

JOB ORDER

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Shell Pavilion, Roxas Boulevard corner Sen, Gil J. Pavat August
1300 Pages City



2025-0121

2/27/2025

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0	(632) 631-12601 to 09 ext. 216 ⊝ (632) 631-1368, 632-3965 ⊠ info@citem.com.ph		2025-0121	2/13/		1013		
CONTRACTOR/S	UPPLIER ALBAS FILIPINO CATERING	DELIVER	Y TERM					
ADDRESS SERVICES CORP.		PAYMENT	PAYMENT TERM 30 days					
	Las Pinas City	PLACE O	F DELIVERY	ERY				
MODE OF PROC	UREMENT Small Value Procurement	DATE OF	DATE OF DELIVERY					
	ish this office the requirements listed below subject to the terms and Expositions and Missions (CITEM).	conditions containe	d herein. Address all co	rrespondence to	the Center	r for		
	DESCRIPTION	QTY/UN	NIT UNIT PR	ICE	AMOUN	IT		
OFFICIAL CON	CESSIONAIRE FOR IFEX PHILIPPINES 2025			PHP	600.00/	pax or		
BUYERS' CAFE	AND BUYERS' LOUNGE			PHP	300,000	0.00		
Food and Beverag	e requirements for foreign and local trade buyers					/		
Estimated number	er of pax:	500 p	ax					
Day 1 - 200 pax								
Day 2 - 150 pax								
Day 3 - 150 pax								
		/						
ACTIVITY REQUIR	EMENTS:							
I. FOOD AND BEV	ERAGE							
* Snack Bar Set-U	Jp in the IFEX Buyers' Lounge Cafe - WTC Main Hall Area							
The non-negotia	ble menu must include the following:							
AM and PM Sna	ck - 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	t be made only during office hours to CITEM or as may be specified. Delive	ary is subject to the ac	cceptance of CITEM's duly	authorized repres	sentative/off	icial and		
	Management Inspection Team and/or the Commission on Audit. Rejected							
	TY of 1/10 Of 1% of the TOTAL VALUE of this ORDER for EACH							
	ored in default and will be liable to pay LIQUIDATED DAMAGES in the a If granted an extension. The contractor/supplier authorizes CITEM to deduc		of the TOTAL All					
	il granted an extension. The contractor/supplier authorizes CTTEM to deduct ables from CITEM. The contractor/supplier must present a Delivery Receip					urrugus		
Jiri di iy di ita roddire								

Very truly yours,

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

CONFORME:

ANA MISCHELLE D. ARAGON

MAY 6, 2025

BUR No. /FE x 25030369 Re

OIC-Chief, Controllership

OWENA G. MENDOZA Department Manager III, CBD/

Approved by: LEAH PULIDO 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. Puvat Avenue
1300 Pasav Cib. Material Golden Shell Pavilion, Roxas Boulevard comer Sen. Gii 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

JODate 2/27/2025

ANA MISCHELLE DUARAGON Name & Signature of Contractor/Supplier

MAY 6, 2025 Date

PR No.: PR Date: 2025-0121 2/13/2025

Executive Director

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CONTRACTOR/SUPPLIER	ALBAS FILIPINO CA	TERING	DELIVERY TERM	1		
ADDRESS SERVICES CORP.			PAYMENT TERM 30 days			
Las Pinas (City		PLACE OF DELIN	/ERY		
MODE OF PROCUREMENT	Small Value Procure	ment	DATE OF DELIVERY			
Please provide/furnish this office International Trade Expositions a	the requirements listed below subjected Missions (CITEM).	ct to the terms and cond	itions contained herein.	Address all corresp	ondence to the Center fo	r
	DESCRIPTION		QTY/UNIT	UNIT PRICE	AMOUNT	
> Beverage (free-flowing	coffee, Iced tea, Hot tea, and juice	e)				
> Basic requirement: supp	bly of bottled mineral water					
> Must include Halal or ve	egetarian option					
* Tea, Coffee and Water Cor	unters in the IFEX Buyers' Lounge	e Meeting Area -				
WTC MAIN HALL (One (1)) table set up)					
> Free-flowing hot tea and	d brewed coffee					
> Basic requirement: supp	ply of bottled mineral water					
PRESENTATION FOR THE	SNACK BAR - WTC MAIN HALL	AREA AND				
COFFEE AND TEA COUNTE	ER - WTC MAIN HALL					
* 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 V	VTC Tent Area, as				
approved by CITEM.						
* Must present the most appr	ropriate and functional set-up fit for	or IFEX Philippines				
2025 Buyers' Lounge Cafe and	Meeting Area and SSX Buyers' Loung	ge with the theme.				
* Well-designed banquet table	le/s with attractive centerpieces.					
* 4 pax seating capacity for E	Banquet Tables (0.90m-1.10m dia	meter)				
* Linens, Table runners, and	centerpieces proposal must be se	ent and be presented				
TOTAL AMOUNT IN WORDS	:				Php	
inspection by CITEM-Management subject to the PENALTY of 1/10 s/he shall be considered in default requested and CITEM granted an expectation of the state of the	following terms and conditions: y during office hours to CITEM or as ma; Inspection Team and/or the Commissio Of 1% of the TOTAL VALUE of the and will be liable to pay LIQUIDATED xtension. The contractor/supplier must prese	on on Audit. Rejected delivis is ORDER for EACH DAY DAMAGES in the amount izes CITEM to deduct the a	eries are to be withdrawr OF DELAY. In case the c t ofo mount of undelivered por	n and/or replaced imm ontractor/supplier doe If the TOTAL AMOUN tion and to deduct the	ediately. Delay in the delive is not deliver within the due IT unless the contractor/sup penalty and liquidated dam	ery is date, pplier
	Ewi. The contractor/supplier must prese					
Very truly yours, ATTY. ANNA GRACE I	MARPHRI	2	-25030369	Recommended by	107	/
Department Manager III, C		DATE 3/11/	25	ROWENA G.	MENDOZA	V
CONFORME: MANAM	acon	AMOUNT 9300	, on /	Department Ma Approved by:	nager III, CBD	
ANA MISCHELLE	DARAGON	Funds Available	4		DO OCAMPO	

OIC-Chief, Controllership

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



JO Number: 2025-0121 PR No.:

2025-0121

IO Date 2/27/2025 PR Date:

2/13/2025

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ADDRESS

ALBAS FILIPINO CATERING SERVICES CORP.

Las Pinas City

MODE OF PROCUREMENT

CONTRACTOR/SUPPLIER

Small Value Procurement

DELIVERY TERM
PAYMENT TERM
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
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, dispossable wooden supplies and cutlery, service personness	nel		
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			

THREE HUNDRED THOUSAND PESOS TOTAL AMOUNT IN WORDS:

Php300,000.00

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, of the TOTAL AMOUNT unless the contractor/supplier s/he shall be considered in default and will be liable to pay LIQUIDATED DAMAGES in the amount of ____ 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 OHTEM. The contractor/supplier must present a Delivery Receipt and Invoice or Official Receipt with the Purchase Order upon delivery.

Very truly yours,

CONFORME

ATTY. ANNA GRACE IL MARPURI

Department Manager III, CSD

ANA MISCHELLE DUARAGON

Name & Signature of Contractor/Supplier

MAY 6, 2025

OIC-Chief, Controllership

Department Manager III, CBD

Approved by: LEAH PULIDO OCAMPO

Executive Director

MEMORANDUM

Ma

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

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:
 - o AM Snacks not later than 9:30 a.m.
 - o 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
 - o 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:
 - o AM Snacks not later than 9:30 a.m.
 - o PM Snacks not later than 2:30 p.m.

Thank you.