

# 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:

2025-0121

JO Date

2/27/2025

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PR No.:

2025-0121

PR Date:

2/13/2025

CONTRACTOR/SUPPLIER **ALBAS FILIPINO CATERING SERVICES CORP.**

ADDRESS **Las Pinas 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
OFFICIAL CONCESSIONAIRE FOR IFEX PHILIPPINES 2025			PHP600.00/pax or
BUYERS' CAFE AND BUYERS' LOUNGE			PHP300,000.00
Food and Beverage requirements for foreign and local trade buyers			
Estimated number of pax:	500 pax		
Day 1 - 200 pax			
Day 2 - 150 pax			
Day 3 - 150 pax			
ACTIVITY REQUIREMENTS:			
1. FOOD AND BEVERAGE			
* Snack Bar Set-Up in the IFEX Buyers' Lounge Cafe - WTC Main Hall Area			
The non-negotiable menu must include the following:			
AM and PM Snack - 10:00 AM to 6:00 PM, 22-24 May 2025			
> Appetizers			
> Skewers (2 kinds: meat and vegetarian options)			
> Sandwich			
> Dessert			
> Fresh Fruits			

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 Rejected deliveries are to be withdrawn and/or replaced immediately.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 I. MARPURI

Department Manager III, CSD

CONFORME:

ANA MISHELLE D. ARAGON

Name & Signature of Contractor/Supplier

MAY 6, 2025

BUR No. **IFEX 25030369**

DATE **3/11/25**

AMOUNT **₱ 300,000**

Funds Available:

WILMA G. DULAY

OIC-Chief, Controllership

Recommended by:

ROWENA G. MENDOZA

Department Manager III, CBD

Approved by:

LEAH RULIDO OCAMPO

Executive Director

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CONTRACTOR/SUPPLIER **ALBAS FILIPINO CATERING SERVICES CORP.**

ADDRESS **Las Pinas City**

MODE OF PROCUREMENT **Small Value Procurement**

DELIVERY TERM

PAYMENT TERM **30 days**

PLACE OF DELIVERY

DATE OF DELIVERY

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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
<ul style="list-style-type: none"> <li>&gt; Beverage (free-flowing coffee, Iced tea, Hot tea, and juice)</li> <li>&gt; Basic requirement: supply of bottled mineral water</li> <li>&gt; Must include Halal or vegetarian option</li> </ul> <p>* Tea, Coffee and Water Counters in the IFEX Buyers' Lounge Meeting Area -</p> <p>WTC MAIN HALL (One (1) table set up)</p> <ul style="list-style-type: none"> <li>&gt; Free-flowing hot tea and brewed coffee</li> <li>&gt; Basic requirement: supply of bottled mineral water</li> </ul> <p>2. PRESENTATION FOR THE SNACK BAR - WTC MAIN HALL AREA AND</p> <p>COFFEE AND TEA COUNTER - WTC MAIN HALL</p> <p>* Should be able to come up with a themed food presentation at the Buyers' Cafe in WTC Main Hall Area and a themed coffee and tea set-up at the IFEX Buyers' Lounge in WTC Main Hall and SSX Buyers' Lounge at the WTC Tent Area, as approved by CITEM.</p> <p>* Must present the most appropriate and functional set-up fit for IFEX Philippines 2025 Buyers' Lounge Cafe and Meeting Area and SSX Buyers' Lounge with the theme.</p> <p>* Well-designed banquet table/s with attractive centerpieces.</p> <p>* 4 pax seating capacity for Banquet Tables (0.90m-1.10m diameter)</p> <p>* Linens, Table runners, and centerpieces proposal must be sent and be presented</p>			

TOTAL AMOUNT IN WORDS:

Php

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Very truly yours,

ATTY. ANNA GRACE I. MARPURI  
Department Manager III, CSD

CONFORME:

**ANA MISHELLE D. ARAGON**

Name & Signature of Contractor/Supplier

**MAY 6, 2025**

Date

BUR No.

**IFEX-25030369**

DATE

**3/11/25**

AMOUNT

**₱ 300,000**

Funds Available

**WILMA G. DULAY**

OIC-Chief, Controllership

Recommended by:

**ROWENA G. MENDOZA**  
Department Manager III, CBD

Approved by:

**LEAH PULIDO OCAMPO**

Executive Director

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ADDRESS **Las Pinas City**  
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DELIVERY TERM .....  
PAYMENT TERM .....  
PLACE OF DELIVERY .....  
DATE OF DELIVERY .....

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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
for approval of CITEM design team.			
* Food safety must be observed and complied to at all times. (E.g. use of well-sanitized dining wares, disposable wooden supplies and cutlery, service personnel in proper uniform with gloves, and facemasks, food servings must be in chafing dish with food warmer, etc.)			
3. SERVICE ACCOMMODATION			
* Highly recognized quality of food and service			
* Banquet head waiter and enough number of trained and uniformed waiters			
4. FOOD DELIVERY			
* Ingress shall be on 20 May 2025, 8AM onwards			
* Delivery Site shall be:			
> Buyers' Cafe, Tent Area, World Trade Center, Pasay, Metro Manila			
> Buyers' Lounge, Main Hall, World Trade Center, Pasay, Metro Manila			
* Delivery time of the food and drinks to be served for 10-12 May 2024, as follows:			
> AM Snacks - not later than 9:30 am			
> PM Snacks - not later than 2:30 pm			

TOTAL AMOUNT IN WORDS: **THREE HUNDRED THOUSAND PESOS**

**Php300,000.00**

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Very truly yours,

**ATTY. ANNA GRACE I. MARPURI**  
Department Manager III, CSD

CONFORME

**ANA MISCHELLE D. ARAGON**

Name & Signature of Contractor/Supplier

**MAY 6, 2025**

Date

BUR No. **1FGX25030369**

DATE **3/11/25**

AMOUNT **9300,00**

Funds Available:

**WILMA G. DULAY**

OIC-Chief, Controllorship

Recommended by:

**ROWENA G. MENDOZA**  
Department Manager III, CBD

Approved by:

**LEAH PULIDO OCAMPO**

Executive Director

MEMORANDUM

  
For : LEAH PULIDO OCAMPO  
Executive Director

Thru :   
ATTY. GRACE MARPURI  
Department Manager, CSD

From :   
ROWENA G. MENDOZA  
Department Manager, CBD 

Date : 31 March 2025

Subject : ADJUSTMENT OF THE TERMS OF REFERENCE FOR HIRING OF OFFICIAL  
CONCESSIONAIRE FOR IFEX PHILIPPINES 2025 BUYERS' CAFE

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This is to request adjustment of the Terms of Reference for Hiring of official concessionaire for IFEX Philippines 2025 Buyers' Cafe due to change of plans and typographical error on the date. Last year, the plan was to have the Buyer's Café in the Tent Area, but due to changes in direction, the Buyers' Café will be located at the Main Hall together with the B2B area.

From:

• Food Delivery

- ✓ Ingress shall be on 20 May 2025, 8AM onwards
- ✓ Delivery Site shall be
  - Buyers' Café, Tent Area, World Trade Center, Pasay, Metro Manila
  - Buyers' Lounge, Main Hall, World Trade Center, Pasay, Metro Manila
- ✓ Delivery time of the food and drinks to be served for 10-12 May 2024 as follows:
  - AM Snacks - not later than 9:30 a.m.
  - PM Snacks - not later than 2:30 p.m.

To:

• Food Delivery

- ✓ Ingress shall be on 21 May 2025, 8AM onwards
- ✓ Delivery Site shall be
  - Buyers' Cafe, Main Hall, World Trade Center, Pasay, Metro Manila
- ✓ Delivery time of the food and drinks to be served for 22-24 May 2025 as follows:
  - AM Snacks - not later than 9:30 a.m.
  - PM Snacks - not later than 2:30 p.m.

Thank you.