

JOB ORDER

CITEM.STR.FR.006



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Shell Pavilion, Roxas Boulevard corner San. Gil J. Puyet 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:
2025-0450
PR No.:
2025-0450

JO Date:
07/22/2025
PR Date:
07/03/2025

PAGE
1 of 4

CONTRACTOR/SUPPLIER **TJOE THE CATERER, INC.**

ADDRESS **594 Quirino Avenue Tambo, Parañaque City**

MODE OF PROCUREMENT **Small Value Procurement**

DELIVERY TERM

PAYMENT TERM **30 days**

PLACE OF DELIVERY

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
HIRING OF FOOD/CATERING SERVICES FOR THE CREATEPHILIPPINES GAMING MIXER NIGHT AT PHILIPPINE GAMEDEV EXPO (PGDX) 2025 Ingress: 5:00 PM, 25 July 2025 Event Proper: 7:00 PM - 10:00 PM, 25 July 2025 Egress: 10:30 PM, 25 July 2025 I. DETAILED SCOPE OF WORK: A. Food and Beverage 1. Provide a well-balanced buffet-style dinner with waiter service for 200 guests. 2. Set up a beverage station offering a free-flowing selection of hot and cold drinks (e.g., water, coffee, tea, and juice), equipped with appropriate glassware and two (2) water dispensers. 3. Ensure the menu accommodates various dietary restrictions and preferences, including but not limited to religious, cultural, vegetarian, halal, and kosher requirements. B. Catering Requirements and Physical Arrangements 1. Provide a complete set of dinnerware, cocktail plates, flatware, glassware, utensils and all other necessary dining materials good for up to 200 guests, with reasonable			PHP265,000.00
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 Rejected deliveries are to be withdrawn and/or replaced immediately.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, 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 Purchase Order upon delivery.

Very truly yours,
ATTY. ANNA GRACE I. MARPURI
Department Manager III, CSD

CONFORME:

Name & Signature of Contractor/Supplier

Date

BUR No. **2507114**
DATE **7-31-25**
AMOUNT **₱ 265,000.00**





Funds Available: **265**
WILMA G. DULAY
OIC-Chief Controllershship

Recommended by:
MARJO F. EVIO
Department Manager III, SBD

Approved by: **ROMLEAH JULIET P. OCAMPO**
Executive Director

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: 2025-0450	JO Date: 07/22/2025	PAGE 2 of 4
		PR No.: 2025-0450	PR Date: 07/03/2025	
CONTRACTOR/SUPPLIER TJIOE THE CATERER, INC.		DELIVERY TERM _____		
ADDRESS 594 Quirino Avenue Tambo, Parañaque City		PAYMENT TERM 30 days		
MODE OF PROCUREMENT Small Value Procurement		PLACE OF DELIVERY _____		
		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
allowance.				
2. Ensure that the buffet setup is equipped with food warmers to maintain proper serving temperatures throughout the event.				
3. Supply tables and chairs for event use.				
4. Deploy a professional Banquet Head Waiter and an adequate number of trained, uniformed service staff.				
5. Provide takeout or to-go boxes when necessary.				
C. Corkage Fee & Other Requirements				
1. If TJIOE, THE CATEER is not an accredited company under the official venue for the CREATE Philippines Gaming Mixer Night, a corkage fee might apply. This should be shouldered by TJIOE, THE CATEER				
2. Cover all incidental expenses in the performance of this agreement/package unless previously agreed to by the CITEM TWG.				
3. Arrange for and shoulder their team and travelling (land transfers, accommodations, meals) and logistics (shipment, rentals, etc.) expenses and all necessary permits needed for the implementation of the program.				
4. Comply with the ingress and egress guidelines of the official venue				
Ingress: 25 July 2025; 5:00 PM				
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 Purchase Order upon delivery.				
Very truly yours, ATTY. ANNA GRACE J. MARPURI Department Manager III, CSD		Recommended by: MARJO F. EVIO Department Manager III, SBD		
CONFORME:  Name & Signature of Contractor/Supplier		Approved by:  ROMLEAH JULIET P. OCAMPO Executive Director		
Date		Funds Available: WILMA G. DULAY OIC-Chief Controllorship		
		BUR No. CMF42571114 DATE 7-30-25 AMOUNT ₱ 245,000.00		

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
☎ (832) 831-2201 to 09 ext. 218 📠 (632) 831-1368, 832-3985
✉ info@citem.com.ph 🌐 www.citem.com.ph



JO Number:
2025-0450

JODatē
07/22/2025

PAGE

PR No.:
2025-0450

PR Date:
07/03/2025

3 of 4

CONTRACTOR/SUPPLIER **TJIOE THE CATERER, INC.**

ADDRESS **594 Quirino Avenue Tambo, Parañaque City**

MODE OF PROCUREMENT **Small Value Procurement**

DELIVERY TERM

PAYMENT TERM **30 days**

PLACE OF DELIVERY

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
Egress: 25 July 2025; 10:30 PM			
Note: Schedule might change			
5. Remove and return to CITEM all leftover food in a well-packed container and in a professional matter.			
6. Food safety must always be observed and complied with.			
7. Keep premises clean and tidy during and after the event, no dishes will be allowed to be washed at the venue premises.			
II. CONTRACT PRICE AND TERMS OF PAYMENT			
The awarded amount for this project is Php265,000.00 inclusive of all applicable taxes. Payment will be processed upon the caterer's issuance of a Statement of Account following the payment schedule below:			
PAYMENT TRANCHE	REQUIREMENT		
20%	Approval of menu and catering setup (pre-event)		
80%	Successfully delivered all required catering services during the event (post event)		
III. RISK MANAGEMENT			
Food Safety and Hygiene:			
Must adhere to stringent food safety standards and maintain all necessary health certifications.			
Quality and Service Reliability:			

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, 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 Purchase Order upon delivery.

Very truly yours,

ATTY. ANNA GRACE M. MARPURI

Department Manager III, CSD

CONFORME:

Name & Signature of Contractor/Supplier

Date

BUR No.

DATE

AMOUNT

Funds Available

WILMA G. BULAY
OIC-Chief Controllership

Recommended by:

MARIO F. EVIO

Department Manager III, SBD



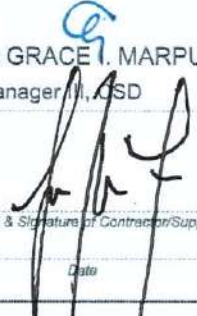
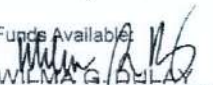
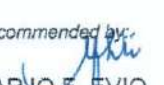
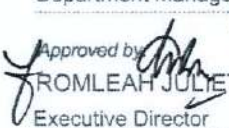
Approved by:

ROMLEAH JULIET P. OCAMPO

Executive Director

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 ☎ (832) 831-2201 to 09 ext. 218 ☎ (832) 831-1388, 832-3985 ✉ info@citem.com.ph 🌐 www.citem.com.ph		JO Number: 2025-0450	JO Date: 07/22/2025	PAGE 4 of 4
		PR No.: 2025-0450	PR Date: 07/03/2025	
CONTRACTOR/SUPPLIER TJIOE THE CATERER, INC. ADDRESS 594 Quirino Avenue Tambo, Parañaque City MODE OF PROCUREMENT Small Value Procurement		DELIVERY TERM _____ PAYMENT TERM 30 days PLACE OF DELIVERY _____ 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
The quality of food and service must be consistent with the standards agreed upon during the initial tasting session. Timeliness: Timely delivery of food and services is essential. Caterer are expected to have contingency plans in place to address any unforeseen delays. Menu Flexibility and Dietary Requirements: The caterer must be able to accommodate special dietary needs and be flexible with menu changes as necessary. All dietary requirements should be communicated and confirmed in advance. Event Disruption Contingency: In the event of unforeseen disruptions, such as extreme weather or equipment failure, you are required to have contingency plans in place, including backup equipment and staff, to ensure uninterrupted service. Reputation and Performance Assurance: Must maintain high standards of service and quality that reflect positively on the event. Regulatory Compliance: The caterer must comply with all local health, safety, and labor regulations. You must hold the necessary licenses and insurance to operate within these guidelines.				
TOTAL AMOUNT IN WORDS: TWO HUNDRED SIXTY-FIVE THOUSAND PESOS		Php 265,000.00		
<i>This order is placed subject to the following terms and conditions:</i> 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 Purchase Order upon delivery.				
Very truly yours, ATTY. ANNA GRACE I. MARPURI Department Manager III, OSD CONFORME:  Name & Signature of Contractor/Supplier Date		BUR No. CMO 250714 DATE 7-30-25 AMOUNT ₱ 265,000.00 Funds Available:  WILMA G. DELA CRUZ OIC-Chief Controllorship		
		Recommended by:  MARJO F. EVIO Department Manager III, SBD Approved by:  ROMLEAH JULIET P. OCAMPO Executive Director		