

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

ROYAL HENDA INT'L INC. with office and postal address at Cor. Pre. Quezon St., Cebu City and herein represented by its Authorized Representative, **MS. MARIE GRACE C. COLON** 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., Hotel Conference Venue including Meals for the **Provision of Lease of Venue with Meal & Snacks for the conduct of 2nd Quarter RDRRMC Full Council Meeting on June 17, 2021**, for the supply of those good and services in the sum of **Forty-Two Thousand Pesos (Php 42, 000.00) only** hereinafter called "**the CONTRACT PRICE**";

NOW, THIS AGREEMENT WITNESSETH as follows:

1. **ROYAL HENDA INT'L INC.** shall allow **OFFICE OF CIVIL DEFENSE REGIONAL OFFICE VII** the use of meeting/conference facilities and provide meals and snacks for the conduct of **2nd Quarter RDRRMC Full Council Meeting**:
Event Date: Initial schedule dated June 21, 2021
Rescheduled date on June 17, 2021 (Final)
2. Hotel must be able to adjust to the abrupt changes in the number of conference rooms needed for the event.
3. Room must provide each person complimentary two (2) bottles of mineral water replenished daily including complete toiletries.
4. Provision of well-ventilated and air-conditioned function room for one (1) day and must be big enough to accommodate 60-65 people. Provision of one (1) projector with screen, sound system with three (3) microphones, four (4) round tables for ten (10) pax, one (1) whiteboard, two (2) instructors and secretariat tables (rectangular), Philippine Flag, and with proper lighting conducive for conference.
5. Must have sufficient power outlets and extension wires for laptops, printer and other equipment.
6. Must have strong WIFI connection with speed of 6 to 12 mbps for every participant both in the venue and the rooms.
7. Provide free parking spaces for five (5) vehicles for the whole duration of the activity.
8. Hotel security must be present during the whole duration of the activity.
9. Provide meals (lunch & dinner) and snacks (am & pm) for the 60 participants/guest, and secretariat on June 17 2021.
10. Lunch and dinner must be in assisted buffet set-up. Minimum of two (2) dishes, with rice, dessert, and beverage.
11. Meals must be balanced with a variety of fish, vegetables, pork, chicken, beef, and dietary flexibility for participants with allergy and non-pork eaters
12. Must have free flowing coffee and tea during the duration of the conference
13. Must provide water station inside the function room.
14. Must be at least one (1) kilometer away from "Funeral Home"
15. **The End-User (OCD) will strictly observe and comply the safety protocols being implemented by the Hotel (e.i. 50% capacity, social distancing, wearing of face mask, face shield and no posting and taking photos in social media during the event) inside the premises the entire duration of event.**

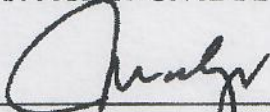
16. The payment due to the **ROYAL HENDA INT'L INC.** shall be paid by the Agency within fifteen (15) days after the receipt of the submitted billing statement/ statement of account;
17. **ROYAL HENDA INT'L INC.** agreed a Send Bill Policy in the payment of services
18. Both parties shall not be liable 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

ROYAL HENDA INT'L INC.

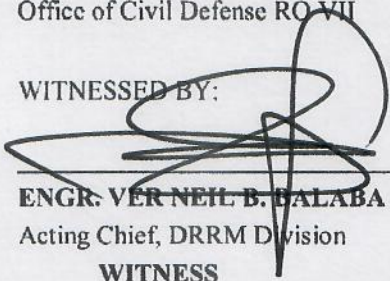


DIR MARLOU L. SALAZAR
 Regional Director,
 Office of Civil Defense RO-VII



MS. MARIE GRACE C. COLON
 Authorized Representative

WITNESSED BY:



ENGR. VER NEIL B. DALABA
 Acting Chief, DRRM Division
WITNESS



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

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
 CITY OF _____) S.S

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. MARIE GRACE C. COLON		

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 _____, Philippines

Doc. No. : _____
 Page No. : _____
 Book No. : _____

NOTARY PUBLIC