

# 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

JO Date:

05/06/2025

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PR No.:

2025-0230

PR Date:

04/04/2025

CONTRACTOR/SUPPLIER **STA. INES PABLO CATERING**

ADDRESS **SERVICES**

**Roxas Blvd., Pasay 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
<b>HIRING OF CATERING SERVICES FOR THE SSX CONFERENCE</b> <b>Venue: Philippine Trade Training Center (PTTC), Pasay City</b> <b>Program Proper: May 22 (Thursday) 1:00PM to 6:30PM</b> <b>May 23 (Friday) 9:00AM to 6:30PM</b> <b>SCOPE OF WORK:</b> <b>A. FOOD AND BEVERAGE</b> <b>1. PTTC LOBBY (good for 230-280 participants in the PTTC lobby)</b> * May 22: PM heavy snacks (single serving) * May 23: AM snacks (single serving) and Lunch buffet (must include 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 <b>2. EXECUTIVE LOUNGE (good for 20 speakers in the Executive Lounge)</b> * May 22: PM Heavy Snacks * May 23: AM Snacks, PM Snacks and Lunch Buffet (must include non-meat/plant-based/fish/vegetarian options, rice and dessert) * Beverage Station: All day water, juice, coffee and tea * Including 1-seater and 3-seater sofas			PHP392,000.00

TOTAL AMOUNT IN WORDS:

Php 392,000.00

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 Rejected deliveries are to be withdrawn and/or replaced immediately.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, 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, CSO

CONFORME:

BUR No. **SSX-25050729**

DATE **MAY 19, 2025**

AMOUNT **₱ 392,000**

Recommended by:

**ROWENA G. MENDOZA**

Department Manager III, FRD

Approved by:

**ROMLEAH JULIET P. OCAMPO**

Executive Director

Funds Available

for: **WILMA G. DULAY**

Name & Signature of Contractor/Supplier



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DESCRIPTION

QTY/UNIT

UNIT PRICE

AMOUNT

**3. BREAKOUT ROOMS (2nd Floor)**

- \* May 23: PM Snack (single serving)
- \* Beverage Station: All day water, juice, coffee and tea
- \* Including 10 IBM tables with at least 18m length, 0.4m width, and 0.7m height
- \* Note: On the afternoon of the conference, participants from the lobby will proceed to the 2nd floor, where PM snacks should be available.

**B. CATERING REQUIREMENTS:**

- \* Professional Banquet Head Waiter and adequate number of trained, uniformed service personnel
- \* No single-use plastics (eco-friendly materials required)
- \* Table setup must align with SSX branding

TOTAL AMOUNT IN WORDS:

Php

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ATTY. ANNA GRACE I. MARPUKI

Department Manager III, CSD

CONFORME:

BUR No. **SSX -25050729**DATE **MAY 19, 2025**AMOUNT **₱392.000**

Recommended by:

ROWENA G. MENDOZA

Department Manager III, CBD

Approved by:

ROMLEAH JULIET P. OCAMPO

Executive Director

Funds Available:

for: **WILMA G. DULAY** 05/20/25

Name &amp; Signature of Contractor/Supplier



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<b>C. CORKAGE FEE &amp; OTHER REQUIREMENTS:</b>  *A 20% corkage fee shall be included in the total billing if not accredited by the PTTC  *If awarded caterer has not previously worked with CITEM, a food tasting and setup presentation shall be required before final approval. For bidders with CITEM experience, staging and food tasting may or may not be requested.  *Food safety must always be observed and complied with (e.g. use of well-sanitized dining wares, silverwares, 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)			

TOTAL AMOUNT IN WORDS: **THREE HUNDRED NINETY-TWO THOUSAND**

**Php 392,000.00**

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**ATTY. ANNA GRACE MARPURI**

Department Manager III, CSD

CONFORME:

BUR No. **SSX-25050729**

DATE **May 19, 2025**

AMOUNT **₱ 392,000**

Funds Available

FOR: **Wilma Bulay**

Recommended by:

**ROWENA G. MENDOZA**

Department Manager III, CBD

Approved by:

**ROMLEAH JULIET P. OCAMPO**

Executive Director