



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

NOV 22 2024

NOTICE OF AWARD

**RENAMAE C. MANATAD**

Owner:

Amely's Eatery and Catering Services

Purok 6 Victor Vega St. Cubacub, Mandaue City

Dear **Mr./Ms. Manatad:**

We are pleased to inform you that the contract for the Project, "**Lease of Venue for the Philippine Open Government Partnership (PH-OGP) Mainstreaming Activities in Visayas**" is hereby awarded to Amely's Eatery and Catering Services in the amount of **Two Hundred Fifty Thousand Pesos (P250,000.00) only.**

Thank you and God Bless.

Very truly yours,

 Digitally  
signed by  
Ryan S. Lita

**RYAN S. LITA**

Director IV

Conforme: 

*Renamae Manatad*

Name of Authorized Representative  
Amely's Eatery and Catering Services

Date: 22 Nov 2024



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

**NOTICE TO PROCEED**

November 22, 2024

**RENAMAE C. MANATAD**

Owner

Amely's Eatery and Catering Services


Purok 6 Victor Vega St. Cubacub, Mandaue City

Dear **Mr./Ms. Manatad:**

This is to inform your company that the performance of the obligations specified in the attached Contract for the Project, "Lease of Venue for the Philippine Open Government Partnership (PH-OGP) Mainstreaming Activities in Visayas," shall commence upon receipt of this Notice to Proceed.

Thank you and God Bless.

Very truly yours,

 Digitally  
signed by  
Ryan S. Lita

**RYAN S. LITA**

Director IV

Conforme: 

*Renae C. Manatad*

Name of Authorized Representative  
Amely's Eatery and Catering Services

Date: 20 Nov 2024

## CONTRACT OF SERVICE

This **Contract of Service** is entered into this 25th day of November, 2024, by and between:

**Local Government and Regional Coordination Bureau of Department of Budget and Management (DBM)**, a government agency, with office address at San Miguel, Manila hereinafter referred to as the "Client" and "First Party";

-AND-

**Amely's Eatery and Catering Services**, a business entity engaged in providing food and venue services, with office address at Purok 6A, Barangay Cubacub, Mandaue City, Cebu, hereinafter referred to as the "Supplier" and "Second Party".

Both parties agree to the following terms and conditions:

### ARTICLE 1 – PURPOSE OF THE CONTRACT

The purpose of this contract is to outline the responsibilities and services to be provided by the Second Party as the Supplier for the upcoming **Cebu CSO Week**, which will be held on **November 29, 2024** in Cebu City, Philippines.

### ARTICLE 2 – SERVICES TO BE PROVIDED

The Supplier/Second Party agrees to provide the following services for the **Cebu CSO Week 2024** event:

#### 1. Food Services:

- Provision of meals (breakfast, and buffet lunch) good for three hundred (300) pax.
- Special dietary requirements (e.g., vegetarian, gluten-free, halal) to be accommodated, as needed and as specified by the First Party.
- Proper sanitation and food handling in compliance with health and safety standards.
- Setup and teardown of food stations, buffet lines, and meal service areas.

#### 2. Venue Services:

- Provision of a suitable event venue, capable of accommodating 300 attendees.
- The venue should include:
  - Adequate seating, tables, and presentation equipment.
  - A sound system, microphones, and necessary lighting.
  - Clean and accessible restroom facilities.
  - Parking space for event participants and suppliers.
  - A registration or reception area for attendees.

**3. Additional Services:**

- Delivery, setup, and breakdown of food and venue services before and after the event.
- Coordination with the First Party's designated event coordinator to ensure smooth execution of the event.

**ARTICLE 3 – RESPONSIBILITIES OF THE CLIENT**

The First Party agrees to:

1. **Provide Event Details:** Supply the Supplier with the required details for food preferences, dietary restrictions, and venue setup by November 29, 2024.
2. **Payment:** Pay the agreed-upon amount for services rendered by the Supplier, as detailed in Article 5.
3. **Facilitate Coordination:** Assign a point of contact for the Supplier to facilitate coordination before, during, and after the event.

**ARTICLE 4 – RESPONSIBILITIES OF THE SUPPLIER**

The Second Party agrees to:

1. **Service Delivery:** Deliver the services as outlined in Article 2 of this contract, ensuring quality, timeliness, and compliance with safety standards.
2. **Equipment and Staff:** Provide all necessary equipment, food preparation materials, and adequately trained staff for the successful execution of the event.
3. **Compliance:** Abide by all health, safety, and regulatory requirements governing the provision of food and venue services.
4. **Punctuality:** Ensure that food and venue preparations are completed at least [insert time] before the event begins, and that all post-event activities are completed promptly.

**ARTICLE 5 – PAYMENT TERMS**

1. **Total Fee:** The First Party agrees to pay the Second Party a total fee of **Two Hundred Fifty Thousand Pesos (P250, 000.00)** for the services rendered, inclusive of taxes and other applicable charges.
2. **Payment Schedule:**
  - A **down payment** of amounting to **Forty Eight Thousand Pesos (P48, 000.00)** shall be made upon signing of this contract.
  - The remaining **balance of Two Hundred Two Thousand Pesos (P202, 000.00)** shall be paid no later than 7 days after the event.
3. **Method of Payment:** Payment shall be made via bank transfer, check, and or cash.

**ARTICLE 6 – CANCELLATION POLICY**

1. **Cancellation by Client:**
  - If the First Party cancels the event or the contract before November 29, 2024, the First Party will be refunded of any advance payment.
  - If the cancellation occurs on November 29, 2024 the First Party will forfeit any advance payments made to the Second Party.
2. **Cancellation by Supplier:**
  - If the Second Party cancels the event or the contract, the Supplier agrees to return all advance payments made by the Client and make reasonable efforts to find a replacement supplier of similar caliber.

**ARTICLE 7 – FORCE MAJEURE**

Neither party shall be held liable for any failure or delay in performance under this contract due to causes beyond their reasonable control, including but not limited to acts of God, war, natural disasters, or government restrictions.

**ARTICLE 8 – GOVERNING LAW**

This contract shall be governed by and construed in accordance with the laws of the Republic of the Philippines.

**ARTICLE 9 – DISPUTE RESOLUTION**

Any dispute arising out of or in connection with this contract shall be resolved through amicable negotiation between the parties. If the dispute remains unresolved, it shall be brought before the proper court in jurisdiction.

**ARTICLE 10 – AMENDMENTS**

This contract may only be amended or modified in writing, signed by both parties.

**ARTICLE 11 – ENTIRE AGREEMENT**

This contract constitutes the entire agreement between the parties. No oral or written representations, promises, or agreements made outside of this document shall have any effect.

**SIGNATORIES**

**For Local Government and Regional Coordination Bureau of Department of Budget and Management (DBM):**



**ATTY. RYAN S. LITA**  
Director

Local Government and Regional Coordination Bureau  
Department of Budget and Management

Date: 26 NOV 2024

**For Amely's Eatery and Catering Services**



**RENAMAE C. MANATAD**  
Proprietress

Date: 11/25/24

Witness:



**LENBI R. LABORTE**  
Executive Director

Central Visayas Network of NGOs  
Date: \_\_\_\_\_