# SERVICE CONTRACT

25-07-399

**KNOW ALL MEN BY THESE PRESENTS:**

This service contract made and entered into by and between the **DEPARTMENT OF AGRICULTURE - REGIONAL FIELD OFFICE NO. 1** with office business and postal address at Aguila Rd., City of San Fernando, La Union herein represented by its Regional Technical Director for Operations **DENNIS I. TACTAC, ABE** and hereinafter referred to as the **"FIRST PARTY";**

-and-

**DE LUNA CATERING SERVICES** with business and postal address at Minien West, Sta. Barbara, Pangasinan herein represented by **JOSEPHINE L. DE LUNA** in his/her capacity as owner hereinafter called the **"SECOND PARTY."**

JOSEPHINE L. DE LUNA
*SECOND PARTY*

The SECOND PARTY has agreed to provide catering and other services to the FIRST PARTY on the terms and conditions set out in this Agreement, while the latter has established based on eligibility documents and pursuant to the provisions of RA 9184 and its IRR that the former has the proper and necessary qualifications to provide the required services.

Therefore, in consideration of the matters described above, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

COMMISSION ON AUDIT
RFO 1
RECEIVED
JUL 04 2025
Received By: Time:

1. **Scope of Work/Obligations:**

The **FIRST PARTY** shall:

1. Pay catering services to be provided by the **SECOND PARTY** for the conduct of **"Orientation, Formation, and Profiling of Clusters"** on **July 2025** for a total contract price of **Eighteen Thousand Nine Hundred Pesos (₱18,900.00)** itemized as follows:

| | | |
|---|---|---|
| **Lot 2 - PANGASINAN (July 2025)** | | |
| **Day 1** | | |
| **AM Snacks** | 100.00/pax x 21pax | 2,100.00 |
| **Lunch** | 250.00/pax x 21pax | 5,250.00 |
| **PM Snacks** | 100.00/pax x 21pax | 2,100.00 |
| **Day 2** | | |
| **AM Snacks** | 100.00/pax x 21pax | 2,100.00 |
| **Lunch** | 250.00/pax x 21pax | 5,250.00 |
| **PM Snacks** | 100.00/pax x 21pax | 2,100.00 |
| **Inclusive of Flowing Coffee** | | |
| **TOTAL** | | **18,900.00** |

DENNIS I. TACTAC, ABE
*FIRST PARTY*

2. Notify the Second Party through official correspondence duly signed by the representative of the End-user on the exact date/s of the activity at least five (5) working days before the conduct of such activity.

3. Facilitate the payment for the catering services within thirty (30) working days after the service is rendered.

The **SECOND PARTY** shall:

1. Provide catering services for the **21 participants** for lot 1 in the month of **July 2025** during the conduct of **"Orientation, Formation, and Profiling of Clusters"** in accordance with its submitted quotation;

2. Observe the prescribed hours when the catering services shall be served, and provide adequate personnel to render said services;

3. Acknowledge the notification on the exact date/s of the activity sent by the representative of the end user within three (3) working day/s from receipt thereof.

Other conditions:

1. In case that the expected number of participants failed a 100% attendance, the reserved number of participants will be paid in full. In the case of multi-day activity/ies and the expected number of participants failed a 100% attendance, the reserved number of participants will be paid in full on the first day and shall be paid based on the actual number of participants on the succeeding days. Catering services rendered in excess of ten percent (10%) of the reserved number of participants as provided in the preceding paragraph shall be paid by the First Party at the rate per participant based on the quotation of the Second Party. No additional charges shall be paid by the First Party in case the excess in the number of participants is less than 10% than the number reserved.

2. Any modifications or amendments to this Agreement will be binding if evidenced in writing signed by each party and made at least seven (7) working days before the conduct of the activity.

IN WITNESS WHEREOF, the parties have set their hands this _____ day of JUN 30 2025 at the Department of Agriculture Regional Field Office No. I, City of San Fernando, La Union, Philippines.

**DENNIS I. TACTAC, ABE**
*FIRST PARTY*

**JOSEPHINE L. DE LUNA**
*SECOND PARTY*

WITNESSED BY:

**ARNOLD T. EBREO**
*Accountant III*

REPUBLIC OF THE PHILIPPINES )
PROVINCE OF LA UNION ) S.S.
CITY OF SAN FERNANDO )

## ACKNOWLEDGMENT

**BEFORE ME**, a Notary Public for and in the City of San Fernando, Province of La Union, this 1st day of July, 2025, personally appeared **JOSEPHINE L. DE LUNA** who have satisfactorily proven to me her identity that she is the same person who executed and voluntarily signed the foregoing instrument consisting of four (4) pages, including the page where this Acknowledgment is written, which they acknowledged before me as their free and voluntary act and deed.

WITNESS MY HAND AND NOTARIAL SEAL this 1st day of July 2025 in the City of San Fernando, La Union, Philippines.

Doc. No. 464;
Page No. 94;
Book No. 31;
Series of 2025.

ATTY. AILEIN GRACE L. BRAGANZA, CPA

REPUBLIC OF THE PHILIPPINES )
PROVINCE OF LA UNION ) S.S.
CITY OF SAN FERNANDO )

## ACKNOWLEDGMENT

**BEFORE ME**, a Notary Public for and in the City of San Fernando, Province of La Union, this 10 day of July, 2025, personally appeared **DENNIS I. TACTAC, ABE** who have satisfactorily proven to me his identity that he is the same person who executed and voluntarily signed the foregoing instrument consisting of four (4) pages, including the page where this Acknowledgment is written, which they acknowledged before me as their free and voluntary act and deed.

WITNESS MY HAND AND NOTARIAL SEAL this 1 day of July 2025 in the City of San Fernando, La Union, Philippines.

Doc. No. 266;
Page No. 54;
Book No. 31;
Series of 2025.

ATTY. AILEIN GRACE L. BRAGANZA, CPA
AGR LEGAL [illegible] SOLUTIONS
[illegible] City, La Union
[illegible] La Union
[illegible] 31 2025
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MCLE [illegible] 0023377, Valid Until 04/14/2027