

# JOB ORDER

CITEM STR.FR.006

 <b>CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS</b> 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: <b>2025-0240</b>	JO Date: <b>05/21/2025</b>	PAGE <b>1 of 2</b>
		PR No.: <b>2025-0240</b>	PR Date: <b>04/24/2025</b>	

CONTRACTOR/SUPPLIER <b>ALBAS FILIPINO CATERING SERVICES CORPORATION</b> ADDRESS 235 EL GRANDE AVENUE, BF HOMES, LAS PINAS CITY MODE OF PROCUREMENT <b>Small Value Procurement</b>	DELIVERY TERM PAYMENT TERM <b>30 days</b> PLACE OF DELIVERY DATE OF DELIVERY
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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 SSX BUYERS' LOUNGE</b>	<b>1 lot</b>		<b>Php250,000.00</b>

**Date Needed: May 22 - 24, 2025**  
**Venue: World Trade Center Metro Manila, Philippines**  
**Number of Pax: May 22 - 80 pax**  
                     **May 23 - 60 pax**  
                     **May 24 - 50 pax**

## I. SCOPE OF WORK

### A. FOOD AND BEVERAGE

- Hidalgo Room - 2nd floor, World Trade Center Metro Manila
  - May 22 - AM and PM heavy snack (Buffet style) (mix of non-meat/ plant-based/vegetarian, and dessert) (80 pax) 8 rounds/square tables (each table must sit 4 people)
  - May 23 - AM and PM heavy snack (Buffet style) (mix of non-meat/ plant-based/fish/vegetarian, and dessert) (60 pax) 8 round/square table (each table must sit 4 people)
  - May 24 - AM and PM heavy snack (Buffet style) (mix of non-meat/ plant-based/fish/vegetarian, and dessert) (50 pax) 5 round/square tables (each table must sit 4 people)

### B. CATERING REQUIREMENTS

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

### C. CORKAGE FEE & OTHER REQUIREMENTS

- If the winning bidder is not an accredited company under WTCMM, a corkage fee shall apply.
- Food tasting and set-up presentation shall be conducted with the bidders as part of the qualitative evaluation.


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 MARPURI**  
 Department Manager, Corporate Services Dept.

CONFORME:

  
**MARIA-JENIB S. DARNIAS**  
 Name & Signature of Contractor/Supplier

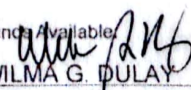
Date

BUR No. **55X-25050722**

DATE **May 26, 2025**

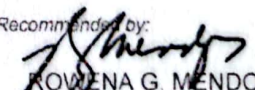
AMOUNT **250,000.00**

Funds Available


  
**WILMA G. DULAY**

OIC-Chief Controllorship

Recommended by:

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

Approved by:

  
**ROMLEAH JULIET P. OCAMPO**  
 EXECUTIVE DIRECTOR



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