

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

BAI HOTEL CEBU with office and postal address at CD SENO Blvd., Cor. Quano Ave., CSSEAZ, N/A, Mandaue City, Cebu and herein represented by its Authorized Representative, **MS. SHARMAINE M. SONIO** 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 Meals, Snacks, Venue and Accommodations for the conduct of 3-day Community-Based DRRM Training for the LDRRMOs of Cebu Province on March 29, 30 & 31, 2021 in Cebu**, for the supply of those good and services in the sum of **One Hundred Ninety-Five Thousand Pesos (Php195,000.00)** only hereinafter called "**the CONTRACT PRICE**";

NOW, THIS AGREEMENT WITNESSETH as follows:

1. **BAI HOTEL CEBU** shall allow **OFFICE OF CIVIL DEFENSE REGIONAL OFFICE VII** the use of meeting/conference facilities and provide meals, snacks and hotel accommodation for **3-day Community-Based DRRM Training for the LDRRMOs of Cebu Province**:
Event: Initial schedule dated March 29, 30 & 31, 2021
Rescheduled date on April 28, 29 & 30, 2021 (Final)
2. Rooms' accommodation with complimentary breakfast for the following:
37 pax (19 twin sharing-Separate Beds)-Participants/Guest
Check in on April 28, 2021 at 2PM
Check out on April 30, 2021 at 12:00 PM
5 pax (3 twin sharing-Separate Beds)-Instructor/Facilitators
Check in on April 28, 2021 at 2PM
Check out on April 30, 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:
 - April 28-30, 2021: AM, PM Snacks and Lunch, 42 pax
 - April 28-29, 2021: Dinner, 42 pax
 - April 29-30, 2021: Complimentary buffet breakfast, 42 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 three (3) days and must be big enough to accommodate 45-50 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 five (5) 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

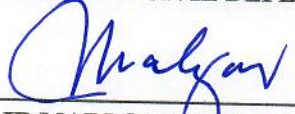
14. Must have free flowing coffee and tea during the duration of the conference
15. Must provide water station inside the function room.
16. Must be at least one (1) kilometer away from "Funeral Home"
17. **The End-User (OCD) will strictly observe and comply the safety protocols being implemented by the Hotel (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.**
18. The payment due to the **BAI HOTEL CEBU** shall be paid by the Agency within fifteen (15) days after the receipt of the submitted billing statement/ statement of account;
19. **BAI HOTEL CEBU** agree to 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 APR 22 2021 at _____
 _____, Philippines.

OFFICE OF CIVIL DEFENSE

BAI HOTEL CEBU

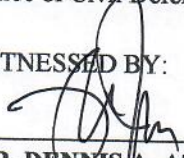


DIR MARLOU L. SALAZAR
 Regional Director,
 Office of Civil Defense RO VII

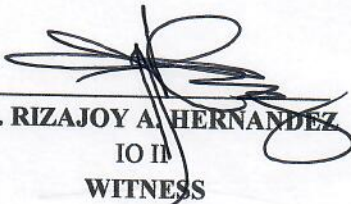


MS. SHARMAINE M. SONIO
 Authorized Representative

WITNESSED BY:



MR. DENNIS A. ATTO
 Chief, CBTS
 WITNESS



MS. RIZAJAY A. HERNANDEZ
 IO II
 WITNESS

ACKNOWLEDGEMENT

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

BEFORE ME, a Notary Public for and in the City of CEBU 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. SHARMAINE M. SONIO		

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 APR 22 2021 day of APRIL 20 at CEBU CITY, Philippines

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


ATTY. RAUL L. PATUAL
 NOTARY PUBLIC CEBU CITY
 UNTIL DEC. 31, 2022
 PTR No. 2383724001 6/28/2021
 ROLL No. _____
 NOTARY PUBLIC
 NOTARIAL COMMISSION 0121
 LIFE TIME No. 07936
 OFF. D. JAKOSALEM ST. CEBU CITY
 MCLE COMPLIANCE No. V1005078