

PURCHASE ORDER									
DEPARTMENT OF TOURISM - National Capital Region									
EAS-ELLEN'S TRAVEL AND TOURS			P. O. No. NCR-24-106						
84 Magbanua Road 2, San Pedro Puerto Princesa City, Palawan			Date December 23, 2024 Mode of Procurement : NP 53.9 - Small Value Procurement						
Telephone 0917-360-8613 / 0928-500-2126									
Gentlemen : Please furnish this office the following articles subject to the terms & conditions contained herein:									
Place of Delivery : Tokyo, Japan			Delivery Term : Three (3) days						
Date of Delivery : January 3-5, 2025			Payment Term : Government Procedure						
Stock No.		Unit	Quantity	Description			Unit Cost	Amount	
		Lot	1 (One)	ROUNDTrip AIRLINE TICKET (TOUR OPERATOR)				192,000.00	
				PROJECT NAME : Mutual Promotions With Tokyo, Japan Under The Council For Promotions Of Tourism In Asia I. BRIEF BACKGROUND : The DOT-NCR Regional Office needs a Tour Operator or Travel and Tour Agency to provide roundtrip airline ticket to inspect and visit the Philippine promotional materials in Tokyo, Japan, and attend a courtesy call with the Director General of the Bureau of Industrial and Labor Affairs of the Tokyo Metropolitan Government regarding the mutual promotion of Metro Manila and Tokyo, Japan, under the Council for the Promotion of Tourism in Asia II. OBJECTIVES: • To continue established strategic relationship with the Tokyo Metropolitan Government. • To provide relevant tourism information, take advantage of the exposure of the Metro Manila and build linkages with our neighboring Asian country in the promotion of Tourism. • To provide a platform for the DOT-NCR to meet face-to-face and create a mutually beneficial business relationship and network and generate leads. III. SCOPE OF WORK / SPECIFICATIONS : Date of Engagement: _____ Implementation Date : January 3-5, 2025 Area : Tokyo, Japan Passengers: 1. Sharlene Zabala- Batin 2. Gleisa Marie G. Biscocho Departure: January 3, 2025 (morning flight) Return: January 5, 2025 (evening flight) With at least two (2) 20kgs baggage allowance per pax Inclusive of Travel Insurance and Travel Tax Rebookable and amenable to book the air tickets on 27 December 2024 Minimum Requirements: A. Must be engaged in the business as a travel and tour operator for at least two (2) years from the date of the opening of bids with experience and expertise in outbound (foreign) travel. B. Willing to provide services on send-bill arrangement. Approved Budget for the Contract (ABC): Php 192,078.42 Notes : - One Hundred Ninety-Two Thousand Seven Hundred Eighty Pesos and 42/100 only * Inclusive of all applicable taxes, EMT/ VAT/ government taxes/ service charges/ and other applicable taxes and charges upon completion of the project and delivery of all requirements as agreed upon. Government procedure and subject to appropriate government taxes -----nothing follows-----					
(Total Amount in Words)		PESOS: ONE HUNDRED NINETY-TWO THOUSAND ONLY			(inclusive of all applicable government taxes)				
					192,000.00				
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 Date 12/26/24 Very truly yours,  SHARLENE ZABALA-BATIN Assistant Secretary for TDRG and concurrent Regional Director, DOT-NCR Funds Available : MAY MEN002A -RAMOS Amount : ₱ 192,000.00 ALOBS No. 24-12-05913 Acting Accountant									