

## 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 VII**, with office and the postal address at Labrador Bldg., N. Bacalso Avenue, Brgy. Sambag 1, Cebu City, Cebu 6000 and herein represented by its Regional Director, **MARLOU L. SALAZAR**, of legal age, Filipino, hereinafter known as the **OFFICE OF CIVIL DEFENSE REGIONAL OFFICE VII**;

and

**JCE MARKETING** with business and postal address at ML Quezon Avenue, Brgy. Maguikay, Mandaue City Cebu 6014 and herein represented by its Authorized Representative, **MS. TITA FE L. ESPINOSA** of legal age, Filipino, hereinafter known as the **SERVICE PROVIDER**;

Witnessed

WHEREAS, the **OCDRO VII** invited bids/quotations for certain goods and ancillary services, viz., **Procurement of supplies to support the OCD-RDRRMC Operation Center in response to Coronavirus Disease 2019 (COVID-19)**, for the supply of those good and services in the sum of **Seventy-Four Thousand Six Hundred Twenty Pesos (74,620.00)** only hereinafter called "**the CONTRACT PRICE**";

### NOW, THIS AGREEMENT WITNESSETH as follows:

1. **JCE MARKETING** shall provide **OFFICE OF CIVIL DEFENSE REGIONAL OFFICE VII** the Materials/Supplies reflected in Purchase Request, Request For Quotation (RFQ) and Purchase Order needed for:
2. Name: **Support the OCD-RDRRMC Operation Center in response to Coronavirus Disease 2019 (COVID-19)**.
3. **Delivery Date**: 10 Calendar days upon receipt of Notice to Proceed (NTP)
4. **Delivery Site**: OCD Regional Office 7, Sambag 1, N. Bacalso Ave., Cebu City
5. The payment due to the **JCE MARKETING** shall be paid by the Agency within fifteen (15) days after the receipt of the submitted billing statement/ statement of account;
6. **JCE MARKETING** agreed a Send Bill Policy in the payment of services.
7. 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.



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

MAR 10 2021

IN WITNESS WHEREOF, the parties hereto have hereunto affixed their Signature this \_\_\_\_\_ at \_\_\_\_\_, Philippines.

OFFICE OF CIVIL DEFENSE

*[Signature of Marlou L. Salazar]*

DIR MARLOU L. SALAZAR  
Regional Director,  
Office of Civil Defense RO VII

JCE MARKETING

*[Signature of Tita Fe L. Espinosa]*

MS. TITA FE L. ESPINOSA  
Authorized Representative

WITNESSED BY:

*[Signature of Ammelie Rose G. Taga-an]*

MR. AMMELIE ROSE G. TAGA-AN  
Operations Section Staff  
WITNESS

*[Signature of Jesette D. Pongos]*

JESSETTE D. PONGOS  
Chief, Administrative & Finance Section  
WITNESS

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)

CITY OF \_\_\_\_\_ CEBU CITY

CEBU CITY

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

Name	Government I.D. No.	Date and Place Issued
DIR MARLOU L. SALAZAR	2018-023	01/01/2019 & OCD-CO
MS. TITA FE L. ESPINOSA	06-SPL651-1	2000 - CEBU CITY

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 two (2) 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 \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ CEBU CITY, Philippines

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MAR 10 2021  
*[Signature of Atty. Raul L. Patnal]*  
ATTY. RAUL L. PATNAL  
NOTARY PUBLIC CEBU CITY  
UNTIL JUNE 2021  
PTR NO. 1979610  
ROLL NO. 44641  
NOTARY COMMISSION NO. 121  
LIFETIME NO. 17936  
OFF. D. JAKOSALEM ST. CEBU CITY  
BAYANIHAN BLDG. PROV. OF CEBU  
MCLE COMPLIANCE NO. VI 005073