## 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: 2025-0230

JUDate 05/06/2025

PR No.:

PR Date:

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CONTRACTOR/SUPPLIER STA. INES PABLO CATERING	DELIVER	Y TERM		T. A. C.
SEDVICES		PAYMENT TERM 30 days		
ADDRESS Roxas Blvd., Pasay City	PLACE C	F DELIVERY		****
MODE OF PROCUREMENT Small Value Procurement	DATE OF	DATE OF DELIVERY		
Please provide/furnish this office the requirements listed below subject to the terms international Trade Expositions and Missions (CITEM).	and conditions containe	ed herein. Address all corre	spondence to the Center for	ır
DESCRIPTION	QTY/U	NIT UNIT PRIC	E AMOUNT	, National agraphic design
HIRING OF CATERING SERVICES FOR THE SSX CONFER	ENCE		PHP392,000.0	.00
Venue: Philippine Trade Training Center (PTTC), Pasay City				
Program Proper: May 22 (Thursday) 1:00PM to 6:30PM				
May 23 (Friday) 9:00AM to 6:30PM	/			
SCOPE OF WORK:				
A. FOOD AND BEVERAGE				
1. PTTC LOBBY (good for 230-280 participants in the PTTC lobby)				
* May 22: PM heavy snacks (single serving)				
* May 23: AM snacks (single serving) and Lunch buffet (must inc	lude			
non-meat/plant-based/fish/vegetarian options, rice and dessert)		, , , ,		
* Beverage Station: All day water, juice, coffee and tea				
* 10 IBM tables with at least 18m length, 0.4m width, and 0.7m height				
EXECUTIVE LOUNGE (good for 20 speakers in the Executive Lounge)				
* May 22: PM Heavy Snacks			0.00	
* May 23: AM Snacks, PM Snacks and Lunch Buffet (must include non-m-	eat/			
plant-based/fish/vegetarian options, rice and dessert)	3 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0			
* Beverage Station: All day water, juice, coffee and tea				
* Including 1-seater and 3-seater sofas				
TOTAL AMOUNT IN WORDS:	т. В принародина предпавания принародна от манализация придучения принародний	de deur die sterheine in deur Lage in de sterhein der der Andre deutschaft der Stande in der Andre deutschaft der Stande in deutschaft der Stande	Php 392,00	00.
This order is placed subject to the following terms and conditions:	para materia de la constitución de			etinedespursoursey)
The delivery must be made only during office hours to CITEM or as may be specified. D				
inspection by CITEM-Management inspection Team and/or the Commission on Audit. Rejection to the PENALTY of $\frac{1/10 \text{ of } 1\%}{\text{of the TOTAL VALUE of this ORDER for Expression}}$	icted deliveries are to be	withdrawn and/or replaced in	nmediately. Delay in the delive	ery is
s/ne shall be considered in default and will be liable to pay LIQUIDATED DAMAGES in ti			oes not deliver within the due t UNT unless the contractor/sup	
requested and CITEM granted an extension. The contracto//supplier authorizes CITEM to de				,
from any of its receivables from CITEM. The contractor/supplier must present a Delivery Re-	ceipt and Invoice or Officia	al Receipt with the Purchase	Order upon delivery.	
Very truly yours, Bur No. 5	15x -15050719	Recommended	hv .	
ATTY. ANNA GRACE I. MARPURI	MRY 19,2025	- Shen	SW	
Department Manager III, CSO		// *	I. MENDOZA	
CONFORME: AMOUNT	עעערארנ	, Department IV	Mu.	******
Amanda W. Posa Funds Avail	Malde	Approved by:		
Name & Signature of Confractor/Supplier 701	Willa		JULIET P. OCAMPO	)
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OF DELAY. In case the contractor/supplier does not deliver within the due date, of of the TOTAL AMOUNT unless the contractor/supplier nount of undelivered portion and to deduct the penalty and liquidated damages voice or Official Receipt with the Purchase Order upon delivery.						
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ADDRESS SERVIC	ES	PAYMENT	TTERM 30 days			
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3. BREAKOUT ROOMS (2nd Flo	por)	V		1 1 1 1	karth, tited tit til Hadhan til Jangs af medlagdigar fyrif store stæssen	
* May 23: PM Snack (single se	rving)		1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0			
* Beverage Station: All day wa	ter, juice, coffee and tea	9 8 6 6 6 6				
* Including 10 IBM tables with a	at least 18m length, 0.4m width, and 0.7m hei	ight				
* Note: On the afternoon of the	conference, participants from the lobby will			V- 40 7 11 4 7 8 8 1	a.	
proceed to the 2nd floor, whe	re PM snacks should be available.					
			2 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2			
B. CATERING REQUIREMENTS:		1 1 1 1 1	1	10 / 10 / 10 / 10 / 10 / 10 / 10 / 10 /		
* Professional Banquet Head W	aiter and adequate number of trained, uniform	med	200 m	1		
service personnel		4 e e e e e e e e e e e e e e e e e e e				
* No single-use plastics (eco-frie	indly materials required)					
* Table setup must align with SS	SX branding			# # # # # # # # # # # # # # # # # # #		
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This order is placed subject to the follo	owing terms and conditions:					
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subject to the PENALTY of 1/10 O	pection Team and/or the Commission on Audit. Reject <b>f</b> 1% of the <b>TOTAL VALUE</b> of this ORDER for <b>EAC</b>	ted deliveries are to be v CH DAY OF DELAY In c	vithdrawn and/or replaced ir ase the contractor/supplier o	nmediately. Delay in the de toes not deliver within the d	livery is	
s/he shall be considered in default and	I will be liable to pay LIQUIDATED DAMAGES in the	amount of		UNT unless the contractor/	1	
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Very truly yours,	1	X-12020 JIA	Resornifiended	by:		
ATTY. ANNA GRAÇE I. M	DATE M	Ay 19.2015	9 Min	MENDOZA	and pastageons	
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CONFORME:	X NO INCOMA	3.17.1000	•	M. W		
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Name & Signature of Conf	acfor/Soppier two	DULAY NO 20		JULIET P. OCAMP	-0	
/ /	I ANTENNA CE.	MMMAY USIZO	1 № Executi	ive Director	-	

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C. CORKAGE FEE & O	THER REQUIREMENTS:				t kalan demokjala ir dija kojend teolorističnoj aktivatorija je		
*A 20% corkage fee sha	all be included in the total billing if not	accredited by the	PTTC	5 6 6			
*If awarded caterer has	not previously worked with CITEM, a	food tasting and s	etup	1 1 1 1 1			
presentation shall be re	quired before final approval. For bidde	ers with CITEM		# 6 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0			
experience, staging an	d food tasting may or may not be requ	ested.					
*Food safety must always	ays be observed and complied with (e	.g. use of well-san	itized	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			
dining wares, silverwar	res, disposable wooden supplies and	cutlery, service		6 6 6 7 6		2	
pesonnel in proper un	iform with gloves and facemasks, food	servings must be	in	2 2 5 6		2 2 2 2 2 4 1	
chafing dish with food	warmer, etc)			2 2 2 2 2 2		6 d d d d d d d d d d d d d d d d d d d	
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