

31 January 2025



Artemisplus Express Inc.
Lot 86 Bagsakan Road Corner Avocado Street
FTI Complex
Taguig City, 1630
007-813-652-000
Phone: (02) 8888-2000
<https://kitchencity.com.ph/>

Philippine Academic Consortium for Latin American Studies (PACLAS)
Sixth International Conference

Prepared For:	Hon. Jose Victor Chan Gonzaga Department of Foreign Affairs	Event Date:	03/02/2025 - Monday
Address:		Phone:	
Invoice #:	7755	Guest Count:	60
Service Style:	Buffet Style	Occasion:	Meeting
Salesperson:	Claire Balabadan claire.balabadan@kitchencity-inc.com		
Venue:	*Contact Address*	Last Change:	07/02/2025
Timeline:	6:00 am Ingress Time 8:00 am Set Up Ready 8:30 am Event Start 11:45 am Lunch Dine Start 3:00 pm Event End		

Venue Address: 2nd floor, Ayuntamiento de Gonzales, De La Salle University Dasmariñas City Cavite
Contact Person: Prof. Christian George Francisco, DLSU Dasmariñas Cavite / +639175522871 and Ms. Sydney De Vera (09193873998)
Mode of Payment: Send Bill

Lunch Buffet Menu

Serving Time: 11:45 AM

SOUP

Roasted Pumpkin Soup

HOT DISHES

Steamed White Rice

Sauteed Mixed Vegetables

Boneless Spanish Chicken with Chimichuri

Almond Crusted Salmon

Pot Roast Beef with Mushroom Gravy

DESSERT

Fresh Fruits in Season

Leche Flan Shot

BEVERAGE

Red Iced Tea

Brewed Coffee

Menu #2

Food

Qty	Description	Unit Price	Total
60	Lunch Buffet Menu	₱1,303.60	₱78,216.00
60	Menu #2	₱0.00	₱0.00
Food Subtotal			₱78,216.00

Beverage

Ice for drinks

Drinking glasses

Purified drinking water

Rental

Set-Up Arrangement

Color Motif: Beige

Theme:

Buffet Set Up

1 way Buffet

With Buffet Centerpiece, Buffet Lamp and Menu label

Strictly Managed Buffet

Dining Arrangement

Tables and Chairs with Cover C/o Client

Cloth Napkin (White

Plates, Glasses and Cutleries (Please individually wrapped)

1 Bar Station

Fully Vaccinated Waiters in Uniform

** 4 Hour of service from the Event Start- in excess of 4 hours there will be a charge of P 200 per hour per waiter*

Charges:	₱78,216.00
Discount:	-₱1.92
Discounted Subtotal:	₱78,214.08
12% VAT Tax:	₱9,385.92

Post-Tax Subtotal: ₱87,600.00

Payments: ₱0.00

Balance Due: ₱87,600.00

Mode of Payment: SEND BILL

* Prices subject to change without prior notice.

Bank Details:

Bank: BDO SM Hypermarket FTI Taguig Branch

Account Number: 008450007629

Complete Payees name: Artemisplus Express Inc.



Contract for Service

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		Event Title:	Philippine Academic Consortium for Latin American Studies (PACLAS) Sixth International Conference
Contract #:	7755	Guest Count:	60
Service Style:	Buffet Style	Occasion:	Meeting
Salesperson:	Claire Balabadan claire.balabadan@kitchencity-inc.com		
Event Total:	₱87,600.00	Per Person:	₱1,460.00
Deposit:	₱0.00	Deposit Due:	
Venue:	*Contact Address*	Last Change:	07/02/2025
Timeline:	6:00 am Ingress Time 8:00 am Set Up Ready 8:30 am Event Start 11:45 am Lunch Dine Start 3:00 pm Event End		

CATERING AGREEMENT

A. Services

1. Caterer agrees to provide food and services to the Client in the indicated details in the Conforme.
2. For this Event, Caterer agrees to provide the following:
 - a) Food for the agreed-upon event menu for the guaranteed number of guests.
 - b) All agreed food and set-up, glassware, utensils, beverages etc.

- b.1 The Client will finalize the menu 30days before the event date.
- b.2 Changes to the menu after this period shall incur additional charges.
- b.3 Any excess from the minimum guaranteed number of pax will be charge to the client at

100% of cost per head.

3. For the above services, Client will pay Caterer an agreed upon price per head of (indicated in conforme) for each meal.

4. Client may request additional services, with the knowledge that these services will add to the total cost agreed upon by this contract, and must be agreed to in writing, on a separate catering estimate.

B. Payment Terms

1. Deposit

Client is required to pay a deposit of 50% of the total cost upon signing this Agreement.

2. Full Payment

Final balance is due the day of Event based on guaranteed count seven days prior.

3. If Purchase Orders (P.O) based events, Client must send the valid P.O. to the caterer at least 14 days before the date of event.

Payment must be strictly paid depending on the credit terms agreed by both parties.

4. Forms of Payment

Accepted Payment are by means of Cash, Card, Cheque, Bank Transfer, Valid Purchase Order etc.

C. Cancellation and Termination Policy

1. Cancellation of catering booking may be made not later than 45 calendar days prior to the arrival date without penalty.

2. If a catering booking is cancelled between 25-44 calendar days prior to the date of event, a cancellation fee of 50% of total contract shall be charged

3. If a catering booking is cancelled within 15 calendar days from the event date, Client shall be responsible for payment of the total agreed price.

4. In the event that the event is cancelled due to force majeure or acts of God or civil disturbances, the parties may agree to reschedule the event to any date or to terminate the contract if rescheduling becomes impractical. In the latter case, the Caterer shall refund to the Client payments made less processing fees, if any.

5. The Contract may be terminated in case of material breach of any of the conditions set forth above, for causes allowed under the law, or for any condition that may affect the business operations of CLIENT. In all cases termination of the Contract shall effective immediately upon notice.

D. Number of Guests

1. Client agrees to provide Caterer with the final guaranteed total number of guests no later than 15 days before Event. The final bill will be based on this number even if actual attendance is lower; and on the actual number if attendance is higher than what was guaranteed. If final count exceeds guarantee by more than 10 percent, Caterer cannot be responsible if there is insufficient food.

2. Client agrees to break down the guest list into adults and children (if applicable) , and include any food allergies or special dietary requests.

E. Menu

1. Client will provide his/her menu, choices from Caterer's available options, etc. no later than 30 days prior to Event.
2. Menu must be confirmed 30 days before the Event. A surcharge may be added for any menu alterations made less than 30 days prior to Event.
3. Menu will be fixed, and no changes may be made fifteen days before the Event start date.

F. Breakages and Losses

1. Any breakages proven to be caused by the client or its guests will be charged to the client.
2. Any loss of small wares, equipment and linens, proven to be caused by the client or its guests, will be charged to the client.

G. Food Safety Policy

The Caterer is committed to ensuring food safety and hygiene. The following policies will be adhered to:

1. Food Handling: All food will be prepared in a licensed kitchen and handled by trained staff following strict hygiene protocols. The Caterer ensures that all food served will be prepared, stored, and handled in accordance with food safety regulations to minimize the risk of foodborne illnesses
2. Temperature Control: Hot and Cold food shall be secured with the required temperature maintained accordingly based on the food safety standards until served.
3. Allergen Management: The Caterer will inform the Client of potential allergens in menu items as indicated in the menu labels. The Client is responsible for communicating any allergies to guests.
4. Hygiene Practices: All staff will follow strict hygiene practices, including frequent handwashing, hairnet, face mask and using gloves when necessary.
5. Food Storage: Leftover food will be handled according to local health regulations. The Caterer will advise the Client on proper storage and usage if necessary.

H. Miscellaneous

1. The Caterer will investigate the claim and provide necessary documentation to the Client.
2. The Caterer shall not be liable for any food poisoning incidents if the Client or third parties mishandled the food after service or if guests consumed food not prepared by the Caterer.
3. Food Waiver signed by the Client is required if Clients will bring in additional food not prepared by the caterer (ex: Lechon, Sashimi, Nuts, etc) and/or for take-out foods

I. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the Philippines.


J. Amendments

This Agreement may only be amended in writing and signed by both parties.

K. Entire Agreement

This Agreement constitutes the entire understanding between the parties and supersedes all prior agreements or negotiations.

IN WITNESS WHEREOF, the parties hereto have executed this Catering Agreement as of the date first above written.


Claire S. Balabadian


JOSÉ VICTOR V. CHAN-GONZAGA
Assistant Secretary
Signer Name: _____
Sign Date: _____