



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



JO Number: 2024-0469	JO Date: 10/14/2024	PAGE 1/3
PR No.: 2024-0469	PR Date: 10/02/2024	

CONTRACTOR/SUPPLIER LE CHEF INC.	DELIVERY TERM _____
ADDRESS Southwood Blvd., Cabilang Baybay, Carmona Cavite	PAYMENT TERM _____
MODE OF PROCUREMENT Small Value Procurement	PLACE OF DELIVERY _____
	DATE OF DELIVERY 17 October 2024

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 Catering Service for The Katha Awards, Taglay Pinoy Grand Launch and Networking Reception in Manila FAME 2024	500 pax	Php799.95/pax	Php399,975.00
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Date Needed / Delivery Date: **17 October 2024**
 Note: With food tasting 1-2 weeks prior to date needed

SCOPE OF WORK:

1. Provide a well-balanced cuisine for 500 persons, preferably composed of dishes considered as favorite cocktail varieties.
2. Offer managed buffet and/or waiter service in a cocktail setting with preferred dry heavy cocktail menu:
 - a. 6 hours d'oeuvres
 - b. 3 kinds of dessert
 - c. Assorted fruits/cheese
 - d. Soda and juice/iced tea
3. Provide complete set of dinnerware, cocktail plates, flatware, glassware and all necessary dining materials good for 500 pax with reasonable allowance.
4. Provide three (3) stations for beverages with appropriate glassware for different drinks and three (3) water dispenser per station throughout the event.
5. Provide 15-20 cocktail tables with tablecloth and floral centerpiece arrangements.
6. Provide waiters and waitresses in proper uniform to serve and on stand-by.
7. 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.
8. Warrant the food and beverage are free from latent defects and spoilage. Ensure quality of food, either raw, processed, or cooked complies with sanitation standards.
9. Prepare to cater for all dietary preferences, including but not limited to religious, culture, vegetarian, halal and kosher
10. Set-up and keep food wrapped and sealed appropriately until served, cold or warm dishes.

TOTAL AMOUNT IN WORDS:	Php
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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, who 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. MARY JANE DIAGRO-GERONIMO
 Procurement Unit Head

CONFORME:

MA. VANESSA A. BRIONES
 Name & Signature of Contractor/Supplier

DATE 10-29-2024

AMOUNT Php 399,975.00

Funds Available:
MALERNA C. BUYAO
 Chief, Controllership Division

Recommended by:
MARJO F. EVIO
 Department Manager III

Approved by:
LEAH PULIDO-OCAMPO
 EXECUTIVE DIRECTOR



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CONTRACTOR/SUPPLIER **LE CHEF INC.**
ADDRESS Southwood Blvd., Cabilang Baybay, Carmona Cavite
MODE OF PROCUREMENT Small Value Procurement

DELIVERY TERM _____
PAYMENT TERM _____
PLACE OF DELIVERY _____
DATE OF DELIVERY 17 October 2024

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Hiring of Catering Service for The Katha Awards, Taglay Pinoy Grand Launch and Networking Reception in Manila FAME 2024

- Cover all incidental expenses in the performance of this agreement/package unless previously agreed to by the CITEM TWG.
- Remove and return to CITEM all left-over food in a well-packed and professional matter.
- Keep premises clean and tidy during and after the event, no dishes will be allowed to be washed at the venue premises.

Terms of Payment:

Payment shall be made upon the caterer's issuance of statement of account.

Risk Management

Food Safety and Hygiene

Must adhere to stringent food safety standards and maintain all necessary health certifications.

Quality and Service Realibility

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.

TOTAL AMOUNT IN WORDS:

Php

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Very truly yours,

ATTY. MARY JANE DIAGRO-GERONIMO
 Procurement Unit Head
 CONFORME:

MA. VANESSA A. BRIONES
 Name & Signature of Contractor/Supplier

Date

BUR No. VAR-24101774
 DATE 10.29.2024
 AMOUNT Php 399,975.00

Funds Available:

MALERNA C. BUYAO
 Chief, Controllership Division

Recommended by

MARJO F. EVIO
 Department Manager III

Approved by

LEAH PULIDO-OCAMPO
 EXECUTIVE DIRECTOR



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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
<p>Hiring of Catering Service for The Katha Awards, Taglay Pinoy Grand Launch and Networking Reception in Manila FAME 2024</p> <p>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.</p> <p>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.</p> <p>Reputation and Performance Assurance Must maintain high standards of service and quality that reflect positively on the event.</p> <p>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.</p>			

TOTAL AMOUNT IN WORDS: Three Hundred Ninety Nine Thousand Nine Hundred Seventy Five Pesos **Php 399,975.00**

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 Procurement Unit Head
 CONFORME:

MA. VANESSA A. BRIONES
 Name & Signature of Contractor/Supplier
 Date _____

BUR No. VAR-24101274
 DATE 10.29.2024
 AMOUNT Php 399,975.00

Funds Available:

MALERNA C. BUYAO
 Chief, Controllership Division

Recommended by:

MARJO F. EVIO
 Department Manager III

Approved by:

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