



ALBA CATERING AND EVENTS MANAGEMENT

By Albas Filipino Catering Services

CS220280

Global Excellence Award Recipient (Asia Pacific)
2010 Most Outstanding Catering Services
"Precious moments made even more precious."

CONTRACT OF SERVICE

Client : CITEM-Center for International Trade Expositions and Missions
 Contact Person : Ms. Marites Montemayor
 Contact No : 88312201 local 218
 Event Title : 2022 Year End Celebration
 Date : December 22, 2022 - THURSDAY
 Time : 6:00PM - 10:00PM
 Venue : CITEM - Golden Shell Pavillion
 Number of Guest : 180 pax

MENU

Appetizer

Tuna Canape

Soup

Cream of Mushroom soup (Additional)

Pasta/Noodles

Fettuccine w/ Dried Tomato

Main Dish

Pot Roast Beef w/ Mushroom sauce
 Salmon En Croute
 Chicken Teriyaki
 Herb Roasted Potato and Carrots
 Steamed Rice

Desserts

Cream Brulee
Brownies

Beverages

Iced tea
with flowing coffee or tea

Porchetta Station

(Crispy Pork Belly with Asian Risotto) (Additional)

**Puto Bumbong and Bibingka Station
w/ free Ginger drinks (Salabat)**

215 El Grande Ave. BF Homes Las Pinas City

DIRECT LINE: 8298493/ 8266771

MOBILE: 09176773122/ 09175609858/ 09175609757/ 09178480353

WEBSITE: www.albacatering.ph

E-MAIL: info@albacatering.ph; albacatering88@gmail.com; albacatering@yahoo.com



ALBA CATERING AND EVENTS MANAGEMENT

By Albas Filipino Catering Services

Global Excellence Award Recipient (Asia Pacific)

2010 Most Outstanding Catering Services

"Precious moments made even more precious."

Amenities:

- 2 Buffet tables
- 3 Tables (8 pax/chairs) with table cover & centerpiece
- 24 Tiffany chairs

CONTRACT PRICE

180 pax @ 1,500.00/head	Php 270,000.00
TOTAL	Php 270,000.00

Terms And Conditions...

1. **Payment: 50% less reservation fee three weeks before the event. (cash, check, credit card) Non-refundable, non- consumable, non-transferable. (cash, check or credit card)**
2. **Full payment one week before the event. (cash, check, credit card) Non – refundable but maybe rescheduled if due to fortuitous event. Date and Time shall be acceptable to both parties.**
3. **Client may deposit payment to any of the following:**
 - **BDO Alabang Hills Branch – 006500013246 – Acct. Name – Albas Filipino Catering Services**
 - **BDO Timog Branch – 008750019622 – Account Name – Ramon Jeremias M. Alba**
 - **BPI Aguirre Branch 0250029501 - Account Name – Ramon Jeremias M, Alba**
4. **Client must send a photocopy of the validated deposit slip to albacatering88@gmail.com, albacatering@yahoo.com.**
5. **If cheque payment, please make cheque payable to Albas Filipino Catering Services. Please follow the due dates.**
6. **The Client undertakes to submit to Caterer guaranteed number of guests, not subject to reduction, not less than 2 weeks before the start before the start of the function. It is hereby understood that in the absence of the notice, the Caterer shall prepare food for the guaranteed number of guests.**
7. **The Client agrees to pay for all guests attending but in no case less than for the number of guests guaranteed. No refund, discount or rebate shall be made in the event that the actual number as provided in the preceding paragraph.**
8. **The Client shall be responsible for the safety and security of all the guests and their personal property. The Caterer shall not be responsible for damage or loss of any merchandize, equipment clothing or other valuables left in the venue prior to, during, or after the function. All damages to the venue's premises will be charged to the CLIENT hereby holds the caterer free**

235 El Grande Ave. BF Homes Las Pinas City

DIRECT LINE: 8298493/ 8266771

MOBILE: 09178773122/ 09175609858/ 09175609757/ 09178480353

WEBSITE: www.albacatering.ph

E-MAIL: info@albacatering.ph ; albacatering88@gmail.com ; albacatering@yahoo.com



ALBA CATERING AND EVENTS MANAGEMENT

By Albas Filipino Catering Services

Global Excellence Award Recipient (Asia Pacific)

2010 Most Outstanding Catering Services

"Precious moments made even more precious."

- and harmless from any and all liability as a result of any loss, damage or injury that may be suffered by any guest, third person or property prior to, during or after the function.
9. The Caterer is hereby relieved of all liabilities by any form of damages cause by accident, fire, earthquakes, typhoons, strikes, lockout, vehicular accidents, delay due to extra ordinary vehicular traffic, others uncontrollable events, which may affect the normal catering operations. "Any balance due as a result of additional charges and assessments made shall be paid via cash or acceptable check, immediately after the function.
 10. Client shall be solely responsible for securing all the necessary permits, gate passes, authorizations and clearances necessary for the Caterer to effectively set up its equipment and paraphernalia at the venue. Caterer shall not be responsible for any delay in the set up due to the failure of the Client to secure any of the required documentation and authorization prior to the function date.
 11. Duration of the party: Four hours service for dinner which will start at _____ pm and ends at ____ pm. Additional 150/ hour per staff or more or less 1,500.00 service fee whichever is higher will be charged per hour of extension, payable immediately.
 12. Client must pay P100/waiter and driver per floor or 10 steps whichever is lower if the catering materials is to be lifted to upper floors and no service elevator is provided by the venue/building. There will be an additional hauling fee if the drop off point is far from the venue.
 13. The food should be consumed ideally upon delivery of the food and its set up upon serving time in the contract to avoid spoilage. The Client shall be liable for any spoilage due to delay caused by client's instruction.
 14. Client shall appoint a representative who shall inspect, receive and certify that all equipment and food brought to the venue are complete and in good condition. Said representative shall may likewise inspect the belongings of the caterer's staff before they leave the venue. It shall be understood that everything is in order insofar as these matters are concerned if the caterer does not receive any written complaint form from the client.
 15. Corkage for lechon is PHP 1,000.00 for the first lechon and 500 for each additional lechon. Charges are for table, chopping board, knife, chopper and food warmer if provided by caterer. (Disregard if lechon is ordered from us.)
 16. The performance of this agreement by CATERER is subject to acts of God such as typhoons, earthquakes, fire, floods or other disasters, and acts of man such as war, government regulations, strikes, civil disorders, curtailment of transportation facilities, or other emergencies making it inadvisable, illegal or impossible to uphold previous contractual agreements. CATERER shall have no responsibility or liability for failure to supply any service when prevented from doing so by the occurrence of any of the foregoing, particularly the occurrence of strikes, accidents, extraordinary vehicular traffic or any cause beyond CATERER'S control, or by orders of any governmental authority which may affect normal catering operations."
 17. Subdivision/ Village/ Caterers fee is for the account of the client. Entrance to the subdivision of any guest must be the responsibility of the client.
 18. Caterer must have access to the venue a day before the event.

235 El Grande Ave. BF Homes Las Piñas City

DIRECT LINE: 8298493/ 8266771

MOBILE: 09178773122/ 09175609858/ 09175609757/ 09178480353

WEBSITE: www.albacatering.ph

E-MAIL: info@albacatering.ph ; albacatering88@gmail.com ; albacatering@yahoo.com



ALBA CATERING AND EVENTS MANAGEMENT

By Albas Filipino Catering Services

Global Excellence Award Recipient (Asia Pacific)

2010 Most Outstanding Catering Services

"Precious moments made even more precious."

- 19. Decorations indicated in the contract must depend on the number of hours given to the caterer and the restrictions of the venue. Caterer shall have the prerogative to change the decoration if the cared of by the venue allows only 1 to 2 hours set-up. Client must still pay the caterer in full.
- 20. Client shall provide containers for take-out foods. The client/organizer may opt to leave the remaining foods or pack the foods using their own provided containers. Distribution of left over shall not be taken care of by any waiter.
- 21. Excess number of guests will be charged with the same rate.
- 22. "CATERER reserves the right to cancel a function if it has reason to believe that the exact nature of the event varies from the originally agreed upon, whether in writing or given verbally and/or and that the holding of such function may be against the law, public morals, public policy and public health. In such case, the CATERER shall have the right to forfeit any and all deposit or down payment already received as and by law of penalty and liquidated damages."
- 23. "It is hereby understood that the attached CLIENT'S Guidelines shall entitle the CATERER to damages without prejudice to any other legal remedy it may bring. In the event that the CATERER must seek legal remedies to complete execution of this agreement, the CLIENT agrees to pay all reasonable attorney fees and cost of suit. Both parties hereby agree to submit themselves to the jurisdiction of the courts in Las Pinas City. Damaged/ breakage caused by any guest shall be for the account of the client thru the event organizer. Losses of catering materials will also be charged to the client. Price will be based from the current prices."

Conforme: *M. Lourdes D. Medina*
 Date: MA. LOURDES D. MEDINA
 Deputy Executive Director

Alba Catering: *Mischelle Aragon*
 Prepared By: Mischelle Aragon
 Date: December 12, 2022
 Noted By: Jeanette Alba CPA, FSCO

Signed in the presence of the following:

Florence Pearl M. Buensalido
 FLORENCE PEARL M. BUENSALIDO
 Chief, HRMD Division

Malerna C. Buyao
 MALERNA C. BUYAO
 Chief, Controllership Division

ALBA

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
CITY OF PASAY) S.S

BEFORE ME, a Notary Public for and in the City of Pasay, on this DEC 23 2022 day
_____ of personally appeared the following:

Name	Competent Evidence of Identity	Issued at/on
MA. LOURDES D. MEDIRAN	_____	_____
MISCHELLE ARAGON	_____	_____

known to me and to me known to be the same persons who executed the foregoing instrument and acknowledged to me that the same is their free and voluntary act and deed as well as the free and voluntary act and deed of the entities they represent.

This instrument, which refers to a Contract of Services consisting of _____ () pages including this page whereon this acknowledgment is written, has been signed by the parties and their instrumental witnesses on each and every page.

WITNESS MY HAND AND SEAL on the place and date first written above.

[Handwritten Signature]

MA. CLEOFEL JAIME
NOTARY PUBLIC
UNTIL DECEMBER 31, 2022
COMMISSION NO. 20-04
ROLL NO. 27802
PTR NO. 7697173 PASAY CITY 1-3 2
IBP OR NO. 178431 ISSUED BY ABP
NAT'L OFFICE - 2 - 16 - 22
MCLE COMPL. VII-0018402
ISSUED ON - MAY 20, 2022 VALID UNTIL
APRIL 14, 2025

Doc. No. 127
Page No. 26
Book No. 3
Series of 2022