



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 **CLIENT**.

-and-

**SUNRISE RIDGE CORPORATION (SOLESTE SUITES)**, with principal address at No. 193 Katipunan Avenue, Blue Ridge, Quezon City, represented herein by its Hotel Operations Supervisor, **BERNALIZA A. SANTOS**, hereinafter referred to as the **HOTEL COMPANY**.

**WITNESSETH**

**WHEREAS**, the **CLIENT** will be conducting the “**EVALUATION OF THE 9<sup>TH</sup> CYCLE BASIC EDUCATION RESEARCH FUND (BERF) BASIC RESEARCH PROPOSALS**” on **August 9-11, 2023**;

**WHEREAS**, the Approved Budget for the Contract (ABC) is **EIGHTY-FOUR THOUSAND PESOS ONLY (PhP84,000.00)**;

**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 method 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**, the Request for Quotation (RFQ) was posted in the Philippine Government Electronic System (PhilGEPS) on July 20, 2023, office website and conspicuous bulletin board in the premises of this Office starting on July 19, 2023 to July 24, 2023

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

1. Sunrise Ridge Corporation (Soleste Suites);
2. Red Hotel, Inc.; and
3. Great Eastern Hotel Inc.;

**WHEREAS**, one (1) Supplier submitted its proposal; the **SUNRISE RIDGE CORPORATION (SOLESTE SUITES)** proposed in the amount of **EIGHTY-THREE THOUSAND FIVE HUNDRED EIGHTY PESOS ONLY (Php83,580.00)**. Thus, the **Hotel Company** is declared as the lone bidder;



Address: Gate 2, Karangalan Village, Cainta, Rizal  
Telephone No.: 02-8682-2114  
Email Address: region4a@deped.gov.ph  
Website: depedcalabarzon.ph



Certificate No. PHP QMS

**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**, the Entity invited Bids for the Procurement of food and hotel accommodation of the participants in the **"EVALUATION OF THE 9<sup>TH</sup> CYCLE BASIC EDUCATION RESEARCH FUND (BERF) BASIC RESEARCH PROPOSALS"** on **August 9-11, 2023** and has accepted a Bid of the **HOTEL COMPANY** for food and hotel accommodation in the sum of **EIGHTY-THREE THOUSAND FIVE HUNDRED EIGHTY PESOS ONLY (Php83,580.00)**. (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 August 9-11, 2023 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. Agrees that it shall be charged or billed the amount of **One Thousand Nine Hundred Ninety Pesos Only (Php1,990.00)** per participants, for the food and hotel accommodation or the total amount of **Eighty-Three Thousand Five Hundred Eighty Pesos Only (Php83,580.00)** 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:

*Jan*  
*FM*

**a. Food**

1. First meal: Breakfast (First Day)
2. Last meal: PM Snacks (Last Day)
3. Any type of buffet with stand-by waiters (Breakfast, Lunch, Dinner);
4. For breakfast: e.g. \_main dishes, rice, bread, choice of hot tea/chocolate or coffee;
5. For lunch and dinner: e.g. \_main dishes (fish, choice of meat: chicken/pork/beef, and vegetables subject to menu selection), soup, rice, dessert: fruit or salad and drinks. (Purely vegetarian or halal food may be required during the event proper);
6. AM and PM snacks with drinks but not bottled water;
7. With standby water dispenser;
8. Free flowing coffee and/or tea;
9. No beverages from powdered juice;
10. Candies, and stand-by waiters.

**b. Hotel/Room Accommodation**

1. **At least two (2) Single/Double Sharing rooms**
2. **No Triple Sharing rooms** for participants
3. No bed mattress on the floor
4. 24-hours Hot and Cold Shower, Clean Beddings, Rooms and Restroom
5. No bed sharing
6. Check-in time: **12:00 AM**
7. Check-out time: **2:00 PM**

**c. Function Room**

1. **Can accommodate at least 14 pax in a conference set-up;**
2. Well-lighted and well ventilated;
3. Availability of audio-visual equipment with stand-by assistant:
  - At least **two (2) LCD Projectors (1 in front & 1 at the side) and wide screens,**
  - At least **one (1) Whiteboard with marker/s and erasers**
  - Complete set sound system, at least **six (6) extension cords** for laptops,
  - **Three (3) wireless microphones,** and
  - Podium/lectern, etc.
4. Unlimited access to internet/Wi-Fi in all areas of venue;
5. At least **two (2)** tables for the Secretariat (Registration Area);
6. No pillars in the middle of the function room.

**d. Other Requirements**

1. Maintaining cleanliness-function hall, restrooms, sleeping quarters, hallway, coffee/tea area, and dining area;
2. Provision for backdrop for the activity; and Tarpaulin display at Project Site, not exceed 3" x 4"; optional for Projectors not exceeding 5 days (COA Circ. 2013-004);
3. With appropriate and sufficient parking area for VIP and other Guests;
4. With 24-hour security, front-desk and housekeeping services; and

*Handwritten initials/signature*

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.

Section 8  
**Warranty**

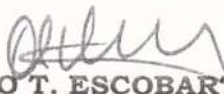

The **Client** hereby warrants and attests that the signatory in this contract is duly authorized by the Board and / or its Management to sign for and its behalf.

Section 9  
**Other conditions of the contract**

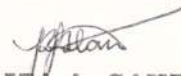
- a. In case of damage to the property of the participants of the **Client** caused by negligence of the personnel of the **Hotel Company**, the **Hotel Company** shall be liable for the damages;
- b. Necessary medical services and facilities shall be the responsibility and for the account of the **Hotel 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 \_\_\_\_\_, Philippines.

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

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

**Sunrise Ridge Corporation  
(Soleste Suites)**

  
**BERNALIZA A. SANTOS**  
Hotel Operations Supervisor

**SIGNED IN THE PRESENCE OF:**

\_\_\_\_\_  
**EDUARDA M. ZAPANTA**  
Chief EPS, HRDD

Republic of the Philippines  
Quezon City S.S.

**ACKNOWLEDGMENT**

**BEFORE ME**, a Notary Public for and in the City of Quezon City, this AUG 09 2023, personally appeared:

Name	Identification No.	Expiration Date
<u>Atty. Alberto T. Escobarte</u>	DepEd Office ID No. 4529876	_____
<u>Bernaliza A. Santos</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.

Doc. No. 116;  
 Page No. 25;  
 Book No. 104;  
 Series of 2023.  
*[Signature]*

**Notary Public**  
**ATTY. RUBEN AZARES, JR.**  
 NOTARY PUBLIC  
 UNTIL DECEMBER 31, 2023  
 PTR NO. 4029325D, 01/08/2023-Q.C.  
 IBP NO. 293181, 01/10/2023-Quezon City Chapter  
 Roll of Attorney's No. 46427  
 Admin Matter No. 925(2023-2024)  
 MCLE-VII-0018605-05-24-2022  
 TIN: 140-394-386-060  
 Unit 2 UCF-2 Opulent Bldg. Socorro (I), Quezon City