PURCHASE ORDER

DEPARTMENT OF TOURISM - National Capital Region

Supplier	**MERCK-MLI TRAVEL AND TOURS**	**P. O. No.**	NCR-25-031
Address	2570 M.L. Quezon St., Brgy. Poblacion Makati City	**Date**	March 31, 2025
Telephone	02-7001-5611/ 02-8706-5735	**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 :	Within Metro Manila	***Delivery Term :***	One (1) day
Date of Delivery :	April 2, 2025	***Payment Term :***	***Government Procedure***

Stock No.	***Unit***	***Quantity***	***Description***	***Unit Cost***	***Amount***
	LOT	**One (1)**	**TOUR OPERATOR (GROUND HANDLING SERVICES)** **PROJECT NAME : HOSTING OF THE HOHO TOUR FOR INTERNATIONAL DELEGATES OF THE 7TH GLOBAL MINISTERIAL SUMMIT ON PATIENT SAFETY** **III. SCOPE OF SERVICES / SPECIFICATIONS :** **Date of Engagement: April 2, 2025** **HOHO Curated Tours (Manila Heritage Tour)** For 55 pax (International and Local Delegates, Global Ministerial Summit Secretariat, DOT NCR Secretariat) on April 2, 2025. - To provide a Hop-On Hop Off Tour day pass; - To provide a DOT Accredited Tour guides; - To provide light AM and PM snacks and bottled water; - To include all payments of entrances, - To include insurance; - To include coordinators for the tour; - To submit a documentation report after the implementation. **TOUR ITINERARY** - Pick up at hotel accommodation in Pasay or Makati (TBD) - Rolling Tour and Photo Shoot Luneta - National Museum of the Philippines Complex - Casa Manila - Fort Santiago - Destileria Limtuaco Museum - Centro de Turismo Intramuros *(Final itinerary will be for approval of the project officer)* **MINIMUM REQUIREMENTS :** A. Must have certificate of onboarding from Project Integrator of Hop On Hop Off; B. Must allow flexible rebooking dates for accommodation with minimal fees, if applicable; C. Provision of first aid medical kit for the group; D. Willing to provide services on send-bill arrangement. **Approved Budget for the Contract (ABC): Php 176,946.00** **Pesos : One Hundred Seventy-Six Thousand Nine Hundred Forty-Six Only** ** inclusive of all applicable taxes, EVAT/VAT/government taxes/service charges/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*** **------------nothing follows----------**		**176,900.00**
(Total Amount in Words)			***Pesos : ONE HUNDRED SEVENTY-SIX THOUSAND NINE HUNDRED ONLY*** *(inclusive of all applicable governnment taxes)*		**176,900.00**

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.

Very truly yours,

Conforme :

MYRA ROLDAN

Signature over printed name

SHARLENE ZABALA-BATIN
Assistant Secretary for TDRG and concurrent Regional Director, DOT-NCR

Date

Funds Available :

8 May 2025

Acting Accountant

Amount : P 176,900.00

ALOBS No. 25-05-0131

NCR-ADMIN-PMD-003-00