

CONTRACT OF SERVICE

KNOWN ALL MEN BY THESE PRESENTS:

This Contract of Service made and entered into by and between:

The **OFFICE OF CIVIL DEFENSE REGIONAL OFFICE III**, with office and the postal address at Diosdado Macapagal Government Center, Barangay Maimpis, City of San Fernando, Pampanga 2000 and herein represented by its Regional Director, **CESAR M. IDIO, CESE** of legal age, Filipino, hereinafter known as the **OFFICE OF CIVIL DEFENSE REGIONAL OFFICE III**;

and

XENIA HOTEL CORPORATION with office and postal address at 4030 C.M. Recto Highway, Clark Freeport Zone, Pampanga, Philippines and herein represented by its Authorized Representative, **MS. MIKKAELA DENISE P. ELIGIO** of legal age, Filipino, hereinafter known as the **SERVICE PROVIDER**;

Witnessed

WHEREAS, the **OFFICE OF CIVIL DEFENSE REGIONAL OFFICE III** invited quotations/proposals for services, viz., Hotel, Venue, Meals and Accommodation for the conduct of Basic Incident Command System Training Course for Volunteer Groups **ON 25 TO 30 APRIL 2022** – ABC 77,000.00 and has accepted a quotation by the **SERVICE PROVIDER**, for the supply of those good and services in the sum of **Seventy-Seven Thousand Pesos (77,000.00)** hereinafter called the **“CONTRACT PRICE”**;

NOW, THIS AGREEMENT WITNESSETH as follows:

1. The **SERVICE PROVIDER** shall provide the following services to the **OFFICE OF CIVIL DEFENSE REGIONAL OFFICE III**, to wit:

a. ACCOMMODATION SERVICES

No. of Pax	Room Requirement	No. of Rooms	Check-in Date/Time	Check-out Date/Time	No. of Nights	Remarks
6	Twin Sharing Rooms	3	25 April 2022, 12NN	29 April 2022, 12NN	4	Resource Speaker and Secretariat
1	Solo Room	1	25 April 2022, 12NN	29 April 2022, 12NN	4	Resource Speaker and Secretariat

Requirement:

- Room arrangement should be compliant with DOT Administrative Order 2021-004A
- Must have a DOT Certificate of Authority to Operate
- Must have internet connection at least 10GB, 30 mbps in the rooms and assigned function areas of the hotel


CESAR M. IDIO, CESE
Regional Director, Office of Civil Defense RO III


MS. MIKKAELA DENISE P. ELIGIO
Authorized Representative


MS. COLEEN LOUISE H. DELICANA
Training Specialist


Witness

b. FOOD ARRANGEMENTS

No of Pax	Meal/Snack	Serving Arrangement	Inclusive Date	Menu
7	Breakfast	Plated/Managed Buffet	26 to 29 April 2022	Choice of pork/chicken or beef, with side dish and dessert, one beverage
	AM Snacks	Plated/Managed Buffet	25 to 29 April 2022	Choice of pork/chicken or beef, with side dish and dessert, one beverage
	Lunch	Plated/Managed Buffet	25 to 29 April 2022	Choice of pork/chicken or beef, with side dish and dessert, one beverage
	PM Snacks	Plated/Managed Buffet	25 to 29 April 2022	Choice of pork/chicken or beef, with side dish and dessert, one beverage
	Dinner	Plated/Managed Buffet	25 to 28 April 2022	Choice of pork/chicken or beef, with side dish and dessert, one beverage

c. CONFERENCE ROOM/FUNCTION HALL

- Function room, preferably open space, to comfortably house at least 20 pax
 - Function room set up a day before event
 - No posts/columns that will obstruct the line of sight of participants
 - Must provide AV equipment such as LCD projector, flat screen/projector screen, sound system, with at least two (2) Microphones
 - Must provide Whiteboard with markers and erasers
2. The **SERVICE PROVIDER** shall charge the **OFFICE OF CIVIL DEFENSE REGIONAL OFFICE III** for the guaranteed number of guests or actual number whichever is higher;
 3. Any increase in the guaranteed number shall be made not later than 48 hours;
 4. The payment due to the **SERVICE PROVIDER**, shall be paid by the **OFFICE OF CIVIL DEFENSE REGIONAL OFFICE III** within fifteen (15) days after the receipt of the submitted billing statement/ statement of account;
 5. Both parties shall not be liable for failure to comply with this agreement due to force majeure including but not limited to labor disputes, natural disaster, or other causes beyond the control of both parties.


CESAR M. ADIO, CESE
 Regional Director, Office of Civil Defense RO III


MS. MIKKAELA DENISE P. ELIGIO
 Authorized Representative


MS. COLEEN LOUISE H. DELICANA
 Training Specialist


 Witness

NOWHEREFORE, in consideration of the foregoing premises, the parties hereto have agreed to the abovementioned terms and condition;

IN WITNESS WHEREOF, the parties hereto have hereunto affixed their Signature this 19 APR 2022 at _____, Philippines.

OFFICE OF CIVIL DEFENSE



CESAR M. IDIO, CESE
Regional Director,
Office of Civil Defense RO III

XENIA HOTEL CORPORATION



MS. MIKKAELA DENISE P. ELIGIO
Authorized Representative

WITNESSED BY:



MS. COLEEN LOUISE H DELICANA
Training Specialist



ROCHELLE AIRDANO
WITNESS

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES
CITY OF BULACAN) S.S

BEFORE ME, a Notary Public for and in the City of BULACAN personally appeared the following persons, presenting their respective evidence of identity, to wit:

Name	Government I.D. No.	Date and Place Issued
DIRECTOR CESAR M. IDIO. CESE		
MS. MIKKAELA DENISE P ELIGIO		

And represented to me that their respective signatures on the foregoing instrument were voluntarily affixed by them for the purposes stated in the instrument and who declared that they have executed the foregoing instrument as their free and voluntary act and deed.

This instrument consists of only four (4) pages, including this page in which this acknowledgement is written, duly signed by the parties and their instrumental witnesses on each and every page hereof

WITNESS MY HAND AND SEAL this 22 APR 2022 day of _____, 2022 at BULACAN, Philippines

Doc. No. : 292
Page No. : 59
Book No. : 21
SERIES OF 2022

Chapman

NOTARY PUBLIC
Fernando C. Lunanan
FERNANDO C. LUNANAN
Notary Public Until Dec. 2022
PNC No. 26-MB-2021
IMPCR No. 179378 - 01-24-2022, Ortigas, Pasig City
PTI No. 8013218 - 01-05-2022, Baliuag, Bulacan
Roll No. 51616
Compliance No. VI-0026059 - 05-22-2019
Meycauayan City, Bulacan