



**CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS**  
 Golden Shell Pavilion, Roxas Boulevard corner Sen. Gil J. Puyat Avenue  
 1300 Passay City, Metro Manila, Philippines  
 (632) 831-2201 to 09 ext. 218 (632) 831-1368, 832-3965  
 info@citem.com.ph www.citem.com.ph



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<b>2024-0430</b>	<b>10/16/2024</b>	
PR No.:	PR Date:	
<b>2024-0430</b>	<b>09/17/2024</b>	

CONTRACTOR/SUPPLIER **TJIOE THE CATERER, INC.**

ADDRESS **594 Quirino Ave, Parañaque City**

MODE OF PROCUREMENT **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
<b>HIRING OF CATERER FOR THE BUYER'S LOUNGE IN MANILA FAME 2024</b>			<b>Php350,000.00</b>

The hired food concessionaire will be contracted during Manila FAME event proper on 17 - 19 October 2024. They are expected to perform the following duties:

Amenities	Quantity	Other requirements
<b>Presentation</b>		
Elegantly presented buffet table	1-2 lot (preferred dimension of 1.60m x 0.40m x 0.75m H)	Dressed according to approved theme and color
Banquet tables	Quantity and type to determined depending on the final space plan	Dressed according to approved theme and color
Banquet chairs		No monoblock chairs
Table centerpieces	At least one (1) for each table	No plastic plants and must match agreed theme and color
Plates, utensils, napkins		Always new and clean
Printed menu	1 per table	Layout design for approval of CITEM
<b>Personnel /Staff</b>		
Well groomed uniformed and trained service staff and food attendants	At least 4 waiters per shift	Can converse in English and should always be ready to serve with a smile or greet buyers and VIPs "Mabuhay"  Must keep all tables clean and sanitized at all times.  All waiter servers must be wearing a face mask at all time. Face masks of servers must match their uniform.  Waiter servers at the buffet must be in hair net, apron and plastic gloves.

TOTAL AMOUNT IN WORDS: \_\_\_\_\_ Php

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 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 100% 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 Job Order upon delivery.

Very truly yours,  
  
**ATTY. MARY JANE DIAGRO-GERONIMO**  
 Procurement Unit Head

BUR No. MF-2410/289  
 DATE OCT 31, 2024  
 AMOUNT Php350,000.00

Recommended by:  
  
**MARJO F. EVIO**  
 Department Manager III

CONFORME:  
  
 Name & Signature of Contractor/Supplier  
 Date

Funds Available:  
  
**MALERNA C. BUYAO**  
 Chief, Controllershship Division

Approved by:  
  
**LEAH PULIDO-OCAMPO**  
 Executive Director



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### HIRING OF CATERER FOR THE BUYER'S LOUNGE IN MANILA FAME 2024

Amenities	Quantity	Other requirements
Well groomed uniformed and trained service staff and food attendants	1 chief waiter per shift	Must manage food provision and ensure that there will be available food for any buyer who will visit the lounge anytime during event proper
Food		
Food provision for buyers	<ul style="list-style-type: none"> <li>- 17 October – 200 pax</li> <li>- 18 October – 120 pax</li> <li>- 19 October – 75 pax</li> </ul> <p>Below is the sample menu:</p> <p><b>Light morning snacks</b></p> <ul style="list-style-type: none"> <li>- Breads and pastries</li> <li>- Canapes/Sandwich</li> </ul> <p><b>Full Lunch</b></p> <ul style="list-style-type: none"> <li>- Soup with bread</li> <li>- Salad</li> <li>- Pasta/Noodles</li> <li>- Vegetarian Dish</li> <li>- Meat Dish (1pok/beef, 1 chicken)</li> <li>- Fish Dish</li> <li>- Dessert</li> <li>- Fresh Fruit</li> </ul> <p><b>Light afternoon snacks</b></p> <ul style="list-style-type: none"> <li>- Filipino delicacies or dessert</li> <li>- Pasta</li> <li>- Sandwich</li> </ul>	<p>Offer different menu choices every day and every select eating time of the day to include but not limited to:</p> <ul style="list-style-type: none"> <li>- Light morning snacks</li> <li>- Full lunch</li> <li>- Light afternoon snacks</li> </ul> <p>Each menu must be complemented with a drink and must have vegetarian option</p>
Tea and water		Set-up a tea service station

TOTAL AMOUNT IN WORDS:

Php

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Very truly yours,

**ATTY. MARY JANE DIAGRO-GERONIMO**  
 Procurement Unit Head

CONFORME:

Name & Signature of Contractor/Supplier

Date

BUR No. \_\_\_\_\_

DATE \_\_\_\_\_

AMOUNT **Php350,000.00**

Funds Available:

**MALERNA C. BUYAO**  
 Chief, Controllership Division

Recommended by:

**MARJO F. EVIO**  
 Department Manager III

Approved by:

**LEAH PULIDO-OCAMPO**  
 Executive Director

# JOB ORDER

CITEM.STR.FR.006



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<b>Other requirements:</b>			
<ul style="list-style-type: none"> <li>- Be liable for any casualty of its service and complaints regarding their service.</li> <li>- Assign a person-in-charge on site for coordination of requirements and facilitation of services;</li> <li>- Coordinate directly with the event venue regarding additional fees that will be required.</li> <li>- Submit to CITEM OG 1 a summary of the daily food consumption of guests.</li> <li>- Turnover to CITEM OG 1 all unconsumed food provision by the end of the day.</li> </ul>			
<b>Contracted Price and Payment Terms</b>			
The contracted price of this requirement is Php350,000.00 inclusive of all applicable taxes to be sourced From Manila FAME. The concessionaire will be paid in full after the show			

<b>TOTAL AMOUNT IN WORDS:</b>	<b>Three Hundred Fifty Thousand Pesos</b>	<b>Php 350,000.00</b>
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Very truly yours,

**ATTY. MARY JANE DIAGRO-GERONIMO**  
 Procurement Unit Head

CONFORME:

Name & Signature of Contractor/Supplier \_\_\_\_\_  
 Date \_\_\_\_\_

BUR No. \_\_\_\_\_  
 DATE \_\_\_\_\_  
 AMOUNT **Php350,000.00**

Funds Available:  
**MALERNA C. BUYAO**  
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 Department Manager III

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 Executive Director