

**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 III**, with office and the postal address at Diosdado Macapagal Government Center, Barangay Maimpis, City of San Fernando, Pampanga 2000 and herein represented by its Acting Regional Director, **MARIA THERESA R ESCOLANO, MNSA**, of legal age, Filipino, hereinafter known as the **OFFICE OF CIVIL DEFENSE REGIONAL OFFICE III**;

and

**THE ORCHIDS GARDEN INC.**, with office and postal address at Lazatin Boulevard, City of San Fernando, Pampanga Philippines and herein represented by its Authorized Representative, **MR. ALBERT ARCEO** of legal age, Filipino, hereinafter known as the **SERVICE PROVIDER**;

Witnessed

WHEREAS, the **OFFICE OF CIVIL DEFENSE REGIONAL OFFICE III** invited bids/quotations for certain goods and ancillary services, viz., Hotel Conference Venue including Meals for **Provision of Hotel/Venue/Accommodation for 4 Day Public Service Continuity Plan Training Course in Region 3** and has accepted a bid by the **SERVICE PROVIDER**, for the supply of those good and services in the sum of **Three Hundred Fifty Five Thousand and Eighty Centavos (Php 355,000.80) only** hereinafter called the **"CONTRACT PRICE"**;

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

1. The **SERVICE PROVIDER** shall provide the following services to the **OFFICE OF CIVIL DEFENSE REGIONAL OFFICE III**, to wit:
  - a) Use of meeting/conference facilities with the provision of meals (AM Snacks, Lunch and PM Snacks) for 46 participants on **02-06 March 2020** (including Day 0);
  - b) Meals must be flexible to the dietary requirements and restrictions of the guest;
  - c) Meal arrangement shall give an allowance of 10% over the guaranteed number of participants;
  - d) Audio-Visual equipment must be free of charge and shall consist of the following; widescreen projectors, microphones, sound system for the duration of conference/meeting;
  - e) Whiteboard with markers and erasers must be free of charge;
  - f) Electric/power consumption of equipments used during the conference/meeting must be free of charge;
2. The **SERVICE PROVIDER** shall charge the **OFFICE OF CIVIL DEFENSE REGIONAL OFFICE III** for the guaranteed number of guests or actual number whichever is higher;
3. Any increase in the guaranteed number shall be made not later than 48 hours;
4. The **SERVICE PROVIDER** shall shoulder the fee for the notarization of this contract;
5. The payment due to the **SERVICE PROVIDER**, shall be paid by the **OFFICE OF CIVIL DEFENSE REGIONAL OFFICE III** within thirty (30) days after the receipt of the submitted billing statement/ statement of account;
6. 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.

*Maria Theresa R. Escolano*  
**DIR MARIA THERESA R ESCOLANO, MNSA**  
Acting Regional Director, Office of Civil Defense RO III

*Marie Layne T. Cunanan*  
**MS. MARIE LAYNE T. CUNANAN**  
Section Chief, Capacity Building and Training

*Albert Arceo*  
**MR. ALBERT ARCEO**  
Authorized Representative

*Jomer F. Alipio*  
**MR. JOMER F. ALIPIO**  
Witness

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**

**THE ORCHIDS GARDEN INC.**

*Maria Theresa R Escolano*  
**DIR MARIA THERESA R ESCOLANO, MNSA**  
Acting Regional Director,  
Office of Civil Defense RO III

*Albert Arceo*  
**MR. ALBERT ARCEO**  
Authorized Representative

WITNESSED BY:

*Marie Jayne T. Cunanan*  
**MS. MARIE JAYNE T. CUNANAN**  
Chief, Capacity Building and Training Section

*Jonmer F. Alipio*  
**MR. JOMER F. ALIPIO**  
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 MARIA THERESA R ESCOLANO, MNSA</b>		
<b>MR. ALBERT ARCEO</b>	DL C11-96-093408	24 May 2018 CLARK

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 27 FEB 2020 day of February, 2020 at City of San Fernando, Pampanga, Philippines

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**ATTY. RYANN T. RUEDA**  
NOTARY PUBLIC UNTIL 31 DECEMBER 2021  
NOTARIAL COMMISSION NO. 02-20  
ROLL NO. 54545  
IBP MD 2020 NO. 09579/19 DECEMBER 2019/PAMP.  
PTR NO. PAM-6411-26 B/02 JANUARY 2020/PAMP.  
MCLE COMPLIANCE VI-000092  
ADDRESS: RUEDA LAW OFFICE  
MAIN ROAD, DIOSDADO MACAPAGAL  
GOVERNMENT CENTER, MAIMPIS  
CITY OF SAN FERNANDO, PAMPANGA

NOTARY PUBLIC