

JOB ORDER

CITEM STR FR 006



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
 Golden Shell Pavilion - House of Representatives - 3rd Floor - 1500
 1500 House of Representatives - 3rd Floor - 1500
 1500 House of Representatives - 3rd Floor - 1500
 info@citem.com.ph | www.citem.com.ph



JO Order Number

2024-0361

JO Date

10/04/2024

PAGE

PR No.

2024-0361

PR Date

09/04/2024

CONTRACTOR/SUPPLIER: ALBAS FILIPINO CATERING SERVICES CORPORATION
ADDRESS: 235 El Grande Street, BF Int'l BF Homes, Talon Tres Las Pinas
MODE OF PROCUREMENT: Small Value Procurement

DELIVERY TERM:
PAYMENT TERM:
PLACE OF DELIVERY:
DATE OF DELIVERY: Oct. 17-19, 2024

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

DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
HIRING OF CATERING SERVICES FOR THE MEDIA LOUNGE OF MANILA FAME 2024			Php168,000.00

Number of pax: 80 pax per day x 3 days
 Set-up time: 09:00AM – 06:00PM
 Period: 17 to 19 October 2024

FOOD:

- Appetizers
- Mini Sandwiches
- Pasta
- Pastries
- Desserts
- Unlimited Iced tea
- Overflowing coffee
- Bottled water

BUFFET SET-UP AT THE MEDIA LOUNGE:

1. Tables and chairs set-up for guests (round table), 6 sets of 4-seater tables and chairs.
2. Tables and chairs with cover and set-up
3. With at least one (1) to two (2) food servers to assist guests

TOTAL AMOUNT IN WORDS: One Hundred Sixty Eight Thousand Pesos **Php 168,000.00**

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

The delivery must be made only during office hours to CITEM as it 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 Rejected deliveries are to be withdrawn and/or replaced immediately.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 _____ 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 recover 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 MARY JANE DIAGRO-GERONIMO, CPA
 Procurement, Unit Head

BUF No. **168-2411320**
 DATE **NOV. 08, 2024**
 AMOUNT **Php168,000.00**

Recommended by:
NORMAN D. BAGULBAGUL
 Acting DM, CCSD

CONFORME:

Approved by:
LEAH PULIDO OCAMPO
 Executive Director

Name & Signature of Contractor/Supplier

Funds Available:

MALERNA C. BUCAO
 Chief, Controllership Division

Use