

## 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

**HAGNAYA BEACH RESORT & RESTAURANT** with office and postal address at Barangay Hagnaya, San Remigio, Cebu and herein represented by its Authorized Representative, **MS. JACKIELOU D. WILEY** 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 & Snacks for the conduct of **4-Day Rapid Damage Assessment and Needs Analysis (RDANA) Training Course for selected LGUs of Cebu Province on May 31, 2021 - June 01-05, 2021**, for the supply of those good and services in the sum of **Two Hundred Eleven Thousand Two Hundred Pesos (211,200.00)** only hereinafter called "**the CONTRACT PRICE**";

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


1. **HAGNAYA BEACH RESORT & RESTAURANT** shall allow **OFFICE OF CIVIL DEFENSE REGIONAL OFFICE VII** the use of meeting/conference facilities and provide meals, snacks and hotel accommodation for the participants/guest, instructors of **4-Day Rapid Damage Assessment and Needs Analysis (RDANA) Training Course on May 31, 2021 - June 01-05, 2021**:
2. Rooms' accommodation with complimentary breakfast for the following:
  - 40 pax (20 twin sharing-Separate Beds)-Participants/Guest
    - Check in on 01 June 2021 at 2PM
    - Check out on 04 June 2021 at 12:00 PM
  - 8 pax (4 twin sharing-Separate Beds)-Instructor/Facilitators
    - Check in on 31 May 2021 at 2PM
    - Check out on 05 June 2021 at 12:00 PM
3. Requirements for restaurant or events venue must be able to provide meals for the participants/guest, instructors and secretariat:
  - June 01-04, 2021: AM, PM Snacks and Lunch, 48 pax
  - June 01-03, 2021: Dinner, 48 pax
  - June 02-04, 2021: Complimentary buffet breakfast, 48 pax
  - June 01 & 5, 2021: Complimentary buffet breakfast, 8 pax
  - May 31, 2021: Dinner, 8 pax
  - June 3, 2021: PM Snacks & Dinner, Add. 10 pax
  - June 4, 2021: AM & Lunch Add. 10 pax
4. Rooms' accommodation with complimentary breakfast for the instructors, secretariat and participants.
5. Hotel must be able to adjust to the abrupt changes in the number of hotel rooms and conference rooms needed for the event.
6. Room must provide each person complimentary two (2) bottles of mineral water replenished daily including complete toiletries.
7. Provision of well-ventilated and air-conditioned function room for six (6) days and must be big enough to accommodate 48 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.
8. Must have sufficient power outlets and extension wires for laptops, printer and other equipment.
9. Must have strong WIFI connection with speed of 6 to 12 mbps for every participant both in the venue and the rooms.
10. Provide free parking spaces for fifteen (15) vehicles for the whole duration of the activity.
11. Hotel security must be present during the whole duration of the activity.
12. Lunch and dinner must be in assisted buffet set-up. Minimum of two (2) dishes, with rice, dessert, and beverage.

13. Meals must be balanced with a variety of fish, vegetables, pork, chicken, beef, and dietary flexibility for participants with allergy and non-pork eaters
14. Must have free flowing coffee and tea during the duration of the conference
15. Must provide water station inside the function room.
16. Must be at least one (1) kilometer away from "Funeral Home"
17. **The End-User (OCD) will strictly observe and comply the safety protocols being implemented by the Hotel inside the premises the entire duration of event.**
18. The payment due to the **HAGNAYA BEACH RESORT & RESTAURANT** shall be paid by the Agency within fifteen (15) days after the receipt of the submitted billing statement/ statement of account;
19. **HAGNAYA BEACH RESORT & RESTAURANT** 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.

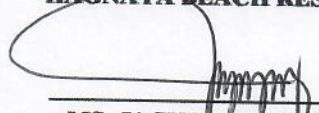
NOWHEREFORE, in consideration of the foregoing premises, the parties hereto have agreed to the abovementioned terms and condition;

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


**OFFICE OF CIVIL DEFENSE**


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

**HAGNAYA BEACH RESORT & RESTAURANT**

  
 \_\_\_\_\_  
**MS. JACKIELOU D. WILEY**  
 Authorized Representative

WITNESSED BY:

  
 \_\_\_\_\_  
**MR. DENNIS A. ATTO**  
 Chief, CBTS  
**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
<b>DIR MARLOU L. SALAZAR</b>	2018-023	01/01/2019 & OCD-CO
<b>MS. JACKIELOU D. WILEY</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 \_\_\_\_\_, 20\_\_ at \_\_\_\_\_, Philippines

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 Page No. : \_\_\_\_\_  
 Book No. : \_\_\_\_\_

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