

CONTRACT OF SERVICES

KNOW ALL MEN BY THESE PRESENTS:

This **CONTRACT OF SERVICES** is entered into by and between:

The **SECURITIES AND EXCHANGE COMMISSION (SEC)**, a government agency, with office address at the SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Brgy. Bel-Air, Makati City, Philippines, hereby represented by **DANELA C. BAUTISTA**, authorized representative hereinafter called as the **FIRST PARTY**;

-and-

BOHOL TROPICS CORPORATION, herein represented by **JOCELYN A. BULAWIN**, with business postal address along Graham Avenue, Tagbilaran City, Bohol, Philippines, hereinafter referred to as the **SECOND PARTY**;

WITNESSETH

That the **SECOND PARTY** is engaged in providing facilities and food and beverage services for events/functions such as, but not limited to, trainings, seminars, conventions, conferences, and other group undertakings/activities;

That the **FIRST PARTY** desires and offers to make use of the aforementioned facilities and food and beverage services for the project **Lease of Event Venue with Meals for the Tagbilaran Leg of the SEC Roadshow on Capital Formation for MSMEs and Startups** on 07 March 2024, at the place of business of the **SECOND PARTY**;

WITNESSETH FURTHER:

NOW THEREFORE, from the foregoing premises and under the terms and conditions as hereinafter stipulated, the **FIRST PARTY** and **SECOND PARTY** do hereby **AGREE** and **COVENANT** the following, to wit;

1. That the **SECOND PARTY's** facilities and food and beverage services shall be availed of the **FIRST PARTY** with a minimum guaranteed attendance of One Hundred Fifty (150) participants; **PROVIDED HOWEVER**, that if the number of participants exceeds the minimum guaranteed number, the **FIRST PARTY** shall pay an additional amount based on the excess number of participants;

PROVIDED THEREFORE, that should the actual number of participants be less than the minimum guaranteed attendance as stated above, the **FIRST PARTY** shall still pay for the minimum guaranteed attendance as agreed herein;

2. That for the facilities and food and beverage services, the **FIRST PARTY** shall pay the **SECOND PARTY** the following specified amounts as follows;

PACKAGE RATE:

(Minimum guaranteed of 150 persons)

P 1,000.00/head

- AM Snacks
- Managed Buffet Lunch
- PM Snacks
- Flowing Coffee during session hour
- One (1) LCD Projector
- Function room with back generator from 8:00A.M to 5:00P.M
(An excess per hour will be charge for the extension)

- Free use of sound system for CD and tape deck, microphones, electrical outlets, whiteboard, marker pens and erasers
- Free use of two (2) flag pole
- Free use of registration and secretariat tables/first aid kits and medical supplies
- And others as stated in the terms of reference of the FIRST PARTY

TOTAL PACKAGE AMOUNT

p 150,000.00

Bank Details:

Bank Account : Landbank of the Philippines – Tagbilaran Branch
 Account Name: Bohol Tropics Corporation
 Account Number: 0612 001 502

3. That upon signing and execution of this CONTRACT OF SERVICES, a down payment of 50% of the contract price or an amount of Seventy-Five Thousand Pesos (P 75,000.00) is required upon signing the contract or before the event. The remaining 50% balance must be settled fifteen (15) calendar days after the event;
4. That any charges incurred during the inclusive dates of the event/function shall be fully paid 15 days after the event provided that the SECOND PARTY furnish the FIRST PARTY a Statement of Account based on the rates and actual attendance as specified in paragraph one (1);
5. That if in case of cancellation by the FIRST PARTY, the following surcharges shall be applied:

DATE OF CANCELLATION:
 One (1) week prior to convention date

CANCELLATION CHARGE:
 100% guaranteed revenue

6. That the FIRST PARTY and SECOND PARTY hereby agree that in case of legal dispute/litigation, they shall submit to the jurisdiction of the proper court here in the City of Tagbilaran to the exclusion of all other courts of law in the Philippines.

IN WITNESS WHEREOF, we have hereunto affixed our respective signatures this ___ day of _____ 20___, in the City of Tagbilaran, Province of Bohol, Republic of the Philippines.


SECURITIES AND EXCHANGE COMMISSION (SEC)
FIRST PARTY

Herein Represented by :


DANELA C. BAUTISTA
 Authorized Representative

BOHOL TROPICS CORPORATION
SECOND PARTY

Herein Represented by :


JOCELYN A. BULAWIN
 Sales and Marketing Officer

FUNDS AVAILABLE:


DONDIE Q. ESGUERRA
 Director, Financial Management Department