

JOB ORDER

CITEM.STR.FR.006



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
 Golden Shell Pavilion, Roxas Boulevard corner Sen. Gil J. Puyat Avenue
 1303 Pasay City, Metro Manila, Philippines
 (632) 831-2201 to 09 ext. 218 (632) 831-1368, 832-3965
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JO Number:	JO Date:	PAGE
2023-0172	10/11/2023	
PR No.:	PR Date:	
2023-0378	09/14/2023	

CONTRACTOR/SUPPLIER ALBAS FILIPINO CATERING SERVICES	DELIVERY TERM
ADDRESS	PAYMENT TERM
MODE OF PROCUREMENT Small Value Procurement	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
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CATERING SERVICES FOR MEDIA LOUNGE OF MANILA FAME 2023

Food Snacks:	100 pax/day/	Php50,000.00	Php150,000.00
- appetizer	3 days		
- mini sandwiches			
- pasta			
- pastries			
- desserts			
- overflowing /unlimited Iced Tea and Coffee			
- bottled water			

Buffet set up at the Media Lounge
 Round tables and chairs for Media guests (5 sets of 4-seater with cover and set-up, flower arrangements)
 With at least 1 - 2 food servers to assist the guests

Ingress : October 19, 2023, 6:00 am

Daily Set up Time : 8:00 am to 5:00 pm (October 19 - 21, 2023)

TOTAL AMOUNT IN WORDS:	One Hundred Fifty Thousand Pesos	Php 150,000.00
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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 Rejected deliveries are to be withdrawn and/or replaced immediately.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, site 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:

ANA MISCHELE ARA CON
 Name & Signature of Contractor/Supplier

Date **October 16, 2023**

BUR No. **PR-CONPROC-23101183**

DATE **10/16/2023**

AMOUNT **Php150,000.00**

Funds Available:

Man Uyso
MALERNA C. BUYAO

Chief, Controllership Division

Recommended by:

Elmer Harold Grande
ELMER HAROLD GRANDE
 Chief, CCD

Approved by:

Norman D. Bagulbagul
NORMAN D. BAGULBAGUL
 OIC-DM, CCSD