



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-

TAGAYTAY CITY RESORT HOTEL INC. (ESTANCIA RESORT HOTEL), with principal address at Zone 2, Barangay San Jose, Tagaytay City, Cavite, represented herein by its Authorized Representative, **EVANGELINA P. MANLONGAT**, hereinafter referred to as the **HOTEL COMPANY**.

WITNESSETH

WHEREAS, the **CLIENT** will be conducting the **“EDUCATION BOOTCAMP SERIES”** on **November 8-10, 2023**.

WHEREAS, the Approved Budget for the Contract (ABC) is **FOUR HUNDRED FORTY-FOUR THOUSAND PESOS ONLY (Php444,000.00)**;

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, the Request for Quotation (RFQ) was posted in the Philippine Government Electronic System (PhilGEPS) on September 29, 2023, office website and conspicuous bulletin board in the premises of this Office starting on September 28, 2023 to October 3, 2023;

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

1. Tagaytay Auto Mart, Inc. (Tagaytay Country Hotel);
2. Hotel Kimberly Tagaytay; and
3. Hotel Casiana Tagaytay.

WHEREAS, five (5) suppliers submitted their respective proposals before the deadline for the submission of bids, offering the following financial bids, as read:

NAME OF BIDDER	AMOUNT OF BID	REMARKS
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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
 22 93 0085

Sunny Glades Properties Corporation (Tagaytay Haven Hotel)	PhP415,250.00	Complying
Hotel Dominique In.	PhP427,350.00	Complying
Tagaytay City Resort Hotel Inc. (Estancia Resort Hotel)	PhP442,002.00	Complying
Tagaytay Auto Mart, Inc. (Tagaytay Country Hotel)	PhP432,900.00	Non-Complying
Hotel Kimberly Tagaytay	PhP532,900.00	Non-Complying

WHEREAS, the end-user conducted an ocular inspection to **SUNNY GLADES PROPERTIES CORPORATION (TAGAYTAY HAVEN HOTEL)**, **HOTEL DOMINIQUE INC.**, and **TAGAYTAY CITY RESORT HOTEL INC. (ESTANCIA RESORT HOTEL)** based on the submitted quotations. The report stated, to wit:

-xxx-

- Based on the ocular inspection conducted using **CLMD Ocular Inspection Report**, it is hereby highly recommended that Tagaytay City Resort Hotel Inc. (Estancia Resort Hotel) is the Lowest Calculated and Responsive Bid (LCRB) and fits the requirement, specification and objectives of the program/activity.

-xxx-

WHEREAS, the report containing the observations and recommendation attached hereto as Annex "A", Annex "B", and Annex "C" is made an integral part hereof;

WHEREAS, upon evaluation on the proposal and the result of the ocular inspection of **SUNNY GLADES PROPERTIES CORPORATION (TAGAYTAY HAVEN HOTEL)** and **HOTEL DOMINIQUE INC.** appears non-compliant to the specification of the end-user;

WHEREAS, after review and deliberation on proposal, **TAGAYTAY CITY RESORT HOTEL INC. (ESTANCIA RESORT HOTEL)** complied with the requirements and is hereby declared as the Lowest Calculated and Responsive Bid (LCRB);

WHEREAS, the Entity invited Bids for the Procurement of the hotel accommodation and food of the participants in the "**EDUCATION BOOTCAMP SERIES**" on November 8-10, 2023 and has accepted a Bid of **TAGAYTAY CITY RESORT HOTEL INC. (ESTANCIA RESORT HOTEL)** for food and hotel accommodation in the sum of **FOUR HUNDRED FORTY-TWO THOUSAND TWO PESOS ONLY (PhP442,002.00)**. (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:

- Provide food and hotel accommodation on November 8-10, 2023 to the participants, of the **Client**;
- 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-One Pesos Only (Php1,991.00)** per participants, for the food and hotel accommodation or the total amount of **Four Hundred Forty-Two Thousand Two Pesos Only (PhP442,002.00)** 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. First meal: Breakfast (First Day)
2. Last meal: PM Snacks (Last day)
3. Any type of buffet with stand-by waiters (Breakfast, Lunch, and 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;
7. Free flowing coffee and/or tea;
8. Candies, and stand-by waiters.

b. Hotel/Room Accommodation

1. **At least fifteen (15) Double Sharing rooms**
2. **At least Sixteen (16) 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. Check-in time: **8:00 AM**
6. Check-out time: **12:00 PM**

c. Function Room

1. **Can accommodate at least 100 pax** in a **conference set-up**;
2. Well-lighted and well ventilated;
3. Availability of audio-visual equipment with stand-by assistant:

General Manager

AM

- At least **three (3) LCD Projectors and wide screens,**
 - At least **three (3) Whiteboard with marker/s and erasers**
 - Complete set sound system, at least **ten (10) extension cords** for laptops,
 - **Four (4) microphones** (__ wireless & __ wired microphones), **Two (2) microphone stands,** and
 - **Two (2) Podium/lectern,** etc.
4. Unlimited access to internet/Wi-Fi in all areas of venue;
 5. At least **three (3)** tables for the Secretariat (Registration Area);
 6. No pillars in the middle of the function room;
 7. Area for (indoor) camp activities.
- 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; and
 4. With 24-hour security, front-desk and housekeeping services.

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.

NOV 20 2023

QUEZON CITY

Department of Education
Region IV-A CALABARZON

Tagaytay City Resort Hotel Inc.
(Estancia Resort Hotel)

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

EVANGELINA P. MANLONGAT
Sales Head

SIGNED IN THE PRESENCE OF:

VIERNALYN M. NAMA
Chief EPS, CLMD

Republic of the Philippines
S.S.

QUEZON CITY

ACKNOWLEDGMENT

QUEZON CITY

BEFORE ME, a Notary Public for and in the City of _____, this _____, personally appeared:

NOV 20 2023

Name	Identification No.	Expiration Date
Atty. Alberto T. Escobarte	DepEd Office ID No. 4529876	_____
Evangelina P. Manlongat	_____	_____

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

ATTY. CONCEPCION P. VILLARENA
Notary Public for Quezon City
Until December 31, 2023
PTR No. 3716371 / January 3, 2023 Q.C
IBP No. 167806 / November 26, 2021 Q.C
Roll No. 38457 / 05-09-1980
CLE VII-0006994 / 09-21-2021
ADM. MATTER No. NP-005 (2022-2023)
TIN No. 131-042 734

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Series of 2023.