



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
 Golden Shell Pavilion, Roxas Boulevard corner Sen. Gil J. Puyat Avenue
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CONTRACTOR/SUPPLIER ALBAS FILIPINO CATERING SERVICES CORPORATION	DELIVERY TERM
ADDRESS 235 El Grande Street, BF Int'l Homeowners BF Homes Talon Tres, Las Pinas City	PAYMENT TERM
MODE OF PROCUREMENT Small Value Procurement	PLACE OF DELIVERY
	DATE OF DELIVERY 10 May 2024

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
HIRING OF CATERING SERVICES FOR PARTNER'S NIGHT OF IFEX PHILIPPINES 2024 Date Needed / Delivery Period: Ingress: 3:00 to 5:00PM at the World Trade Center Metro Manila (WTCMM) Lobby Program Proper: 6:00PM to 8:00PM Requirements: Set-Up: At least 20 to 30 cocktail tables (max. of 4-5 pax per table) with skirting and basic centerpiece Service: Full catering service with banquet head waiter and uniformed waiters Food (good for 100-150 pax): hors d'oeuvres, pass around / finger foods mix of light to heavy dishes with / without pork, beef, chicken, non-meat / plant-based / vegetarian. Beverage: Water, juice, coffee / tea station, cocktails or wine, and beer (minimal serving only good for up to 50 pax) MENU (SET C - with flowing brewed coffee/tea station) - Cheese Croquette (as is) - Vegetable Rolls (as is) - Chicken Drummets - from Set A (instead of Fish Finger with Aioli dips) - Sandwiches - Egg Sandwich - from Set A (instead of Cheese Pimiento Sandwich) - Tuna Sandwich from Set B (instead of Chicken Sandwich) - Pastries - Cream Cheese Brownies and tartlets (as is) - Desserts - Tiramisu from set B (instead of Almond Lychee in shot glasses) - Fresh Fruits in season (as is) - Flowing Iced Tea (as is) - Cocktail drinks or wine, beer (50 pax) (as is)			Php155,000.00

TOTAL AMOUNT IN WORDS: One Hundred Fifty Five Thousand Pesos **Php 155,000.00**

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 Rejected deliveries are to be withdrawn and/or replaced immediately.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 Job Order upon delivery.

Very truly yours,

ATTY. ANNA GRACE I. MARPURI
 OIC-DM, CS Department
 CONFORME:

 Name & Signature of Contractor/Supplier
 Date

BUR No. PEY-24259496
 DATE May 17, 2024
 AMOUNT Php155,000.00

 Funds Available:

MALERNA C. BUYAO
 Chief, Controllership Division

Recommended by:

 Approved by:

ROWENA D. MENDOZA
 OIC-DM, OG 2