

JOB ORDER

CITEM.STR.FR.006



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) 831-1368, 832-3965
 info@citem.com.ph www.citem.com.ph



JO Number: 2023-0216	JO Date: 10/18/2023	PAGE 1/2
PR No.: 2023-0408	PR Date: 09/27/2023	

CONTRACTOR/SUPPLIER **TJOIE THE CATERER INC.**
 ADDRESS **594 Quirino Avenue, Tambo, Paranaque City**

DELIVERY TERM
 PAYMENT TERM
 PLACE OF DELIVERY
 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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HIRING OF FOOD AND BEVERAGE CATERER FOR BUYER'S LOUNGE AREA IN MANILA FAME 2023 **Php500,000.00**

SCOPE OF WORK OF THE FOOD CONCESSIONAIRE

The hired food concessionaire will be contracted during Manila FAME event proper on 19-21 October 2023. They are expected to perform the following duties:

AMENITIES	QUANTITY	OTHER REQUIREMENTS
Presentation		
Elegantly presented buffet table	1-2 lot (preferred dimension of 1.60m x 0.40m x 0.75m H)	Dressed according to approved theme and color
Banquet tables	18 tables (maximum 0.60m diameter, round)	Dressed according to approved theme and color
Banquet chairs	72 chairs (4 chairs per table)	No monoblock chairs
Table centerpieces	18 pcs. (1 for each table)	No plastic plants and must match agreed theme and color
Plates, utensils, napkins		Always new and clean
Printed menu	1 per table	Layout design for approval of CITEM
Personnel / Staff		
Well groomed, uniformed and trained service staff and food attendants	At least 3 waiter per shift	Can converse in English and should always be ready to serve with a smile or greet buyers and VIPs "Mabuhay" Must keep all tables clean and sanitized at all times. All wait servers must be wearing a face mask at all time. Face masks of servers must match their uniform. Wait servers at the buffet must be in hair net, apron, and plastic gloves.
	1 chief waiter per shift	Must manage food provision and ensure that there will be available food for any buyer who will visit the lounge anytime during event proper.

TOTAL AMOUNT IN WORDS: Php

This order is placed subject to the following terms and conditions:

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, s/he 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,

ATTY. ANNA GRACE I. MARPURI
 OIC-DM, CS Department
 CONFORME:

Name & Signature of Contractor/Supplier

Date

BUR No. ME-2311245
 DATE 11/09/2023
 AMOUNT Php500,000.00

Recommended by:

MARJO F. EVIO
 OIC-DM, OG 1

Approved by:

MA. LOURDES D. MEDIRAN
 Deputy Executive Director

Funds Available:

MALERNA C. BUYAO
 Chief, Controllership Division

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CONTRACTOR/SUPPLIER **TJIOE THE CATERER INC.**
 ADDRESS **594 Quirino Avenue, Tambo, Paranaque City**
 MODE OF PROCUREMENT **Small Value Procurement**

DELIVERY TERM
 PAYMENT TERM
 PLACE OF DELIVERY
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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
<p>Food</p> <p>Food provision for buyers</p> <ul style="list-style-type: none"> • 19 October – 250 pax • 20 October – 200 pax • 21 October – 100 pax <p>Below is the sample menu: Light morning snacks - Breads and pastries - Canapes/Sandwich</p> <p>Full Lunch - Soup with bread - Salad - Pasta / Noodles - Vegetarian Dish (1) - Meat Dish (2 kinds) - Seafood Dish (1) - Desserts (2 kinds) - Fresh Fruits (2 kinds)</p> <p>Light afternoon snacks - Filipino delicacies (2 kinds) - Pasta /Noodles - Skewers</p>			<p>Offer different menu choices every day and every select eating time of the day to include but not limited to:</p> <ul style="list-style-type: none"> • light morning snacks • full lunch • light afternoon snacks <p>Each menu must be complemented with a drink and must have vegetarian option.</p>
Unlimited brewed coffee, tea, and water			Set-up a coffee service station

Other requirements:

- Provide linens for Secretariat esk at the Buyer's Lounge.
- Be liable for any casualty of its services and complaints regarding their services.
- Assign a person-in-charge on site for coordination of requirements and facilitation of services
- Coordinated directly with the event venue regarding additional fees that will be required.
- Submit to CITEM a summary of the daily food consumption of guests.
- Turnover to CITEM all unconsumed food provision by the end of each show proper day.

CONTRACTED PRICE AND PAYMENT TERMS

The Contracted Price for this requirement is Php500,000.00 (inclusive of all applicable taxes) to be sourced from Manila FAME 2023. The concessionaire will be paid in full after the show

TOTAL AMOUNT IN WORDS:	Five Hundred Thousand Pesos	Php 500,000.00
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Very truly yours,

ATTY. ANNA GRACE I. MARPURI
 OIC-DM, CS Department

CONFORME:

Name & Signature of Contractor/Supplier

Date

BUR No. ME-2311295
 DATE 11/07/2023
 AMOUNT Php500,000.00

Funds Available:
MALERNA C. BUYAO
 Chief, Controllership Division

Recommended by:
MARIO H. EVIO
 OIC-DM, OG 1

Approved by:
MA. LOURDES D. MEDIRAN
 Deputy Executive Director