



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



Legal-CO01-2024-73

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 B. SANTOS**, hereinafter referred to as the **HOTEL COMPANY**.

WITNESSETH

WHEREAS, the **CLIENT** needs the services of a contractor who will provide food and hotel accommodation to the participants in the **“COLLABORATIVE DEVELOPMENT OF PALARONG PAMBANSA SCREENING AND ACCREDITATION SYSTEM”** on **March 11-15, 2024**.

WHEREAS, the Approved Budget for the Contract (ABC) is **NINETY-TWO THOUSAND EIGHT HUNDRED PESOS ONLY (PhP92,800.00)**;

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 February 24, 2024 office website and conspicuous bulletin board in the premises of this Office starting February 23, 2024 to February 28, 2024;

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

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

WHEREAS, one (1) Supplier submitted its proposal; the **SUNRISE RIDGE CORPORATION (SOLESTE SUITES)** proposed in the amount of **NINETY-TWO THOUSAND FIVE HUNDRED FIFTY PESOS ONLY (PhP92,550.00)**. Thus, the **Hotel Company** is declared as the lone bidder;



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
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Website: depedcalabarzon.ph



Certificate No. PHP QMS
22 93 0085

WHEREAS, after review and deliberation on proposal the **Hotel Company** complied with the requirements and is hereby declared as the Lowest Calculated and Responsive Bidder (LCRB);

WHEREAS, the Entity invited Bids for the Procurement of food and hotel accommodation of the participants in the “**COLLABORATIVE DEVELOPMENT OF PALARONG PAMBANSA SCREENING AND ACCREDITATION SYSTEM**” on March 11-15, 2024 and has accepted a Bid by the **Hotel Company** for food and hotel accommodation in the sum of **NINETY-TWO THOUSAND FIVE HUNDRED FIFTY PESOS ONLY (Php92,550.00)**. (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 March 11-15, 2024 to the participants, of the **Client**;

Date/s	Description	No. of pax
March 11-15, 2024	Food and accommodation	8 pax
March 13, 2024	Food and accommodation	1 pax
March 15, 2024	Food/meals	9 pax

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 total amount of **NINETY-TWO THOUSAND FIVE HUNDRED FIFTY PESOS ONLY (Php92,550.00)** 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 **Hotel Company** 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. The meals shall be:

a.1 Complete meal (Breakfast, AM snacks, Lunch, PM snacks and Dinner for the following number of participants:

MEALS	March 11	March 12	March 13	March 14	March 15
Breakfast	8 pax	8 pax	9 pax	8 pax	17
AM Snacks					
Lunch					
PM Snacks					
Dinner					n/a

a.2 First Meal is Breakfast of March 11, 2024 and Last Meal is PM Snacks of March 15, 2024;

a.3 Any type of buffet with stand-by waiters during Breakfast, Lunch and Dinner;

a.4 Free flowing coffee, and/or tea;

a.5 AM and PM Snacks with drinks;

a.6 Candies and stand-by waiters

b. The Lodging shall be:

b.1 At least Triple Sharing rooms for participants,

b.2 No mattress on the floor and no bed sharing,

b.3 24-hours Hot and Cold shower, Clean beddings, Rooms and Restroom

b.4 Check-in time is 6:00 AM and check-out time is 5:00PM

c. The Function Hall and Facilities shall be:

c.1 well-lighted and well ventilated;

c.2 can accommodate at least 14 participants in a conference;

c.3 availability of audio-visual equipment with stand-by assistant such as:

c.3.1 one (1) LCD projectors and wide screens;

c.3.2 whiteboard with marker/s and erasers;

c.3.3 complete set of sound system, at least five (5) extension cords for laptops;

c.3.4 five (5) microphones (**4 wireless & 1 wired**),
1 microphone stand

c.3.5 podium/lectern

c.4 Unlimited access to internet/Wi-fi in all areas of venue

c.5 at least two (2) tables for the Secretariat (Registration)

c.6 no pillars in the middle of the function room.

d. Other shall be provided:

d.1 Maintaining cleanliness-function hall, restrooms, sleeping quarters, hallway, coffee/choco/tea area, and dining area;

d.2 Provision for backdrop for the activity; and Tarpaulin display at Project Site not to exceed 3" x 4" ; optional for Projects not exceeding 5 days (COA Circ. 2013-004);

d.3 Appropriate and sufficient parking area for VIP and other guests;

d.4 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
Capacity and Authorization

Each of the parties to this contract hereby represents and warrants to the other that it is duly authorized and empowered to execute, deliver and perform this contract and that such action does not conflict with or violate any provision of law, regulation, policy, contract, deed of trust or other instrument to which it is a party or by which it is bound and that this contract constitutes a valid and binding obligation of it enforceable in accordance with its terms.

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 MAR 20 2024 at Quezon City, Philippines.

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



ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

**Sunrise Ridge Corporation
(Soleste Suites)**



BERNALIZA B. SANTOS
Hotel Operations Supervisor

SIGNED IN THE PRESENCE OF:

JOCELYN B. BUCLIG
Attorney IV, Legal Unit
DepEd Region IV-A CALABARZON

Republic of the Philippines
Quezon City S.S.

ACKNOWLEDGMENT

BEFORE ME, a Notary Public for and in the City of Quezon City, this MAR 20 2024, personally appeared:

Name	Identification No.	Expiration Date
<u>Atty. Alberto T. Escobarte</u>	<u>DepEd Office ID No. 4529876</u>	_____
<u>Bernaliza B. 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. 168;
Page No. 35;
Book No. 152;
Series of 2024.

ATTY. RUBEN M. STAÑES, JR.
NOTARY PUBLIC
UNTIL DECEMBER 31, 2024
PTR NO. 5555119, QUEZON CITY
IBP NO. 384112, QUEZON CITY CHAPTER
Roll of Attorney's No. 46427
Admin Matter No. 025(2023-2024)
MCLE-VII-0018605-05-24-2022
TIN: 140-394-386-000
Bagong Lipunan Crame Q.C.