



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-

SUNRISE RIDGE CORPORATION (SOLESTE SUITES), a domestic corporation duly registered under the Philippine laws, with principal address at No. 193 Katipunan Avenue, Blue Ridge, Quezon City, represented herein by its Hotel Operations Manager, **BERNALIZA B. SANTOS**, 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 **hotel company** who will provide food and hotel accommodation to the participants in the **“WRITESHOP ON DECISION AND RESOLUTION WRITING”** on **December 2 to 6, 2024** to be conducted by the **client**.

WHEREAS, the Approved Budget for the Contract (ABC) is **TWO HUNDRED FIFTY THOUSAND PESOS ONLY (Php250,000.00)**;

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 Procurement System (PhilGEPS) on October 19, 2024, at the website of DepEd Region IV-A CALABARZON, and conspicuous bulletin board in the premises of DepEd Region IV-A CALABARZON on October 18 to 23, 2024;

WHEREAS, RFQs were sent to six (6) prospective suppliers namely:

1. Sunrise Ridge Corporation (Soleste Suites);
2. Marawi Leisure Park Inc. (Tanza Oasis Hotel and Resort);
3. Caliv Resort and Development Corp. (Villa Excellence Beach and Wavepool Resort);
4. The Bayleaf Hotel-Cavite;
5. Red Hotel; and
6. Madison 101, Inc.



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

WHEREAS, only one (1) supplier submitted its proposal; the **SUNRISE RIDGE CORPORATION (SOLESTE SUITES)** proposed in the amount of **TWO HUNDRED THIRTY-ONE THOUSAND TWO HUNDRED FIFTY PESOS ONLY (PhP231,250.00)**. Thus, the **Hotel Company** is declared as the lone bidder;

WHEREAS, after review and deliberation on the proposal, **SUNRISE RIDGE CORPORATION (SOLESTE SUITES)** complied with the requirements and declared as the Single Calculated and Responsive Quotation (SCRQ);

WHEREAS, the **Client** invited Bids for the Procurement of food and hotel accommodation of the participants in the **“WRITESHOP ON DECISION AND RESOLUTION WRITING”** on December 2 to 6, 2024 and has accepted the bid/quotation of the **Hotel Company** for food and hotel accommodation in the sum of **TWO HUNDRED THIRTY-ONE THOUSAND TWO HUNDRED FIFTY PESOS ONLY (PhP231,250.00)**. (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 Documents deemed part

All documents submitted by Hotel Company and all the documents released and issued by the Client and its Bids and Awards Committee and Technical Working Group such as but not limited to:

- a) BAC Resolution;
- b) Abstract of Quotation;
- c) Request for Quotation;
- d) Certification of Posting;
- e) All other documents already submitted by the Hotel Company and to be required to be submitted after the perfection of this contract.

shall form part of this contract.

Section 2 Responsibilities of the Hotel Company

The **Hotel Company** shall:

1. Provide food and hotel accommodation on December 2 to 6, 2024 to the 25 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; and
3. Do such other acts which are necessary in the performance of the above functions as well as those obligations arising from this contract.
4. Other shall be provided with personnel to:
 - 4.1 maintain cleanliness in the function hall, restrooms, sleeping quarters, hallway, pantry, and dining area;
 - 4.2 provide a backdrop for the activity; and tarpaulin display at the Project Site, not to exceed 3”x4”; optional for Projects not exceeding 5 days (COA Circ. 2013-004)

- 4.3 respond to safety and security requirements of the government;
- 4.4 appropriate and sufficient parking area for VIPs and guests; and
- 4.5 24-hour security, front-desk and housekeeping services

Section 3 Responsibilities of the Client

The **Client** shall:

1. Pay the **Hotel Company** the guaranteed number of participants
2. Charged or billed the total amount of **TWO HUNDRED THIRTY-ONE THOUSAND TWO HUNDRED FIFTY PESOS ONLY (PhP231,250.00)** for the whole duration of the event;
3. Exercise strict discipline, close supervision and exclusive control and administration over its participants 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 4 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 5 Specification of 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) to the **25** participants of the Client;
 - a.2 First meal is **breakfast** of December 2, 2024 and last meal is **PM snacks** of December 6, 2024;
 - a.3 Served by any type of buffet with stand-by waiters during breakfast, lunch and dinner;
 - a.4 with unlimited coffee, purified drinking water, tea or chocolate drink and candies, with assistance of stand-by waiters
- b. **The Lodging shall be:**
 - b.1 at least single/double sharing rooms with single beds only;
 - b.2 no mattress on the floor;
 - b.3 with 24-hour hot and cold shower and clean beddings, rooms
and restroom
- c. **The Function Hall and Facilities shall be:**
 - c.1 well-lighted and well ventilated;
 - c.2 with sufficient space to accommodate at least 25 participants in a conference set-up;
 - c.3 with available audio-visual equipment with stand-by personnel to assist in the operation of:

- c.3.1** One LCD projectors and screen;
- c.3.2** at one whiteboard with marker/s and erasers
- c.3.3** three serviceable microphones (2 wireless and 1 wired microphone), 1 microphone stand; complete set of sound system, and **10 extension** cords for laptops
- c.3.4** Podium/lectern, etc.
- c.4** with fast and reliable internet connection (at least 50mbps);
- c.5** with at one table for the secretariat (registration)
- c.6** without pillars in the middle of the function room.

Section 6 **Use of Hotel Parking Space**

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

Section 7 **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 8 **Settlement of Dispute**

If any dispute or difference of any kind whatsoever shall arise between the parties in connection with the implementation of this contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

Any and all dispute arising from the implementation of a contract shall be submitted to arbitration in the Philippines according to the provisions of R.A. 876, otherwise known as the "Arbitration Law" and R.A. 9285, otherwise known as the "Alternative Dispute Resolution Act of 2004." By mutual agreement, the parties agree in writing to resort to other alternative modes of dispute resolution.

Section 9 **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 between the parties.

Section 10 **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

NOV 27 2024 at _____, Philippines.

Quezon City

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

**Sunrise Ridge Corporation
(Soleste Suites)**



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



BERNALIZA B. SANTOS
Hotel Operations Manager

SIGNED IN THE PRESENCE OF:



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

Republic of the Philippines
_____ S.S.

Quezon City

ACKNOWLEDGMENT

Quezon City

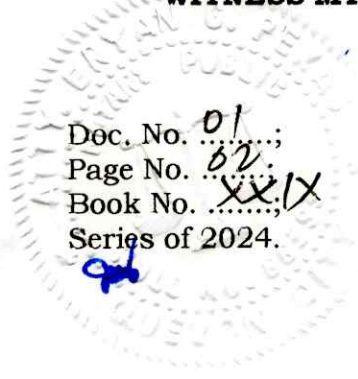
BEFORE ME, a Notary Public for and in the City of _____, this ~~NOV 27 2024~~ _____, personally appeared:

Name	Identification No.	Expiration Date
Atty. Alberto T. Escobarte	DepEd Office ID No. 4529876	_____
Bernaliza B. Santos	_____	_____

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 six 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.



ATTY. BRUNO S. PEKAS
 Notary Public for Quezon City
 Valid until December 31, 2024
 Roll of Attorney No. 66393
 IBP No. 431484 / 27 January 2024
 Admin Matter No. NP-317 / TIN 289-467-753
 PTR No. 5731191, 01-29-2024, Quezon City
 MCLE Compliance No. VII-0025903; 01-30-2023
 603 EDSA Diamond Finance Bldg. Brgy. SMDP Cubao, Q.C.