

PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES COMMISSION ON AUDIT RECEIVED 13 JUN 2024

CONTRACT OF AGREEMENT

KNOW ALL MEN BY THESE PRESENT:

JUN 13 2024

This Contract of Agreement made and entered into this 13 day of June 2024 at Quezon City, Philippines by and between:

The PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES (PCAF), a government agency attached to the Department of Agriculture (DA), created pursuant to Executive Order No. 366, Series of 2004, with office address at the Apacible Hall, Department of Agriculture Compound, Elliptical Road, Diliman, Quezon City, represented in this Act by its OIC - Executive Director, JULIETA E. OPULENCIA, hereinafter referred to as the PCAF;

-and-

The ALPA HOTEL MANAGEMENT AND SERVICES, INC. (ALPA CITY SUITES HOTEL) a company licensed to operate business under the laws of the Republic of the Philippines, with principal office address at Hernan Cortez, Brgy. Subangdaku, Mandaue City, Cebu represented in this Act by its Authorized Representative, CATHERINE T. ENGLIS, hereinafter referred to as the SUPPLIER.

WITNESSETH

WHEREAS, PCAF requested the procurement of one (1) lot "MEALS AND ACCOMMODATION FOR THE CONDUCT OF PMT EXIT CONFERENCE OF CENTRAL VISAYAS REGION IN CEBU" on June 20-21, 2024 with approved Purchase Request No. 24-05-192 and through email to three (3) prospective bidders;

WHEREAS, the SUPPLIER has represented and warranted itself as capable, competent and duly licensed provider of meals and accommodation services under the terms and conditions hereinafter set forth;

WHEREAS, the Approved Budget for the Contract is ONE HUNDRED FIVE THOUSAND PESOS ONLY (Php 105,000.00)

PAID Received by Date: May 20, 2024

WHEREAS, PCAF has agreed to enter into a contract with the SUPPLIER for the engagement of its services through Negotiated Procurement - Lease of Venue as an alternative mode of procurement pursuant to Section 48 of the revised Implementing Rules and Regulations of the Republic Act No. 9184;

WHEREAS, the opening of bid was undertaken on May 20, 2024, and after due evaluation by the Bids and Awards Committee (BAC), the SUPPLIER was declared as the Lowest Calculated and Responsive Quotation, thus, the BAC recommended to the HOPE to award the above-mentioned procurement to the SUPPLIER;

WHEREAS, PCAF issued the Notice of Award No. 2024-0074 to the SUPPLIER on May 27, 2024;

NOW THEREFORE, in view of the foregoing premises, the parties have agreed to the following terms and conditions:

Section 1

Signature

RESPONSIBILITIES OF THE SUPPLIER

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The SUPPLIER shall:

1. Provide the required food and venue on June 20-21, 2024 to the FIFTY (50) participants, of PCAF;
2. Ensure that all the services to be performed under or pursuant to this contract shall meet the same high standards as those offered by similar businesses of superior knowledge and skill, engaged in similar services under analogous circumstances;
3. Issue an Official Receipt in the name of PCAF upon receipt of full payment.

Section 2

RESPONSIBILITIES OF PCAF

The PCAF shall:

1. Pay the SUPPLIER the guaranteed number of participants after completion of the activity and receipt of the billing statement;
2. Agree that it shall be charged or billed the total amount of **ONE HUNDRED FIVE THOUSAND PESOS ONLY (P115,000.00) inclusive of government taxes**, for the whole duration of the event;
3. Exercise strict discipline and ensure that personnel are closely supervised and managed in accordance with law and policies set forth by the SUPPLIER.

Section 3

TERMS OF PAYMENT

PCAF binds itself to pay the SUPPLIER within thirty (30) days after the conclusion of the training / seminar and upon the receipt of the billing statement.

Section 4

INCLUSION IN THE SERVICES

The SUPPLIER shall provide for the following:

- a. **Food / Meals**
 1. Day 1 - Buffet Dinner,
 2. Day 2 - Buffet Breakfast, AM Snacks, Manager Buffet Lunch, PM Snacks
- MEALS should include two (2) main courses, vegetables, soup, dessert, and drinks/juice during lunch and dinner
- NOTE: No cream dory in the menu
- b. **Function Room**
 1. Use of conference room for 1 day (could accommodate participants up to 50 pax for fish bone and/or round table set up well-lighted, air conditioned, with good ventilation);
 2. Provision of lift or elevator when it is more than 2 floors for senior or PWD use
 3. Audio visual equipment;
 - a. Provision of LCD screen



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- b. Projector
 - c. At least two (2) whiteboards with markers, eraser, pads, and pen
 - 4. Complimentary Wi-Fi connectivity to all rooms and conference room;
 - 5. Flowing coffee/tea and purified water, candies/mints, and peanuts during sessions.

c. Service Event Requirement

- 1. Complimentary welcome sreater and backdrop tarpaulin;
- 2. Free use of electricity for laptops, LCDs, and printers;
- 3. Free use of sound system, extension cords and microphones with extra batteries;
- 4. Free use of projectors and wireless presenters/pointers
- 5. Provision of alcohol for sanitation (Covid-19 safety protocol);
- 6. Free use of standby generator in case of brownout;
- 7. Preferably with in-house nurse and medical attendant in-case of emergencies

Section 5

USE OF SUPPLIER'S PARKING SPACE

The SUPPLIER shall allow the use of its parking space and other hotel amenities to the participants free of charge.

Section 6

TERMINATION OF CONTRACT

PCAF reserves the right to terminate this Contract for any valid ground by serving ten (10) day notice to the SUPPLIER.

Section 7

VENUE OF ACTION

The parties shall make every effort to resolve amicably and by mutual consultation any or all disputes or differences arising between the Parties in connection with the implementation of this Contract. In case of litigation arising from or in connection with this contract, the parties agree that the venue of action shall be at the proper court in Quezon City only to the exclusion of other courts.

PAID

Section 8

CAPACITY AND AUTHORIZATION

Each party in this contract assures and warrants that it has the authority to sign and fulfill the agreement without violating any laws or existing agreements. Additionally, it confirms that the contract is legally binding and enforceable.

Section 9

LIQUIDATED DAMAGES

As provided in Section 68 of the revised IRR of RA 9184, the winning bidder shall pay liquidated damages in case of breach of contract. The amount of liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.

[Signature]

Section 10

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OTHER CONDITIONS OF THE CONTRACT

- a. In case of damage or loss to the property of the participants of PCAF caused by negligence of the SUPPLIER's personnel or employee, the SUPPLIER shall be liable for the damages;
- b. Necessary medical services and facilities shall be the responsibility and for the account of the SUPPLIER; and
- c. The SUPPLIER is expected to exercise extraordinary diligence in handling the participants baggage or property.

Section 11

AMENDMENT

All stipulations set forth in this Contract shall apply unconditionally, subject to amendments that may be mutually agreed by both parties in writing.

IN WITNESS WHEREOF, the parties have hereunto affixed their signatures this JUN 13 2024 day of 2024 at Quezon City, Philippines.

**PHILIPPINE COUNCIL FOR
AGRICULTURE AND FISHERIES
PCAF**

[Signature]
JULIETA E. SPULLENCA
OIC - Executive Director

**ALPHA HOTEL MANAGEMENT AND SERVICES, INC.
ALPHA CITY SUITES HOTEL
SUPPLIER**

[Signature]
CATHERINE T. ENGLIS
Sales Manager

SIGNED IN THE PRESENCE OF:

[Signature]

FLORELIZ P. AVELLANA
Division Chief
Planning, Monitoring and Knowledge
Management Division

PAID
Received by: _____
Date: _____

[Signature]
SHERIDAN R. DAHAC
Sales Account Executive
Alpha City Suites Hotel

ALLOTMENT AVAILABLE: ₱5,000
BS No. 241107-2024 00 - 561

FUNDS AVAILABLE: ₱5,000
Contract No. 101-24-06-111

[Signature]
JOSE REBENTOR H. BESENIO
OIC-Assistant Division Chief (ASMD) by
& Chief, Budget Section

PAID
Received by: _____
Date: _____

[Signature]
MARIA DIVINA P. GONZALES
Chief, Accounting Section

ACKNOWLEDGEMENT

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Republic of the Philippines)
Quezon City) s.s.



Before me, Notary Public, for and in
appeared the following persons presenting to me their respective identifications, to wit:

MUN 13 2024

this _____ day of _____ 2024

Affiant	ID/ Passport No./ CTC No.	Issued at	Issued on
JULIETA E. OPULENCIA	SC ID 20-30902	Cainta, Rizal	Oct. 02, 2020
CATHERINE T. ENGLAS	PIC 9341-5298-3128-5187	Cebu City, Cebu	Sep 22, 2022

WITNESS MY HAND AND SEAL, on the date and place above written.

Notary Public

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Book No. _____
Series of 2024

ATTY. MANNY V. GRAGASIN
NOTARY PUBLIC
COMMISSION NO. 029 UNTIL DEC. 31, 2024 B.E.
DPOSBLDG. GRD. FLR. QUEZON CITY HALL
IBF NO. 180703 / 12-29-23 / QUEZON CITY
PTR NO. 5428107 / 01-02-24 / QUEZON CITY
ROLL OF ATTORNEYS' MC: 56070
MCLE NO. VI-0028698 Until 04/14/25
IIN NO. 243-985-916

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