

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
 T. (832) 831-2201 to 09 ext. 218 F. (832) 831-1368, 832-3965
 E3 info@citem.com.ph www.citem.com.ph



JO Number:	JO Date:	PAGE
2024-0154	04/29/2024	
PR No.:	PR Date:	
2024-0154	04/03/2024	

CONTRACTOR/SUPPLIER **ALBAS FILIPINO CATERING SERVICES CORPORATION**
ADDRESS 235 El Grande Street BF International, BF Homes Talon Tres Las Pinas City
MODE OF PROCUREMENT Small Value Procurement

DELIVERY TERM SEND BILL
PAYMENT TERM 30 CALENDAR DAYS
PLACE OF DELIVERY WORLD TRADE CENTER
DATE OF DELIVERY MAY 10, 11 & 12, 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 THE MEDIA LOUNGE OF IFEX PHILIPPINES 2024	80 pax per day	Php65,000.00/day	Php195,000.00

Specifications:

No. of pax: 80 pax per day x 3 days
 Set-up time: 09:30AM to 06:30PM
 Period: May 10 to 12, 2024
Food:

- Appetizers
- Mini Sandwiches
- Pasta
- Pastries
- Desserts
- Unlimited Iced Tea
- Overflowing Coffee
- Bottled water

Buffet Set-Up at the Media Lounge:

1. Tables and chairs set-up for guests (round table), 6 sets of 4-seater tables and chairs.
2. Tables and chairs with cover and set up.
3. With at least 1 to 2 food servers to assist guests.

TOTAL AMOUNT IN WORDS:	One Hundred Nienty Five Thousand Pesos	Php 195,000.00
-------------------------------	---	-----------------------

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 Rejected deliveries are to be withdrawn and/or replaced immediately.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 M. MARPURI
 OIC-DM, CS Department

CONFORME:

(Signature)
ANA MISCHERLE ARAGON
 Name & Signature of Contractor/Supplier
 MAY 6, 2024
 Date

BUR No. IP-CORP CAN 24040458

DATE APRIL 30, 2024

AMOUNT Php195,000.00

Funds Available:
(Signature)
MALERNA G. BUAYO
 Chief, Controllership Division

Recommended by:

Approved by:

(Signature)
NORMAN D. BAGULBAGUL
 OIC-DM, CCSD