

## CONTRACT OF AGREEMENT

PHILIPPINE COUNCIL FOR  
AGRICULTURE AND FISHERIES  
COMMISSION ON AUDIT

RECEIVED

10 JUN 2025

25060834

By: ALWIAH MAY DOMINGO

5:02pm

### KNOW ALL MEN BY THESE PRESENT:

This Contract of Agreement made and entered into this JUN 10 2025 day of JUN 10 2025 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 **Executive Director III, BERNADDETE DE LOS SANTOS**, hereinafter referred to as the **PCAF**;

-and-

The **FOUR QUEENS RESORT**, a registered company duly organized under Philippines laws and licensed to operate business in Philippines, with principal office address at National High-way, Tuburan District, Pagadian City, Zamboanga del Sur represented in this Act by its Authorized Representative, **MARLYN P. VILLANUEVA, ADMINISTRATIVE ASSISTANT**, hereinafter referred to as the **SUPPLIER**.

### WITNESSETH

**WHEREAS**, PCAF requested the procurement of one (1) lot "MEALS AND ACCOMODATION FOR THE CONDUCT OF PARTICIPATORY MONITORING AND TRACKING (PMT) EXIT CONFERENCE on June 19-20, 2025 in Pagadian City with approved Purchase Request No. 25-05-194 and Request for Quotation was sent through email to at least 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 **NINETY-SIX THOUSAND PESOS ONLY (Php 96,000.00)**;

**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 53.10 of the revised implementing Rules and Regulations of the Republic Act No. 9184;

**WHEREAS**, the opening of bid was undertaken on May 21, 2025, 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. 2025-056 to the **SUPPLIER** on May 21, 2025;

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

### Section 1

### SCOPE OF SERVICES

The **SUPPLIER** shall provide food, accommodation, and venue for a total of **Forty (40)** participants during the **PMT EXIT CONFERENCE** scheduled on **June 19-20, 2025** in **Pagadian City**.

*[Handwritten signatures]*



## CONTRACT PRICE

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For and consideration of the **SERVICES** to be undertaken by the **SUPPLIER**, **PCAF** shall pay the **SUPPLIER** in the Philippine Currency in accordance with the Contract the total amount of **NINETY-FOUR THOUSAND PESOS ONLY (PhP94,000.00) inclusive of all applicable government taxes and fees** for the whole duration of the event.

## Section 3

## RESPONSIBILITIES OF THE SUPPLIER

The **SUPPLIER** shall:

1. Provide the necessary food, accommodation, and venue for a total of **forty (40)** participants of **PCAF** during the **PMT EXIT CONFERENCE** in Pagadian City on June 19-20, 2025;
2. Be held accountable for all liabilities resulting from damage or loss of property, death or injury caused by the fault or negligence of the **SUPPLIER's** employee and personnel during the duration of this contract;
3. Hold **PCAF** free from any third-party liability arising from the damage or loss of property, death or injury to individuals resulting from any incident caused by the fault or negligence of the **SUPPLIER's** employees and personnel during the duration of this contract;
4. 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;
5. Issue an Official Receipt in the name of **PCAF** upon receipt of full payment; and
6. In the event cancellation due to natural disaster, unforeseen circumstances or the causes beyond control, **PCAF** shall be rebooked for a different date **within thirty (30) days** from the original schedule. The new date shall be mutually agreed upon by both parties. Any payment or deposit made by **PCAF** shall be credited to future bookings.

## Section 4

## RESPONSIBILITIES OF PCAF

The **PCAF** shall:

1. Ensure that the **SUPPLIER** meets the required specifications on the day of the activity;
2. Pay the **SUPPLIER** the guaranteed number of participants after completion of the activity and upon the receipt of the billing statement;
3. Agree that it shall be charged or billed the total amount of **NINETY-FOUR THOUSAND PESOS ONLY (PhP94,000.00) inclusive of government taxes**, for the whole duration of the event;
4. Exercise strict discipline and ensure that personnel are closely supervised and managed in accordance with the law and policies set forth by the **SUPPLIER**.

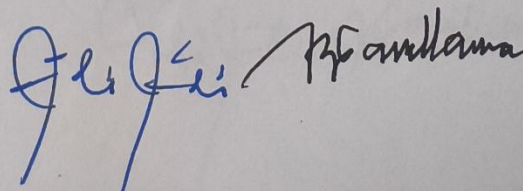
## Section 5

## 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, Managed 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

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**b. Function Room**

1. Use of conference room for 1 day (could accommodate participants up to 40 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
  - 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; and
5. Flowing coffee/tea and purified water, candies/mints, and peanuts during sessions should be locally produced.

**c. Service Event Requirement**

1. Complimentary welcome streamer 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 6

**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 7

**TERMINATION OF CONTRACT**

Either party may terminate this Contract for any material breach committed by the other party, provided that the erring party is given written notice of the breach and fails to remedy the same within a reasonable period, as warranted by the circumstances.

Termination shall take effect upon the issuance of a written notice served at least one (1) day before the intended termination date, unless otherwise provided in this Contract.

Section 8

**VENUE OF ACTION AND DISPUTE RESOLUTION**

Any dispute arising from this Contract shall first be settled amicably. If no settlement is reached and litigation becomes necessary, the dispute shall be exclusively brought before the proper courts of Quezon City, Philippines.

*[Handwritten Signature]*



Section 9

**FORCE MAJEURE**

Neither party shall be held liable for any failure or delay in the performance of any of its obligations due to force majeure events, such as acts of God, fires, earthquakes, natural disasters, war, terrorism, floods, government intervention, epidemics, or other events that render performance illegal, impossible or impractical.

The affected Party must promptly notify the other Party of the Force Majeure Event and make reasonable efforts to mitigate its effects and resume performance as soon as practicable.

Section 10

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**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.

The amount of liquidated damages shall be deducted from any payments due or that may become due to the **SUPPLIER** under this Contract, without need for demand.

Section 11

**OTHER CONDITIONS OF THE CONTRACT**

- a. This Agreement shall be governed by and construed in accordance with the laws of the Republic of the Philippines;
- b. Necessary medical services and facilities shall be the responsibility and for the account of the **SUPPLIER**;
- c. The **SUPPLIER** shall exercise due diligence in the performance of its duties.
- d. 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;
- e. 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; and
- f. No modification or amendment to this Contract shall be valid unless made in writing and duly signed by both parties.

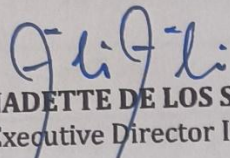
*[Handwritten signatures]*



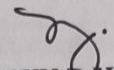
JUN 10 2025

IN WITNESS WHEREOF, the parties have hereunto affixed their signatures this \_\_\_\_ day of \_\_\_\_\_ 2025 at Quezon City, Philippines.

**PHILIPPINE COUNCIL FOR  
AGRICULTURE AND FISHERIES**  
PCAF

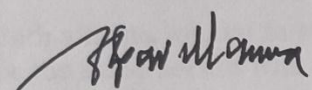
  
**BERNADETTE DE LOS SANTOS**  
Executive Director III

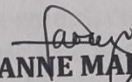
**FOUR QUEENS RESORT**  
SUPPLIER

  
**MARLYN R. VILLANUEVA**  
Administrative Assistant

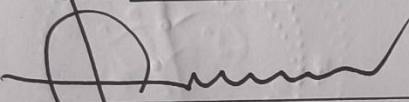
SIGNED IN THE PRESENCE OF:

25060834

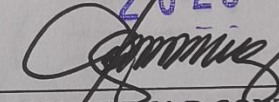
  
**FLORELIZ P. AVELLANA**  
Division Chief  
Planning Monitoring and Knowledge  
Management Division

  
**ARIANNE MAE P. PABAYO**  
Administrative Staff

ALLOTMENT AVAILABLE: 94,000 -  
BS No. 0210110/2025-06-0576

  
**JOSE REDENTOR H. BESENIO**  
Chief, Budget Section

FUNDS AVAILABLE: 94,000  
Control No. 2025-06-0121

  
**MARIA DIVINA P. GONZALES**  
Chief, Accounting Section



# ACKNOWLEDGEMENT

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

Before me, Notary Public, for and in QUEZON CITY this JUN 10 2025 day of \_\_\_\_\_ 2025 appeared the following persons presenting to me their respective identifications, to wit:

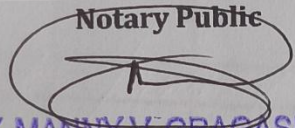
Affiant	ID/ Passport No./ CTC No.	Issued at	Issued on
BERNADETTE DE LOS SANTOS	5407-3824-6983-6058 (SC ID)	Baao, Camarines Sur	May 3, 2023
MARLYN P. VILLANUEVA	3702-6917-9420-9307 (National ID)	Pagadian City	December 8, 2021

Both affiants, known to me and whom I have identified through competent evidence of identity, to be the same person who executed the foregoing Contract of Agreement, consisting of six (6) pages, including this page, and acknowledge to me that the same is their free and voluntary act and deed, as well as that of the agency/institution they respectively represent.

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

25060834

Doc. No. 123  
Page No. 24  
Book No. XI  
Series of 2025

Notary Public  
  
ATTY. MANNY V. GRAGASIN  
NOTARY PUBLIC  
COMMISSION NO. 075 UNTIL DEC. 31, 2026 Q.C.  
DPOS BLDG. GRD. FLR. QUEZON CITY HALL  
IBP NO. 488431 / 12-27-24 / QUEZON CITY  
PTR NO. 7009427 / 01-02-25 / QUEZON CITY  
ROLL OF ATTORNEY'S NO. 56070  
MCLE NO. VII-0028698  
TIN NO. 243-085-918

*Gragas* *Spavillan*