

# JOB ORDER

CITEM.STR.FR.005



**CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS**  
 Golden Shell Pavilion, Roxas Boulevard corner Sen. Gil J. Puyat Avenue  
 1300 Pasay City, Metro Manila, Philippines  
 (632) 831-2201 to 09 ext. 218 (632) 831-1386, 832-3965  
 info@citem.com.ph www.citem.com.ph



JO Number:  
2019-0294

JO Date:  
15 October 2019

PR No.:  
2019-0683

PR Date:  
02 October 2019 1/7

CONTRACTOR/SUPPLIER: **SHROFF INTERNATIONAL TRAVEL CARE INC.**  
 ADDRESS: **Malate, Manila**

DELIVERY TERM  
 PAYMENT TERM  
 PLACE OF DELIVERY: **CITEM**  
 DATE OF DELIVERY

MODE OF PROCUREMENT: **SMALL VALUE PROCUREMENT**

Please provide/furnish this office the requirements listed below subject to the terms and conditions contained herein. Address all correspondence to the Center for International Trade Expositions and Missions (CITEM).

DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
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<b>Procurement of Incentivized Tour Package for the Influencer</b>			<b>590,040.00</b>
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**Scope of Work & Deliverables:**  
 The Tourism Promotions Board (TPB) and CITEM have invited Ms. Suzy Annetta to visit the Philippines.

Number of pax are broken down as follows:  
 One (1) influencer from Hong Kong  
 One (1) Photographer  
 One (1) TPB personnel (w/o Manila - El Nido - Manila airfare)

Total of Three (3) Pax

Ms. SUZY ANNETTA of Design Anthology (from Hong Kong)  
 8 days and 7 nights

Specifications:  
 Schedule : 12 - 19 October 2019 (17 - 19 October 2019 is not part of this incentivized tour. Hence, quotation will only include 12 - 16 October 2019).

**Logistical requirements:**  
 - Roundtrip airfare Hong Kong - Manila - Hong Kong (1 business class) with maximum allowable baggage allowance and must be rebookable  
 - Roundtrip airfare Manila - El Nido - Manila (1 influencer) on 14 - 16 October 2019, roundtrip airfare Manila - El Nido - Manila (photographer) 14 - 15 October 2019 - rebookable

TOTAL AMOUNT IN WORDS: Php

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 The delivery must be made only during office hours to CITEM or as may be specified. Delivery is subject to the acceptance of CITEM's duly authorized representative/official and inspection by CITEM-Management Inspection Team and/or the Commission on Audit. Rejected deliveries are to be withdrawn and/or replaced immediately. Delay in the delivery is subject to the PENALTY of **1/10 of 1%** of the TOTAL VALUE of this ORDER for EACH DAY OF DELAY. In case the contractor/supplier does not deliver within the due date, she shall be considered in default and will be liable to pay LIQUIDATED DAMAGES in the amount of \_\_\_\_\_ of the TOTAL AMOUNT unless the contractor/supplier requested and CITEM granted an extension. The contractor/supplier authorizes CITEM to deduct the amount of undelivered portion and to deduct the penalty and liquidated damages from any of its receivables from CITEM. The contractor/supplier must present a Delivery Receipt and Invoice or Official Receipt with the Job Order upon delivery.

Very truly yours,  
  
**JAIME ANTONIO S. SANDOVAL**  
 Chief, STREDO & Procurement Unit

BUR No. I-TPB-19120050

Recommended by:

DATE 12/5/19

**ATTY. ANNA GRACE I. MARPURI**  
 OIC-DM, Operations Group 1

AMOUNT ₱ 590,040.00

Approved by:   
**PAULINA SUACO JUAN**  
 Executive Director

CONFORME:  
  
**Maribel Rosales**  
 Name & Signature of Contractor/Supplier

Funds Available:  
  
**MALERNA C. BUYAO**  
 Chief, Controllership Division

Date





**CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS**  
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JO Number:	JO Date:	PAGE
2019-0294	15 October 2019	
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**CONTRACTOR/SUPPLIER**  
**SHROFF INTERNATIONAL TRAVEL CARE INC.**  
**ADDRESS**  
 Malate, Manila

**DELIVERY TERM**  
**PAYMENT TERM**  
**PLACE OF DELIVERY** CITEM  
**DATE OF DELIVERY**

**MODE OF PROCUREMENT**  
**SMALL VALUE PROCUREMENT**

Please provide/furnish this office the requirements listed below subject to the terms and conditions contained herein. Address all correspondence to the Center for International Trade Expositions and Missions (CITEM).

DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
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**Procurement of Incentivized Tour Package for the Influencer**

- DOT-accredited vehicle (van) inclusive of driver, driver's meals, gas, parking fees, toll fees and driver's accommodation:
  - airport-hotel-airport transfers in Manila
  - hotel to The Farm at San Benito (overnight) and back
  - around Manila and its environs
  - other activities as needed (such as, pick-up of the TPB/CITEM representative, photographer from home or office)
- Room accommodations (to request for early check-in and late check-out as necessary):
  - The Farm at San Benito (overnight) for the influencer and photographer on 13 October 2019 (2 rooms only)
  - Hotel 1925 (overnight) for TPB personnel on 13 October 2019 (1 room only)
  - El Nido - please provide quotation for Miniloc and Pangulasian Island (preferably in a design/luxury hotel)
  - beach villa for the influencer (1 room)
  - 2 regular rooms for 1 photographer (14 - 15 October 2019) and 1 TPB personnel (14 - 16 October 2019)
  - Conrad Hotel (Deluxe room) 3 rooms for 12 October and 2 rooms for 16 October 2019
- Boat transfers for island hopping
- Entrance fees or environmental fees during tour (but not limited to)
- Wellness activities at The Farm; El Nido tour and other locations.

Php

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Very truly yours,  
  
**JAIME ANTONIO S. SANDOVAL**  
 Chief, STREDO & Procurement Unit

BUR No. T-FPB-1920050

Recommended by:

DATE 12/5/19

**ATTY. ANNA GRACE I. MARPURI**  
 OIC-DM, Operations Group 1

AMOUNT ₱ 570,040.00

CONFORME:  
  
**Maribel Rosales**  
 Name & Signature of Contractor/Supplier

Funds Available:  
  
**MALERNA C. BUYAO**  
 Chief, Controllership Division

Approved by:  
  
**PAULINA SUACO-JUAN**  
 Executive Director

Date





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JO Number:

JO Date:

PAGE

PR No.:

15 October 2019  
PR Date:

2019-0883

02 October 2019 3/7

CONTRACTOR/SUPPLIER

**SHROFF INTERNATIONAL TRAVEL CARE INC.**

ADDRESS  
Malate, Manila

DELIVERY TERM

PAYMENT TERM

PLACE OF DELIVERY

CITEM

DATE OF DELIVERY

MODE OF PROCUREMENT

**SMALL VALUE PROCUREMENT**

Please provide/furnish this office the requirements stated below subject to the terms and conditions contained herein. Address all correspondence to the Center for International Trade Expositions and Missions (CITEM).

DESCRIPTION

QTY/UNIT

UNIT PRICE

AMOUNT

**Procurement of Incentivized Tour Package for the Influencer**

- Incentivized/Pre-arranged meals all throughout the duration of the tour for Manila and El Nido (with appropriate local entertainment; meals can be outside Miniloc/Pangulasian island for better appreciation of the Philippines which will be subject for approval of TPB and CITEM); Meals should feature local cuisines with minimum of one (1) round of drinks (choice of beer, bottled water, fresh juices or soft drinks)

\*\* Amount budgeted should not be less than Php3,000 for lunch and dinner per pax, including am and pm snacks not less than Php500.00 per pax

- Provision of 1 welcome token in the hotel that is identifiable with the destination (e.g. small cashew/Palawan honey sampler packed in a small jute pouch/bayong/"tampipi", etc.

- Coordination with tour sites,

- Services of a licensed DOT-accredited local English-speaking Tour Guide

- Uniformed tour coordinator

- Provision of It's More Fun in the Philippines banner for group picture and appropriate vehicle signage design/specs will be subject to TPB and CITEM's approval

- Other Amenities/Travel Essentials:

- Comprehensive travel insurance

TOTAL AMOUNT IN WORDS:

Php

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Very truly yours,  
  
**JAIME ANTONIO S. SANDOVAL**  
 Chief, STREDO & Procurement Unit

BUR No. J-TPD-19122050  
 DATE 12/5/19  
 AMOUNT ₱ 520,040.00

Recommended by:  
  
**ATTY. ANNA GRACE I. MARPURI**  
 OIC-DM, Operations Group 1

CONFORME:  
  
**Maribel Rosales**  
 Name & Signature of Contractor/Supplier

Funds Available:  
  
**MALERNA C. BUYAO**  
 Chief, Controllership Division

Approved by:  
  
**PAULINA SUACO-JUAN**  
 Executive Director

*Adm.*





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JO Number:	JO Date:	PAGE
<b>2019-0294</b>	15 October 2019	
PR No.:	PR Date:	
2019-0883	02 October 2019	4/7

<b>CONTRACTOR/SUPPLIER:</b> SHROFF INTERNATIONAL TRAVEL CARE INC. <b>ADDRESS:</b> Malate, Manila <b>MODE OF PROCUREMENT:</b> SMALL VALUE PROCUREMENT	<b>DELIVERY TERM:</b> <b>PAYMENT TERM:</b> <b>PLACE OF DELIVERY:</b> CITEM <b>DATE OF DELIVERY:</b>
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Please provide/furnish this office the requirements listed below subject to the terms and conditions contained herein. Address all correspondence to the Center for International Trade Expositions and Missions (CITEM).

DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
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**Procurement of Incentivized Tour Package for the Influencer**

- Packed breakfast (if needed), snacks on board, cold towels and distilled water
- Provision of incentivized tour kit
  - Printed itinerary - preferably on an A5/brochure size paper
  - Travel necessities - pocket tissue, wipes, sanitizer/alcohol, mosquito repellent, crackers, mints, fan, disposable hooded raincoat, towellette, etc.
  - First aid kit on board the vehicle and basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, etc.)
  - Color-coded luggage tags (3 per pax, per destination)
  - In case of rain, provision of raincoats and golf umbrellas
  - Pocket wi-fi - goof for 2 pax
  - Other miscellaneous expenses (e.g. souvenir tokens, sampling, of local delicacies, etc.)
  - Provision for on-site related expenses as need arises.
  - \*\* Final itinerary for approval of TPB and CITEM

**Special Additional Requirements**

- The Travel and Tour Operator:**
- Must be DOT-accredited establishment.
  - Must be engaged in the business as travel and tour operator for at least five (5) years at the date and time of the opening of bids.

**TOTAL AMOUNT IN WORDS:** \_\_\_\_\_ Php

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Very truly yours,  
  
**JAIME ANTONIO S. SANDOVAL**  
 Chief, STREDO & Procurement Unit

CONFORME:  
  
 Name & Signature of Contractor/Supplier  
 Date \_\_\_\_\_

BUR No. T-TPB-1/1/2020  
 DATE 12/5/19  
 AMOUNT ₱ 520,040.00

Funds Available:  
  
**MALERNA C. BUYAO**  
 Chief, Controllership Division

Recommended by:  
  
**ATTY. ANNA GRACE I. MARPURI**  
 OIC-DM, Operations Group 1

Approved by:  
  
**PAULINA SUAZO-JUAN**  
 Executive Director

*Handwritten mark*







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JO Number: <b>2019-0294</b> PR No.:	JO Date: <b>15 October 2019</b> PR Date:	PAGE
<b>2019-0883</b>	<b>02 October 2019</b>	<b>5/7</b>

CONTRACTOR/SUPPLIER <b>SHROFF INTERNATIONAL TRAVEL CARE INC.</b>	DELIVERY TERM
ADDRESS Malate, Manila	PAYMENT TERM
MODE OF PROCUREMENT <b>SMALL VALUE PROCUREMENT</b>	PLACE OF DELIVERY <b>CITEM</b>
	DATE OF DELIVERY

Please provide/furnish this office the requirements listed below subject to the terms and conditions contained herein. Address all correspondence to the Center for International Trade Expositions and Missions (CITEM).

DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
-------------	----------	------------	--------

**Procurement of Incentivized Tour Package for the Influencer**

- Must have at least five (5) years of experience and expertise in inbound (domestic) travel.
- Must have Participated in at least one (1) TPB road shows/ Trade Fairs abroad for the past five (5) years.
- With preferably with an account in Landbank.
- Must use/contract hotels and resorts, tour guides, and tourist transport companies that are DOT-accredited and are Deluxe
- Must be willing to provide services on "send-bill" arrangement
- Must be a member of a registered and reputable Travel and Tour Operator Association of the Republic of the Philippines. Provided, that the Travel and Tour Operator Association is a member of a reputable international travel association in Southeast Asia.

**Transport Service must be:**

- DOT - Accredited vehicles
- Inclusive of licensed driver with uniform and company ID, fuel, driver's meals, applicable parking and toll fees.
- Inclusive of comprehensive insurance for the passengers.

**Tour Guide and Tour Coordinator must be:**

- Duty licensed and/or accredited by DOT and preferably from known/reputable organization which provides tour guide.

TOTAL AMOUNT IN WORDS: \_\_\_\_\_ Ptp

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Very truly yours,  
  
**JAIME ANTONIO S. SANDOVAL**  
 Chief, STREDO & Procurement Unit

CONFORME:  
  
**Maribel Rosales**  
 Name & Signature of Contractor/Supplier  
 Date \_\_\_\_\_

BUR No. I-TPB-14120-3D  
 DATE 12/5/19  
 AMOUNT ₱ 520,240.00  
 Funds Available:  
  
**MALERNA C. BUYAO**  
 Chief, Controllership Division

Recommended by:  
  
**ATTY. ANNA GRACE I. MARPURI**  
 OIC-DM, Operations Group 1  
 Approved by:  
  
**PAULINA SUACO-JUAN**  
 Executive Director





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<b>2019-0294</b>	<b>15 October 2019</b>	
PR No.:	PR Date:	
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CONTRACTOR/SUPPLIER <b>SHROFF INTERNATIONAL TRAVEL CARE INC.</b>	DELIVERY TERM
ADDRESS Malate, Manila	PAYMENT TERM
MODE OF PROCUREMENT <b>SMALL VALUE PROCUREMENT</b>	PLACE OF DELIVERY <b>CITEM</b>
	DATE OF DELIVERY

Please provide/furnish this office the requirements listed below subject to the terms and conditions contained herein. Address all correspondence to the Center for International Trade Expositions and Missions (CITEM).

DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
<b>Procurement of Incentivized Tour Package for the Influencer</b>			
<ul style="list-style-type: none"> <li>- With at least three (3) years of experience as a tour guide.</li> <li>- Fluent and conversant in English</li> <li>- Knowledgeable and have a strong sense of Philippine history, culture and tradition, art as well as about current events.</li> </ul>			
<b>AIRFARE</b>			<b>100,000.00</b>
<b>A. Influencers</b>			
<i>Hong Kong-Manila-Hongkong (business class x 1 pax)</i>			
12 October 2019, Hong Kong to Manila	30,000.00		
20 October 2019, Manila to Hong Kong	30,000.00		
<b>B. Domestic Airfare</b>			
14 - 16 October 2019, Manila-EI Nido-Manila (Influencer)	20,000.00		
14 - 15 October 2019, Manila-EI Nido-Manila (Photographer)	20,000.00		
<b>ACCOMMODATION</b>			<b>157,000.00</b>
<i>Conrad Hotel X 2 nights x 2 rooms (12 October and 16 October)</i>			
40,000.00			
<i>Conrad Hotel X 1 night x 1 room (12 October)</i>			
10,000.00			
<i>EI Nido 1 room x 2 nights (water cottage/private villa for influencer)</i>			
50,000.00			
<i>EI Nido x 1 room x 2 nights (regular room for TPB) 14 - 16 October</i>			
38,000.00			
<i>EI Nido x 1 room x 1 night (regular room for Photographer) 14 - 15 October</i>			
19,000.00			

TOTAL AMOUNT IN WORDS: \_\_\_\_\_ Php

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Very truly yours,  
**JAIME ANTONIO S. SANDOVAL**  
 Chief, STREDO & Procurement Unit

CONFORME:  
  
 Name & Signature of Contractor/Supplier

Date: \_\_\_\_\_

BUR No. J-TPB-19120250  
 DATE 12/5/19  
 AMOUNT P 512,040.00

Funds Available:  
  
**MALERNA C. BUYAO**  
 Chief, Controllership Division

Recommended by:  
  
**ATTY. ANNA GRACE I. MARPURI**  
 OIC-DM, Operations Group 1

Approved by:  
  
**PAULINA SUACO-JUAN**  
 Executive Director

*Adia*



# JOB ORDER

CITEM.STR.FR.006



**CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS**  
 Golden Shell Pavilion, Roxas Boulevard corner San. Gil J. Puyat Avenue  
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JO Number: \_\_\_\_\_ JO Date: \_\_\_\_\_ PAGE \_\_\_\_\_  
 PR No.: \_\_\_\_\_ PR Date: **15 October 2019**  
 2019-0883 02 October 2019 7/7

CONTRACTOR/SUPPLIER: **SHROFF INTERNATIONAL TRAVEL CARE INC.**  
 ADDRESS: **Melate, Manila**  
 MODE OF PROCUREMENT: **SMALL VALUE PROCUREMENT**

DELIVERY TERM \_\_\_\_\_  
 PAYMENT TERM \_\_\_\_\_  
 PLACE OF DELIVERY: **CITEM**  
 DATE OF DELIVERY \_\_\_\_\_

Please provide/furnish this office the requirements listed below subject to the terms and conditions contained herein. Address all correspondence to the Center for International Trade Expositions and Missions (CITEM).

DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
<b>Procurement of Incentivized Tour Package for the Influencer</b>			
<b>TRANSPORTATION</b>			
Van Rental x 1 unit x 5 days			66,000.00
<b>TOURS AND ACTIVITIES</b>			
The Farm (overnight) x 2 pax (influencer and photographer)			87,500.00
Hotel 1925 (overnight) x 1 pax (TPB)			
Poblacion Tour 3 pax			
El Nido Island Hopping x 3 pax			
Tour Guide x 5 days			
<b>MEALS</b>			
Lunch and dinner x 5 days x 3 pax (please specify recommended places in El Nido, Manila, Poblacion)			105,000.00
<b>ADMINISTRATIVE EXPENSES</b>			
Travel Insurance for 3 pax			20,900.00
		<b>Sub-Total</b>	<b>536,400.00</b>
	<b>additional</b>	<b>10% Service Charge</b>	<b>53,640.00</b>

TOTAL AMOUNT IN WORDS: **Five Hundred Ninety Thousand Forty Pesos** Php **590,040.00**

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Very truly yours,  
  
**JAIME ANTONIO S. SANDOVAL**  
 Chief, STREDO & Procurement Unit

CONFORME:  
  
 Name & Signature of Contractor/Supplier

Date \_\_\_\_\_

BUR No. **T-TPB-19170050**  
 DATE **12/5/19**  
 AMOUNT **₱ 590,040.00**

Funds Available  
  
**MALERNA C. BUYAO**  
 Chief, Controllership Division

Recommended by:  
  
**ATTY. ANNA GRACE L. MARPURI**  
 OIC-DM, Operations Group 1

Approved by:  
  
**PAULINA SUAZO-JUAN**  
 Executive Director

*Handwritten mark*

