

## 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

**CLB TOURS AND TRANSPORTATION SERVICES** with business and postal address at 556 Pagutlan, Yati, Lilion, Cebu and herein represented by its Authorized Representative, **MR. CHARLLIE C. BALTAZAR** of legal age, Filipino, hereinafter known as the **SERVICE PROVIDER**;

Witnessed

WHEREAS, the **OCDRO VII** invited bids/quotations for the **Provision of transportation service to be used as Shuttle Service of OCD Region 7 in response to COVID-19 Operation (April 13-29, 2021)**, for the supply of transportation service in the sum of **Thirty-Seven Thousand Five Hundred Pesos (37, 500.00) only** hereinafter called "**the CONTRACT PRICE**";

**NOW, THIS AGREEMENT WITNESSETH as follows:**

1. **CLB TOURS AND TRANSPORTATION SERVICES** shall provide **OFFICE OF CIVIL DEFENSE REGIONAL OFFICE VII** the four-wheel vehicle for:

#### **VEHICLE REQUIREMENT:**

2. Type of Vehicle: Car
3. No. of Vehicles Required: One (1) unit
4. Model: At least 2016
5. Capacity: Five passengers plus luggage.
6. Airconditioning must be fully functional.
7. SELF-DRIVE.
8. 24/7 Rental
9. Exclusive of Sunday
10. Length of Service: **April 13-29, 2021** (15 days)

#### **TERMS AND CONDITIONS:**

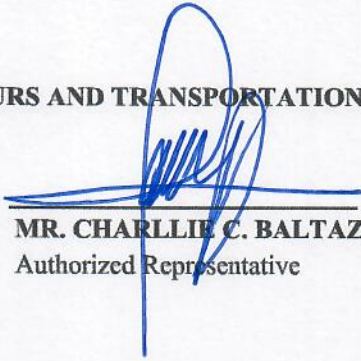
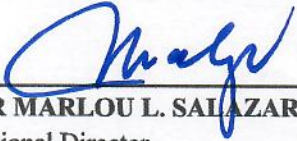
11. End User shall provide for all expenses for parking and toll fees, and for fuel for the vehicles.
12. Service provider must conduct monthly vehicle check-up for maintenance.
13. Service provider must cover all expenses for emergency repairs/check-up during the coverage period.
14. Service provider must have a back-up unit available in emergency cases.
15. Payment Terms: Send Bill Policy. Prices must be inclusive of taxes, repair and maintenance and other charges/fees.
16. Reservation Clause: The OCD reserves the right to terminate the contract in case the services are no longer required or for any other legal and valid reason.
17. Location of Service: Within Cebu Island
18. The payment due to the **CLB TOURS AND TRANSPORTATION SERVICES** shall be paid by the Agency within fifteen (15) days after the receipt of the submitted billing statement/ statement of account;
19. **CLB TOURS AND TRANSPORTATION SERVICES** agreed a Send Bill Policy in the payment of services.
20. 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;

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

**OFFICE OF CIVIL DEFENSE**

**CLB TOURS AND TRANSPORTATION SERVICES**



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

**MR. CHARLLIE C. BALTAZAR**  
Authorized Representative

WITNESSED BY:



**MS. JESSETTE D. PONGOS**  
Chief, Admin & Finance Section  
WITNESS

**MR. ARIEL C. AGUILAR**  
Supply Accountable Officer  
WITNESS

**ACKNOWLEDGEMENT**

REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_) S.S

12 APR 2021

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

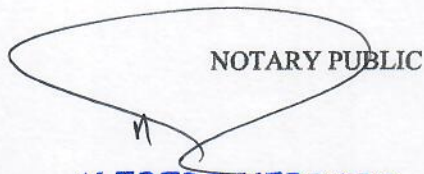
Name	Government I.D. No.	Date and Place Issued
<b>DIR MARLOU L. SALAZAR</b>	2018-023	01/01/2019 & OCD-CO
<b>MR. CHARLLIE C. BALTAZAR</b>		

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 12 APR 2021 at \_\_\_\_\_, Philippines

Doc. No. : 824  
Page No. : 93  
Book No. : 12  
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NOTARY PUBLIC

**ALFREDO MERCADO**  
NOTARY PUBLIC  
UNTIL DECEMBER 31, 2021  
ROLL NO. 20314  
IBP NO. 1084918 NOV. 7 2017 CEBU CITY  
PTR NO. 88049671-28-18