COMMISSION ON AUDIT
DEPARTMENT OF AGRICULTURE RFO 1
RECEIVED
SEP 02 2025
Received by: _____ Time: _____

SERVICE CONTRACT
25-09-609

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 herein after referred to as the **"FIRST PARTY";**

-and-

NYHZERI FOOD HOUSE with business and postal address at **Suyo, Bagulin, La Union** herein represented by **EVELYN F. UNTALAN** in his/her capacity as authorized representative herein after called the **"SECOND PARTY."**

EVELYN F. UNTALAN
Second Party

The SECOND PARTY has agreed to provide catering services to the FIRST PARTY on the terms and conditions set out in the 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:

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

The **FIRST PARTY** shall:

1. Pay catering services to be provided by the **SECOND PARTY** for the conduct of **"Conduct of Participatory Rural Appraisal (PRA) of the Special Area for Agricultural Development (SAAD) Program Phase 2 Target Beneficiaries"** on **September 2025** for a total contract price of **Ninety-Eight Thousand Pesos Only (Php 98,000.00)** itemized as follows:

DENNIS I. TACTAC, ABE
First Party

Meals and Snacks		
Lot 2- Bagulin, La Union		
Day 1		
AM Snacks	100.00/pax x 50 pax	5,000.00
Lunch	250.00/pax x 50 pax	12,500.00
PM Snacks	100.00/pax x 50 pax	5,000.00
Dinner	250.00/pax x 10 pax	2,500.00
	Sub Total	**25,000.00**
Day 2		
Breakfast	150.00/pax x 10 pax	1,500.00
AM Snacks	100.00/pax x 50 pax	5,000.00
Lunch	250.00/pax x 50 pax	12,500.00
PM Snacks	100.00/pax x 50 pax	5,000.00
	Sub Total	**24,000.00**
Lot 3- Burgos, La Union		
Day 1		
AM Snacks	100.00/pax x 50 pax	5,000.00
Lunch	250.00/pax x 50 pax	12,500.00
PM Snacks	100.00/pax x 50 pax	5,000.00
Dinner	250.00/pax x 10 pax	2,500.00
	Sub Total	**25,000.00**
Day 2		
Breakfast	150.00/pax x 10 pax	1,500.00

AM Snacks	100.00/pax x 50 pax	5,000.00
Lunch	250.00/pax x 50 pax	12,500.00
PM Snacks	100.00/pax x 50 pax	5,000.00
	Sub Total	**24,000.00**
	Grand Total	**98,000.00**

2. Notify the Second Party through official correspondences 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 **50 participants** (50 pax – AM & PM Snacks, Lunch, 10 pax – Day 1 Dinner and Day 2 Breakfast) in the month of **September 2025** during the "**Conduct of Participatory Rural Appraisal (PRA) of the Special Area for Agricultural Development (SAAD) Program Phase 2 Target Beneficiaries**" 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 participants 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% that 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 2 day of September 2025 at the Department of Agriculture Regional Field Office No. 1, City of San Fernando, La Union, Philippines.

DENNIS I. TACTAC, ABE
FIRST PARTY

EVELYN F. UNTALAN
SECOND PARTY

WITNESSED BY:

ARNOLD T. EBREO, CPA
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 2 day of September 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 Acknowledgement is written, which they acknowledged before me as their free and voluntary act and deed.

WITNESS MY HAND AND NOTARIAL SEAL this 2 day of September 2025 in the City of San Fernando, La Union, Philippines.

Doc. No. 143
Page No. 29
Book No. ;
Series of 2025.

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 2 day of September 2025, personally appeared **EVELYN F. UNTALAN** 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 Acknowledgement is written, which they acknowledged before me as their free and voluntary act and deed.

WITNESS MY HAND AND NOTARIAL SEAL this 2 day of September 2025 in the City of San Fernando, La Union.

Doc. No. 124
Page No. 25
Book No. 21;
Series of 2025.