDURE -Send Bill Arrangement <p style="text-align: center;">APPROVED BUDGET FOR THE CONTRACT (ABC) Php 54,000.00 Pesos : Fifty-Four Thousand Only <small>* inclusive of all applicable taxes, EVAT/VAT/government taxes/service charge/and other applicable taxes and charges net upon completion of the project and delivery of all requirements as agreed upon. Government procedure and subject to appropriate government taxes</small></p> <p style="text-align: center;">-----nothing follows-----</p>	Filipino Brand of Service Excellence Training	ITEM AMOUNT	PARTICULARS		Lease of Venue with Supplied Meals (Php 1,200 x 45 pax)	Php 54,000.00	TOTAL	₱ 54,000.00	1,200.00	54,000.00
Filipino Brand of Service Excellence Training	ITEM AMOUNT												
PARTICULARS													
Lease of Venue with Supplied Meals (Php 1,200 x 45 pax)	Php 54,000.00												
TOTAL	₱ 54,000.00												

(Total Amount in Words) Pesos : FIFTY-FOUR THOUSAND ONLY (inclusive of all applicable government taxes)	54,000.00
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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.

<p>Conforme :</p> <div style="text-align: center;">  _____ Signature over printed name 13 MAR 2024 _____ Date </div> <p>Funds Available :</p> <div style="text-align: center;">  _____ JOYLYN O. RICOHERMOZO Accountant II </div>	<p style="text-align: right;">Very truly yours,</p> <div style="text-align: center;">  _____ SHARLENE ZABALA-BATIN Regional Director, NCR Regional Office </div> <p style="text-align: right;">Amount : <u>₱ 54,000.00</u></p> <p style="text-align: right;">ALOBS No. <u>04-03-0247C</u></p>
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