



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF NATIONAL DEFENSE
OFFICE OF CIVIL DEFENSE
Caraga Region
109 T. Calo Extension, Butuan City



CONTRACT OF SERVICE

KNOW ALL MEN BY THESE PRESENTS:

This CONTRACT OF SERVICE is made and entered into by and between:

The **OFFICE OF CIVIL DEFENSE**, with office address at 109 T. CALO EXTENSION, BUTUAN CITY, represented by **LIZA R. MAZO, Regional Director**, hereinafter referred to as "**the OCD**"

– and –

Ferdinand G. Cabrera (FGC Construction) of legal age, Filipino, and with residence at **409 Arujville Subdivision, Butuan City**, hereinafter referred to as "**the Contractor**"

WITNESSETHAT

Whereas, the OCD needs highly technical consultation services as described herein, for the interior design of the Government Command and Control Center (GCCC) Building located in Brgy. Bancasi, Butuan City;

Whereas, Contractor has the education, experience and skills needed to provide such services;

Whereas, Contractor has offered to render such services, and the OCD has accepted such offer;

NOW, THEREFORE, the parties agree that:

Design Service:

1. Review the current structural designs of the buildings and prepare the interior design and space plan suitable to the on-going OCD infrastructure projects and suggest any other internal works.
2. Prepare a layout for workstations, conference/meeting rooms and other facilities such as reception, restrooms and the likes following the OCD approved staffing pattern.
3. Provide standard security requirement maintaining modern space efficient concepts and aesthetic view in consultation with the OCD management while preparing the office layout.
4. Provide necessary instruction and consultation with RRMS for necessary internal civil works.
5. Provide interior solution.
6. Provide proper working drawings for all construction works.
7. Provide all other details and budgetary estimate.

Advisory Service:

1. Provide technical assistance in the procurement process for the fit-out construction and purchase of goods and/or services to implement the interior design and space plan, including assistance in the preparation of the TOR/Technical Specifications/Schedule of Requirements and other documents required for the procurement; and technical evaluation of the tenders.
2. Provide advisory assistance on the progress of the Implementation of the interior and space plan.
3. Submit a thorough Final Evaluation Report upon the completion of the project.
4. Perform other tasks as requested by OCD Management.

Implementation, Reporting Arrangements and Deliverables:**Implementation:**

The estimated consultancy assignment is six (6) months. OCD will provide all logistics and administrative support including work space for the Consultant throughout the period of the assignment.

Reporting Arrangements and Deliverables:

The Consultant shall work closely with RRMS and will report directly to the Regional Director. The Consultant will regularly keep OCD management through RRMS on developments as the engagement progresses through meetings and email updates.

The interior Design Consultant will prepare the following reports subject to the approval of the OCD Management:

- a. Monthly Progress reports on the project development of an interior design and space plan, documenting findings, issues conclusions, and proposed recommendations and next steps which will be due within the end of each month.
- b. Final Report summing up the work done and the achievements accomplished during the assignment, and recommended sustainability measures/policies.
- c. Other reports as may be requested.

In addition to the above, the Consultant will ensure the following:

- d. Agency requirements, best practices, industry standards are met accordingly, and governmental rules and regulations are complied with relative to aesthetic improvements of government infrastructures.
- e. Outputs of Service Provider delivered in accordance with the work plan and set standards.

For the engagement, the Consultant shall prepare and submit monthly progress reports and other required reports according to specified schedule/work plan.

The Consultant shall cover appurtenant taxes relevant to the engagement except related meetings/activities and travels planned or organized by OCD.

Reporting Requirements:


The Consultant shall prepare as part of his Contract the reporting requirements. The Consultant shall submit to the Regional Director through RRMS, all reports and relevant documentation that require copyright or prior written submission.

| Report Format | Frequency | Contents of the Report | Due Date |
|--------------------|-----------|---|---|
| 1. Progress Report | Monthly | Findings, conclusions, recommendations, inputs for the interior design and space plan, issues and proposed next steps relative to the aesthetic improvements of the on-going infrastructure by Service Provider (if any). | 5 days after the end of the Month |
| 2. Report | Once | Observations, conclusions and recommendations on the employment of business infrastructure by Service Provide (if any). | At the end of the conduct of design and development |
| 3. Report | Once | Observations, conclusions and recommendations on the installation and operation of installed furniture, fixtures, equipment, and accessories in the completed OCD infrastructures. | At the end of the conduct of installation |
| 4. Work Plan | Once | Preparation for the implementation of the furniture, fixtures, equipment, and accessories requirements of OCD projects under construction. | As needed |

Terms of Payment

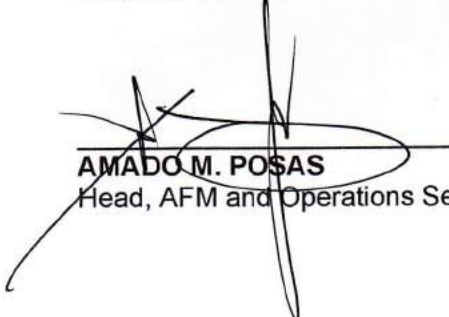
The Consultant shall be paid in six (6) equal monthly payments for services rendered in the amount of Twenty-Five Thousand Pesos (PhP 25,000.00) inclusive of 12% VAT.


By:


 LIZA R. MAZO
 Regional Director


 FERDINAND CABRERA
 Contractor

Witnesses:


 AMADO M. POSAS
 Head, AFM and Operations Sections


 KIM C. DURANGO
 Head, Rehabilitation and Recovery Section

ACKNOWLEDGMENT

Before me this 6th day of **August 2021**, in Butuan City, personally appeared:

| NAME | ID DETAILS |
|--------------------------|---------------------------------|
| <u>LIZA R. MAZO</u> | <u>DND-OCD EMP No. 1998-004</u> |
| <u>FERDINAND CABRERA</u> | <u>PRC 0039092</u> |

All known to me to be the same persons who executed the foregoing instrument consisting of four (4) pages including this page and acknowledged to me that the same is their free and voluntary acts as well as that of the institution represented.

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