

Republic of the Philippines
DEPARTMENT OF TOURISM
Region III
 Ground Floor, Clark Center Two-2, Clark Freeport Zone, Pampanga

SERVICE CONTRACT

KNOWN ALL MEN BY THESE PRESENTS:

This **SERVICE CONTRACT** executed by and between the **DEPARTMENT OF TOURISM** (DOT Regional Office 3) represented herein by its Regional Director, **RICHARD G. DAENOS, Ph.D.**, hereinafter referred to as the **FIRST PARTY**, and **BRAND JESTER EVENTS MANAGEMENT SERVICES**, represented herein by its Managing Director, **RAND JESTER POQUIZ**, hereinafter referred to as the **SECOND PARTY**.

WITNESSETH: That

1. The **FIRST PARTY** shall participate in the **MINDANAO TRAVEL EXPO** in the Province of Sultan Kudarat on **October 2-5, 2026**, and do hereby contract the services of the **SECOND PARTY** to be the ground handler in the fulfillment of the requirements for the above-mentioned project in the amount of **THREE HUNDRED SEVENTY-FIVE THOUSAND PESOS ONLY (Php 375,000.00)** inclusive of taxes and subject to the usual government accounting and auditing rules and regulations;

2. The **SECOND PARTY** agrees to provide the following:

A. BOOTH SPACE AND DESIGN

- Booth space rental and execution of the physical and technical set-up in accordance with the approved concept and reference pegs, inclusive of manpower, materials, and logistics.
 - Booth structure (6m x 3m), including wall covers, panels, ceiling, wooden platform, and related components
 - Lighting and sound system, with complete electrical set-up and wiring (including safety compliance and backup extension units)
 - Furniture (tables, chairs, storage units, rubbish bins, counters, podiums, shelves, etc.)
 - Plants and greenery: combination of fresh and artificial (faux) plants for accents
 - Fixtures and decorative elements in line with the approved design such as Christmas lanterns from Pampanga
 - Signages and branding elements (logos, panels, directional signs, backlit signage if applicable)
 - Flooring finish (carpet, vinyl, or other approved surface treatment over platform)
 - AV equipment (TV screens, LED walls, projectors, if required by the concept)
 - Booth accessories and styling (table runners, display stands, brochure holders, etc.)
 - Onsite manpower for installation, technical assistance, and dismantling after the event
 - Logistics and transport of booth materials and equipment to and from the venue
 - Safety and compliance provisions (fire extinguisher, cable covers, and adherence to venue regulations)

Materials may include, but are not limited to: wood, bamboo, glass, acrylic, sintra boards, rubber, metal, textiles, and other approved finishes.

B. LOGISTICS

- Airfare including baggage allowance for DOT-III collaterals/props
 - Roundtrip flight from MNL-GES and GES-MNL for four (4) pax

- Accommodation
 - Three (3) twin-sharing rooms with breakfast for the DOT staff on October 1-6, 2026
 - Must be DOT-accredited or recommended by DOT Region 12
- Transportation
 - One (1) unit of van to transport the staff from General Santos City to Isulan, Sultan Kudarat for two (2) days on October 1, 2026 (arrival) and October 6, 2026 (departure).
 - Must be DOT-accredited or recommended by DOT Region 12

C. FOOD SHOWCASE

- Local Food Delicacies for Food Tasting for 100 pax/booth visitors

D. COLLATERAL MATERIALS

- Brochures or postcards for promotions (900 pcs)

H. CONTINGENCIES

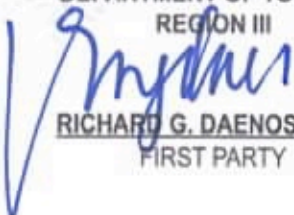
- Other incidental expenses that may be incurred during the project implementation

All items above shall be delivered by the **SECOND PARTY** in the amount of **THREE HUNDRED SEVENTY-FIVE THOUSAND PESOS ONLY (Php 375,000.00)** inclusive of taxes and subject to the usual government accounting and auditing rules and regulations;

3. The **FIRST PARTY** hereby agrees to tender payment of the contract fees as indicated herein upon the delivery of all requirements, based on the pre-agreed timeline for deliverables.

IN WITNESS WHEREOF THE PARTIES affixed their signatures this **21st day of September 2026** in Clark Freeport Zone, Philippines.

DEPARTMENT OF TOURISM
REGION III


RICHARD G. DAENOS, Ph.D.
FIRST PARTY

BRAND JESTER EVENTS
MANAGEMENT SERVICES


RAND JESTER POQUIZ
SECOND PARTY

FUNDS AVAILABLE:


MARILOU T. PANGILINAN
ACTING ACCOUNTANT II

SIGNED IN THE PRESENCE OF:


PATRICK V. DE LEON

ACKNOWLEDGMENT

Republic of the Philippines)
City of _____
Ss. **Quezon City**

BEFORE ME, a Notary Public for and in the above jurisdiction on this day **25 SEP 2026** of _____ personally appeared;

Name	Valid Government ID	Date / Place Issued
RICHARD G. DAENOS		
RAND JESTER POQUIZ	Passport P9449734B	DFA Manila

All known to me and to me known to be the same persons who executed the foregoing instrument and they acknowledged to me that same is their own free and voluntary act and deed.

This instrument consisting of three (3) pages, including this page on which this acknowledgment is written has been signed on every page thereof by the parties hereof.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my notarial on the date and at the place above written.

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ATTY. WILLIAM M. AY-AY, CPA, CDPO
Attorney-at-Law / Notary Public
Roll No. 84630
IBP No. 563515 / 12-20-2025 / Quezon City
PTR No. 8396900 / 01-05-2026 / Quezon City
MCLB Compliance No. VIII-0027229 until April 14, 2028
Admin Matters NP-197 / 2025-2026
Unit 2703A, Tower 1, SMDC Grass Residences,
Nueva Vizcaya Street, Bgy. Sta. Cristo, Quezon City.

[Signature]

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[Signature]

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