

# 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  
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JO Number:  
2022-0116

JO Date:  
09/21/2022

PAGE

PR No.:  
2022-0237

PR Date:  
08/15/2022

CONTRACTOR/SUPPLIER **ALBAS FILIPINO CATERING SERVICES**  
 ADDRESS 235 El Grande St. BF Homeowners,  
 BF International Las Pinas City  
 MODE OF PROCUREMENT Small Value Procurement

DELIVERY TERM  
 PAYMENT TERM  
 PLACE OF DELIVERY  
 DATE OF DELIVERY September 22 - 24, 2022

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
PROCUREMENT OF CATERING SERVICES FOR MEDIA LOUNGE OF IFEX PHILIPPINES 2022	80 pax/day for 3 days		Php150,000.00
<p>Inclusions:</p> <ul style="list-style-type: none"> <li>- Appetizers, Mini Sandwiches, Pasta, Pastries, Desserts, Unlimited Iced Tea, Overflowing Coffee</li> <li>Buffet set-up at the Media Lounge</li> <li>Tables &amp; Chairs Set-up for Guests (Round Table)</li> <li>5 Sets of 4-Seater tables and chairs</li> <li>Tables and chairs with cover and set-up</li> <li>With at least 1 to 2 food servers to assist guest</li> </ul> <p>Set-up time: 09:00 AM to 06:00 PM</p> <p>Budget: PHP 50,000.00 for 80 pax/ per day</p> <p>Period: 22nd to 24th September 2022 (3 Day)</p>			

TOTAL AMOUNT IN WORDS: **One Hundred Fifty Thousand Pesos**      Php 150,000.00

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 Rejected deliveries are to be withdrawn and/or replaced immediately.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

BUR No. IFEX-22090738  
 DATE 09/29/2022  
 AMOUNT Php150,000.00

Recommended by:  
 Approved by:  
**NORMAN D. BAGULBAGUL**  
 OIC-DM, CCSD

*Johanne Jeremah T. Alba*  
 Name & Signature of Contractor/Supplier

Funds available:  
*Malerna C. Buyao*  
**MALERNA C. BUYAO**  
 Chief, Controllership Division