[redacted]

SERVICE CONTRACT

25 -11 - 683

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 OIC-Regional Executive Director **DENNIS I. TACTAC, ABE** and hereinafter referred to as the **"FIRST PARTY";**

COMMISSION ON AUDIT
DEPARTMENT OF AGRICULTURE RFO 1
RECEIVED
NOV 18 2025

-and-

HOTEL SUPREME with business and postal address at 113 Magsaysay Ave., **Baguio City** herein represented by **Mr. MARK JEFFERSON NG** in his capacity as authorized representative herein after called the **"SECOND PARTY."**

MARK JEFFERSON NG
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 **"FY 2025 Year-End Performance Review & Assessment for HVCDP & NUPAP Implementers Cum FY 2026 Planning Workshop"** in **November 2025** for a total contract price of **Four Hundred Seventy-Five Thousand Two Hundred Pesos Only (Php475,200.00)** itemized as follows:

DENNIS I. TACTAC, ABE
First Party

Meals & Snacks for 2 days and Accommodation for 1 day		
Breakfast	Php200.00/pax x 176pax x 1 day	Php 35,200.00
Am snack	150.00/pax x 176pax x 2 days	52,800.00
Lunch	300.00/pax x 176pax x 2 days	105,600.00
Pm snack	150.00/pax x 176pax x 2 days	52,800.00
Dinner	300.00/pax x 176pax x 1 day	52,800.00
Accommodation	1,000.00/pax x 176pax x 1 day	176,000.00
	TOTAL	**Php475,200.00**

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 **176 participants per day** in the month of **November 2025** during the conduct of **"FY 2025 Year-End Performance Review & Assessment for HVCDP & NUPAP Implementers Cum FY 2026 Planning Workshop"** 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 NOV 17 2025 day of _____ 2025 at the Department of Agriculture Regional Field Office No. 1, City of San Fernando, La Union, Philippines.

DENNIS I. TACTAC, ABE
FIRST PARTY

MARK JEFFERSON NG
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 _____ day of NOV 17 2025 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 _____ day of NOV 17 2025 2025 in the City of San Fernando, La Union, Philippines.

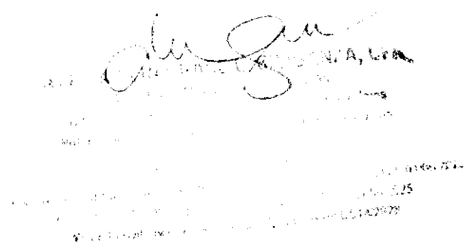
ATTY. AILEIN GRACE L. BRAGANZA, CVA
ABB LEGAL AND BUSINESS SOLUTIONS
821 Quezon Avenue, Sevilla, San Fernando City, La Union
Notary Public for and in the City of San Fernando, La Union
Commission No. [illegible]
Roll of Attorney No. [illegible]
[illegible] Philippines [illegible] CY 2025 No. 498819, 01/06/2025
[illegible] Tax Receipt - CY 2025 No. LU 2654616, 01/06/2025
MCLE Compliance No. VIII 0023377, Valid Until 04/14/2028

Doc. No. 225;
Page No. 45;
Book No. 34;
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 _____ day of NOV 17 2025 2025, personally appeared **MARK JEFFERSON NG** 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 _____ day of NOV 17 2025 2025 in the City of, San Fernando, La Union., Philippines.

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Page No. 45;
Book No. 34;
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