



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON

**CONTRACT OF SERVICE**

KNOW ALL MEN BY THESE PRESENTS:

This contract made and entered into by and between:

**DEPARTMENT OF EDUCATION REGIONAL OFFICE IV-A CALABARZON**, a component field office of the government entity known as the Department of Education organized under existing Philippine laws with office address at Gate 2, Karangalan Village, Cainta, Rizal and herein represented by its Regional Director, **ATTY. ALBERTO T. ESCOBARTE**. It shall be referred in this agreement as the **CLIENT**.

-and-

**TAGAYTAY AUTO MART, INC. (TAGAYTAY COUNTRY HOTEL)**, with principal address at Olivarez Plaza Emilio Aguinaldo Highway, Brgy. San Jose, Tagaytay City, Cavite, represented herein by its Sales Account Executive, **KING VECINAL DUENAS**, hereinafter referred to as the **HOTEL COMPANY**.

**W I T N E S S E T H**

**WHEREAS**, the **CLIENT** needs the services of a contractor who will provide food and hotel accommodation to the participants in the **“REGIONAL OFFICE-SCHOOLS DIVISION OFFICE LEGAL COORDINATION AND MONITORING MEETING”** on **December 13-14, 2022**.

**WHEREAS**, the Approved Budget for the Contract (ABC) is **ONE HUNDRED FORTY-FOUR THOUSAND PESOS ONLY (Php144,000.00)**;

**WHEREAS**, Section 53.9 of the 2016 Revised Implementing Rules and Regulations (R-IRR) of Republic Act 9184, otherwise known as the “Government Procurement Reform Act of 2003”, allows an agency to resort to Small Value Procurement as alternative methods of procurement where the amount involved does not exceed the threshold amount of One Million Pesos (Php1,000,000.00) as prescribed in Annex “H” thereof;

**WHEREAS**, Rule XVI, Section 53.9 of the IRR of RA 9184 allows Negotiated Procurement under Small Value Procurement as a mode of procurement subject to the approval of the Head of the Procuring Entity;

**WHEREAS**, the Request for Quotation (RFQ) was posted in the Philippine Government Electronic Procurement System (PhilGEPs), on December 6, 2022, office website and conspicuous bulletin board in the premises of this Office starting on December 5, 2022 to December 9, 2022

**WHEREAS**, RFQs were sent to at least three (3) prospective suppliers namely:

1. Villa Excellence Beach and Wavepool Resort;
2. The Bayleaf Cavite; and
3. Tanza Oasis Hotel and Resort.



Address: Gate 2, Karangalan Village, Cainta, Rizal  
Telephone Nos.: 02-8682-5773/8684-4914/8647-7487  
Email Address: region4a@deped.gov.ph  
Website: depedcalabarzon.ph



**WHEREAS**, one (1) Supplier submitted its proposal; the **Hotel Company** in the amount of **ONE HUNDRED FORTY THOUSAND FOUR HUNDRED PESOS ONLY (Php140,400.00)**. Thus, the **Hotel Company** is declared as the lone bidder;

**WHEREAS**, after review and deliberation on the proposal, the **Hotel Company** complied with the requirements and declared as the Single Calculated and Responsive Bid (SCRB);

**WHEREAS**, under the latest resolution and guidelines of the Inter-Agency Task Force on Emerging Infectious Diseases (IATF-EID) issued on October 18, 2021, the Certificate of Authority to Operate and Safety Seal **Certificate issued by the Department of Tourism (DOT) applies in areas classified under General Community Quarantine (GCQ), GCQ with Heightened Restriction (GCQ-HR), or Alert Level 4 and Alert Level 3.**

**WHEREAS**, the **Hotel Company**, is within Tagaytay City under Alert Level 1.

**WHEREAS**, the Entity invited Bids for the Procurement for the hotel accommodation of the participants in the **“REGIONAL OFFICE-SCHOOLS DIVISION OFFICE LEGAL COORDINATION AND MONITORING MEETING”** which will be held on **December 13-14, 2022** and has accepted a Bid by the Hotel Company for food and hotel accommodation in the sum of **ONE HUNDRED FORTY THOUSAND FOUR HUNDRED PESOS ONLY (Php140,400.00)**. (Hereinafter called “the Contract Price”).

**NOW, THEREFORE**, for and in consideration of the foregoing premises of the mutual covenants and provisions hereafter set forth the parties hereto have agreed and do hereby mutually agree as follows:

#### Section 1

#### **Responsibilities of the Hotel Company**

The **Hotel Company** shall:

1. Provide food and hotel accommodation on December 13-14, 2022 to the participants, of the **Client**;
2. Maintain that all of the services to be performed under or pursuant to this contract shall be of the standard and quality which prevail among similar businesses and organizations of superior knowledge and skill engaged in providing similar services under the same or similar circumstances.

#### Section 2

#### **Responsibilities of the Client**

The **Client** shall:

1. Pay the **Hotel Company** the guaranteed number of participants
2. Agree that it shall be charged or billed the amount of *One Thousand Nine Hundred Fifty Pesos Only (Php1,950.00)* per participant, for the food and hotel accommodation or the total amount of *One Hundred Forty Thousand Four Hundred Pesos Only (Php140,400.00)* for the whole duration of the event;
3. Exercise strict discipline, close supervision and exclusive control and administration over its personnel in accordance with law, ordinances and pertinent government rules and regulations as well as the rules and policies laid down by the **Hotel Company** on the matter;

Section 3  
**Terms of Payment**

The **Client** binds itself to pay the **Hotel Company** within thirty (30) days after the conclusion of the training/seminar. The **Client** hereby understands that the focal person must be the one responsible for the immediate processing of payments.

Section 4  
**Inclusions in the services**

The **Hotel Company** shall provide for the following:

**a. Food**

1. Manage buffet for breakfast, lunch and dinner
2. Day 1: Complete Meal (Breakfast, AM Snacks, Lunch, PM Snacks and Dinner)
3. Last Day: Complete Meal (Breakfast, AM Snacks, Lunch, and PM Snacks)
4. Free flowing coffee, tea, and milo

**b. Room Accommodation**

1. Maximum of triple sharing rooms (single beds)
2. With Towel and toiletries (soap, shampoo, toothbrush & toothpaste)
3. Satellite TV
4. Free Wifi access

**c. Session Hall**

1. Should have a good sound system with at least two (2) wireless microphones with an operator who will assist the team for the entire duration.
2. The capacity of the session hall should accommodate participants that follows social distancing guidelines.
3. Availability of the following:
  - Effective, efficient and reliable strong internet connection conducive for hybrid set-up
  - LCD Projectors for the function hall
  - Extension cords
  - Functional air condition unit

**d. Other Concerns**

1. Accessible means of transportation
2. Free parking for the duration of the stay
3. Free use of Amenities
4. Able and willing to ensure provisions for participants and guests with special conditions, example: breastfeeding moms, PWDs, and other emergency situations.
5. Available in-house nurse/medic when needed.
6. Alcohol/sanitizer must be in the areas that can easily be accessed by the participants.
7. Responsive to safety and security requirements of the government.

Section 5  
**Use of Hotel Parking Space**

The **Hotel Company** shall allow the use of its parking space to the participants free of charge.

Section 6  
**Termination of Contract**

Any party may terminate this Contract based on the grounds provided and after compliance with Annex "I" of the 2016 Implementing Rules and Regulations of Republic Act 9184.

Section 7  
**Venue of Action**

The parties shall make every effort to resolve amicably and by mutual consultation any or all disputes or differences arising between the Parties in connection with the implementation of this Contract. Should such dispute not be resolved amicably, it shall be submitted to arbitration in the Philippines according to the provisions of Presidential Decree No. 242 and Executive Order No. 292. Provided, however, that by mutual agreement, the parties may agree in writing to resort to other alternative modes of dispute resolution.

In case an action will arise from this agreement, the venue of the action shall be in Taytay, Rizal only.

Section 8  
**Warranty**

The **Client** hereby warrants and attests that the signatory in this contract is duly authorized by the Board and / or its Management to sign for and its behalf.

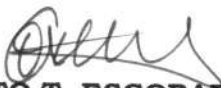
Section 9  
**Other conditions of the contract**

- a. In case of damage to the property of the participants of the **Client** caused by negligence of the personnel of the **Hotel Company**, the **Hotel Company** shall be liable for the damages;
- b. Necessary medical services and facilities shall be the responsibility and for the account of the **Hotel Company**; and
- c. The **Hotel Company** shall cause the notarization of this contract.

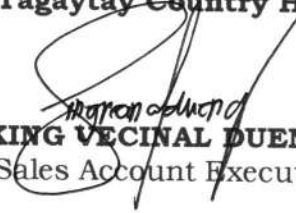
**IN WITNESS WHEREOF**, the parties have hereunto set their hands, this day of \_\_\_\_\_ at QUEZON CITY, Philippines.

JAN 06 2023

**Department of Education  
Region IV-A CALABARZON**

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director

**Tagaytay Auto Mart Inc.  
(Tagaytay Country Hotel)**

  
**KING VECINAL DUENAS**  
Sales Account Executive

SIGNED IN THE PRESENCE OF:

**ATTY. JOCELYN B. BUCLIG**  
Legal Unit

REPUBLIC OF THE PHILIPPINES )  
 \_\_\_\_\_ ) SS.  
 QUEZON CITY

**ACKNOWLEDGMENT**

**BEFORE ME**, a Notary Public for and in the City of QUEZON CITY, this JANUO 2023, personally appeared:

Name	Identification No.	Expiration Date
<u>Atty. Alberto T. Escobarte</u>	<u>DepEd Office ID No. 4529876</u>	_____
<u>King Vecinal Duenas</u>	<u>TIN ID #: 000-029-152-000</u>	_____

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

This instrument, consisting of five (5) pages, including the page on which this acknowledgment is written, has been signed on the left margin of each and every page hereof by the concerned parties and their witnesses, and sealed with my notarial seal.

**WITNESS MY HAND AND SEAL**, at the place and date above-written.

**Notary Public**

Doc. No. 360;  
 Page No. 73;  
 Book No. 11;  
 Series of 20223

*CA Villan*  
 ATTY. CONCEPCION P. VILLAREÑA  
 Notary Public for Quezon City  
 Until December 31, 2023  
 PTR No. 3716371 / January 3, 2023 Q.C.  
 IBP No. 167803 / November 25, 2021 Q.C.  
 Roll No. 30457 / 05-04-1360  
 CLE VII-0006994 / 09-21-2021  
 ADM. MATTER No. NP-005 (2022-2023)  
 TIN NO. 131-942-754