



AGREEMENT ON SERVICES CONTRACT

I. Pina Colina Rest House Resort agrees to provide the following services to **DEPARTMENT OF BUDGET AND MANAGEMENT** (First Batch: Clients – 30 persons: June 16-18, 2015)

A. Offer a board, lodging, function venue and other services in accordance only to the proposal sent by Pina Colina to the client for June 16-18, 2015.

1. Provide a function room for the guests' affair.
2. Provide food and lodging for the guests.
3. Cleaning & sanitation services on the facilities that the guests will be using.
4. Provide parking space and overseers for the parked vehicles.
5. At the event of an electrical black out, Pina Colina will provide a power generator.

PINA COLINA reserves the right for the following:

A. Have the right to observe the number of guest that the client has initially approximated and have agreed upon by both parties.

B. The right to regulate the noise level generated by the affair when it is deemed too loud & disruptive to the surrounding residents in the area

C. Refuse demands and actions from the client when the management believes them to be detrimental to the property/business.

II. Client agrees to:

A. To a fee of **P120, 900** for employing Pina Colina's services for as long as it is within the bounds of agreement of both parties.

B. The payment will be made according to the client's (**Department of Budget & Management**) payment term standard (30 Days) after the event.

C. In the event of cancellation prior to the check-in date, it will result to the forfeiture of the guest's reservation deposit. If less than a week, **FULL PAYMENT (P120, 900)** will be required.

D. The client also agrees that the reservation can only be rescheduled, if Pina Colina is notified more than 14 days before the function date. Rescheduling will depend on the resort's availability and its management's discretions.

Signed:
For Pina Colina

Signed:
For Department of Budget and Management

James Chan/Mark Ho
Managing Partner

Ms. Lolita P. Matias
Chief Administrative Officer
Human Resource Development Division
Administrative Service



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

NOTICE OF AWARD

June 15, 2015

MR. JAMES CHAN

Piña Colina Resort
Santa Rosa-Tagaytay Road,
Tagaytay City

Dear **Mr. Chan:**

We are pleased to inform you that the contract for the project "Lease of Venue for the Writeshop for the Crafting of Model Individual Performance Commitment and Review Form of DBM Employees" is hereby awarded to your company.

Please coordinate with the Administrative Service-Human Resource Development Division for implementation/execution of the project.

Very truly yours,

LOLITA P. MATIAS

Chief Administrative Officer
Human Resource Development Division
Administrative Service

RECEIVED BY: ^{6/15/15}

ADAM L. MIRANDA



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

NOTICE TO PROCEED

June 15, 2015

MR. JAMES CHAN

Piña Colina Resort
Santa Rosa-Tagaytay Road,
Tagaytay City

Dear **Mr. Chan:**

This is to inform you that performance of the obligations specified in the attached Contract for the Project "Lease of Venue for the Writeshop for the Crafting of Model Individual Performance Commitment and Review Form of DBM Employees" shall commence as scheduled.

Very truly yours,

LOLITA P. MATIAS

Chief Administrative Officer
Human Resource Development Division
Administrative Service

RECEIVED BY: 6/15/15

ADAM L. MIRANDA