

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

**CONTRACT OF SERVICES**

**KNOW ALL MEN BY THESE PRESENTS:**

This **CONTRACT OF SERVICE** is made and entered into this 2<sup>ND</sup> day of July, 2019 in the City of San Fernando, La Union, Philippines, by and between.

The **DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT REGIONAL OFFICE 1**, represented herein by **DIR. JAMES F. FADRILAN, CESO III, Regional Director**, with office and postal address at Aguila Road, Sevilla Norte, City of San Fernando, la Union 2500, herein referred to as the **First Party**.

- and -

That **CHALET HOTEL BAGUIO** represented herein by **MR. SAMUEL M. CARANTES III**, **Authorized Representative** with office address at Upper Military Cut-Off Road, Baguio City, herein referred to as the **Second Party**.

**WITNESSETH:**

**WHEREAS**, The **FIRST PARTY** will conduct "Review of Learning & Development, Performance Management, and Rewards & Recognition Policies and Systems of DILG R1 in compliance to the CSC's PRIME-HRM Requirements" on July 3-5, 2019 at Chalet Hotel Baguio, Upper Military Cut-Off Road, Baguio City.

**WHEREAS**, the **SECOND PARTY** has the capability of providing venue with food and accommodation for the conduct of the above-mentioned activity at reasonable cost;

**NOW, THEREFORE**, for and inconsideration of the foregoing premises the parties hereto agree the contents of this Contract to wit:

1. **THAT**, the **SECOND PARTY** agrees and binds itself to the **FIRST PARTY** to provide venue with food and accommodation for the participants who will attend the "Review of Learning & Development, Performance Management, and Rewards & Recognition Policies and Systems of DILG R1 in compliance to the CSC's PRIME-HRM Requirements " to be held on July 3-5, 2019 at the Chalet Hotel Baguio, Upper Military Cut-Off Road, Baguio City, with the contract package of **TWO HUNDRED TWENTY EIGHT THOUSAND PESOS (Php 228,000.00)** as indicated in the approved activity design subject to the qualification that only the actual cost/billing of the **SECOND PARTY** shall be paid by the **FIRST PARTY** appearing in the Statement of Account;
2. **THAT** this Contract of Services shall be guaranteed for a minimum of 75% of the total number of participants. If attendance is above minimum, the **SECOND PARTY** shall provide food and accommodation at the same rate for the additional participants:


Proposed Schedule	Particular	No. of Days	No. of Participants	Amount
July 2	Review of Learning & Development, Performance Management, and Rewards & Recognition Policies and Systems of DILG R1 in compliance to the CSC's	Day 0	40 pax (Dinner and Accommodation)	Php850.00 per pax or a total of Php34,000.00
July 3		Day 1	40 pax (Breakfast, AM & PM Snacks, Lunch, Dinner and Accommodation)	Php1,900.00 per pax or a total of Php76,000.00
July 4		Day 2	40 pax (Breakfast, AM & PM Snacks, Lunch, Dinner and Accommodation)	Php1,900.00 per pax or a total of Php76,000.00

Proposed Schedule	Particular	No. of Days	No. of Participants	Amount
July 5	PRIME-HRM Requirements	Day 3	40 pax (Breakfast, AM & PM Snacks and Lunch)	Php1,050.00 per pax or a total of Php42,000.00
				<b>TOTAL = Php 228,000.00</b>

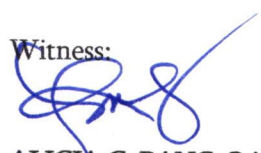
3. In case of the unforeseen incidental expenses incurred by the **FIRST PARTY**, the **FIRST PARTY** shall pay the **SECOND PARTY** the amount corresponding to it.
4. THAT, if the total number of participants exceed the foregoing guaranteed minimum number of participants, the **FIRST PARTY** shall pay the **SECOND PARTY** additional charges which shall be based on the actual number of participants at the indicated rate per person as indicated in Item #2 of this contract. If attendance is below the guaranteed minimum, the **FIRST PARTY** shall pay the **SECOND PARTY** the amount corresponding to the guaranteed minimum number of participants;
5. THAT the payment of the amount due and payable under this contract and the conduct of this activity is based on the approved and signed program/activity design subject to the usual government accounting and auditing rules and regulations;
6. THAT, the **SECOND PARTY** guarantees to provide safe and clean food and accommodation for the said activity to be conducted by the **FIRST PARTY**, and the latter reserves the right to question any action of, or institute any appropriate action in a proper proceeding against the former for any injury the **FIRST PARTY** may sustain resulting from any harmful or contaminated food served by the **SECOND PARTY**;
7. THAT, in case the **SECOND PARTY** failed to effect deliveries of what is stipulated herein, without any fault on the part of the **FIRST PARTY**, or was not due to fortuitous event, the contract will be automatically rescinded without going to court and the **FIRST PARTY** shall be freed from any liability to the **SECOND PARTY**;
8. THAT, this contract shall be binding and may be cancelled/terminated at the option of either party upon prior written notice at least five (5) days before the commencement of the activity.
9. THAT this Contract shall take effect upon signing of both parties concerned.

IN WITNESS WHEREOF, the parties hereto and do hereby sign this document at the City of San Fernando, La Union, Philippines this 2<sup>nd</sup> day of July 2019.

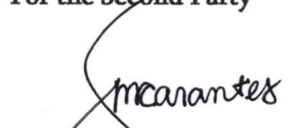
For the First Party

  
**JAMES F. FADRILAN, CESO III**  
 Regional Director  
 DEPARTMENT OF THE INTERIOR AND  
 LOCAL GOVERNMENT- REGION 1

Witness:

  
**ALICIA C. BANG-OA**  
 FAD Chief


For the Second Party

  
**SAMUEL M. CARANTES III**  
 Authorized Representative  
 CHALET HOTEL BAGUIO

Witness:

  
 CARLET S. MINA

**CERTIFIED FUNDS AVAILABLE:**

  
**MERCEDES C. LLANES**  
 AO V/ Regional Budget Officer



ACKNOWLEDGEMENT

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

BEFORE ME, a Notary Public for and in BAGUIO CITY, this  
2nd day of JULY 2019, personally appeared

JAMES F. FADRILAN, CESO III

TIN: 125 539 629

SAMUEL M. CARANTES III

TIN: 923-356-773

known to me as the same persons who executed the foregoing instrument and they further acknowledged to me that the same is their free and voluntary act and deed as well as that of the entities they respectively represent herein.

This agreement consisting of **three (3)** pages including this page where this acknowledgement is written, signed by said officials and their instrumental witnesses on each and every page thereof, refers to as **CONTRACT** for the purpose herein set forth.

WITNESS MY OFFICIAL SEAL and SIGNATURE, on the date and place above- written.

Doc. No. 480  
Page No. 97 ny  
Book No. 62  
Series of 2019

**JOSHUA F. PASCUAL**  
Notary Public, Until Dec. 31, 2019  
PTR No. 3953979, Jan. 3, 2019  
Roll No. 53500, May 2, 2008



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
Regional Office I

## NOTICE OF AWARD

July 1, 2019

**MR. SAMUEL M. CARANTES III**  
Authorized Representative  
Chalet Hotel Baguio  
Upper Military Cut-Off Road, Baguio City


**Dear Mr. Carantes,**

We are pleased to inform you that your quotation amounting to **TWO HUNDRED TWENTY EIGHT THOUSAND PESOS (Php 228,000.00)** for **Meals, Snacks and Accommodation** for the **Review of Learning & Development, Performance Management, and Rewards & Recognition Policies and Systems of DILG R1 in compliance to the CSC's PRIME-HRM Requirements** scheduled on **July 3-5, 2019**, has been determined to be the Lowest Calculated and Responsive Bid (LCRB).

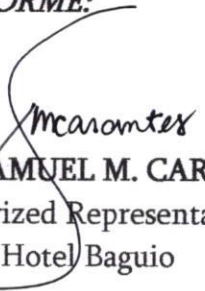
You are hereby required to formally enter into contract with us upon receipt of this Notice.

We appreciate your interest in this opportunity and we look forward to your satisfactory performance of your obligation.

Very truly yours,

  
**JAMES F. FADRILAN, CESO III**  
Regional Director, DILG R1 and  
Head, Procuring Entity

**CONFORME:**

  
**MR. SAMUEL M. CARANTES III**  
Authorized Representative  
Chalet Hotel Baguio

**"Matino, Mahusay at Maaasahan"**

City of San Fernando, La Union  
Telephone Number (072) 888 2108 • 888 2294 • 888 2289 • 607 4467 to 70  
[www.region1.dilg.gov.ph](http://www.region1.dilg.gov.ph)



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
Regional Office I

## NOTICE TO PROCEED

July 2, 2019

**MR. SAMUEL M. CARANTES III**  
Authorized Representative  
Chalet Hotel Baguio  
Upper Military Cut-Off Road, Baguio City

Dear Mr. Carantes,

With the attached **CONTRACT** having been approved, you are hereby notified to provide **Meals, Snacks and Accommodation** for the **Review of Learning & Development, Performance Management, and Rewards & Recognition Policies and Systems of DILG RI in compliance to the CSC's PRIME-HRM Requirements** scheduled on **July 3-5, 2019**.

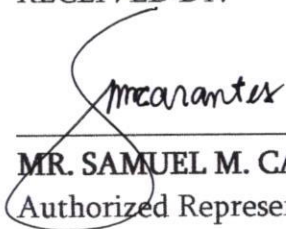
Likewise, you are responsible for performing the required services under the terms and conditions of the Contract, and your submitted quotation/proposal.

Please acknowledge receipt and acceptance of this Notice by signing both copies in the space provided below. Keep one copy and return the other copy to the DILG Regional Office 1, c/o BAC Secretariat, City of San Fernando, La Union.

Very truly yours,

  
**JAMES F. FADRILAN, CESO III**  
Regional Director, DILG 1 and  
Head, Procuring Entity

RECEIVED BY:

  
**MR. SAMUEL M. CARANTES III**  
Authorized Representative  
Chalet Hotel Baguio