



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



Legal-CO01-2024-519

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-

NDN RESORT AND EVENTS PLACE a domestic corporation duly registered under the Philippine laws, with principal address at Aya 4220 Talisay, Batangas, represented herein by its Authorized Representative, **ISAGANI N. ORNA**, hereinafter referred to as the **HOTEL COMPANY**.

WITNESSETH

WHEREAS, the **CLIENT** has undertaken the procurement of **LEASE OF VENUE WITH FOOD AND ACCOMODATION** for the **“EMPLOYEES ENGAGEMENT TOWARDS THE ENHANCEMENT OF THE PROFESSIONAL CULTURE OF THE REGIONAL OFFICE PERSONNEL”** on **December 26 to 28, 2024** to be conducted by the **Client**.

WHEREAS, the Approved Budget for the Contract (ABC) is **ONE MILLION EIGHTY THOUSAND PESOS ONLY (PhP1,080,000.00)**;

WHEREAS, the 2016 Revised IRR of RA 9184, particularly Section 10, Rule IV thereof, states that all procurements shall be done through Competitive Bidding;

WHEREAS, Section 12.1 (j) Rule V of the 2016 Revised IRR of RA 9184 states that, the Bids and Awards Committee (BAC) shall recommend to the Head of the Procuring Entity (HOPE) the use of Alternative Methods of Procurement as provided in Rule XVI thereof;

WHEREAS, Section 53, rule XVI of the 2016 Revised IRR 9184 states that for purposes of economy and efficiency, the agency concerned may adopt Alternative Methods of Procurement such as Negotiated Procurement;

WHEREAS, Section 53.10, Rule XVI of the 2016 Revised IRR 9184 provides for Negotiated Procurement under the Lease of Real Property and Venue for official use, subject to Annex “H” of the 2016 IRR;

WHEREAS, pursuant to the specific guidelines for the Alternative Methods of Procurement, Item V-D 9(b)(i) of Annex “H” in the 2016 Revised IRR of RA No. 9184, states that:



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

“i. Publicly-owned vis-à-vis privately-owned real property and venue.

It is preferred that government agencies lease publicly-owned real property or venue from other government agencies.

If there is an available publicly-owned real property or venue that complies with the requirements of the Procuring Entity, it may enter into a contract of lease with the government-agency owner.

In the event that the Procuring Entity would resort to privately-owned real property or venue, the End-user unit shall justify that the same is more efficient and economical to the government.”

WHEREAS, no other government facilities can accommodate said activity that complies with the specification of the End-User;

WHEREAS, the end-user decided to cater the services of the privately-owned venue that complies with their requirements;

WHEREAS, Rule XVI, Section 48.2 of the IRR of R.A. 9184, otherwise known as the “Government Procurement Reform Act of 2023” provides the general rule that public bidding is the general mode of procurement. However, the same section allows procuring entities to resort to alternative methods of procurement such as Negotiated Procurement subject to the approval of the Head of the Procuring Entity;

WHEREAS, Rule XVI, Section 53.10 of the IRR of R.A. 9184 allows Negotiated Procurement under Lease of Real Property and Venue as a mode of procurement subject to the approval of the Head of Procuring Entity;

WHEREAS, the BAC through its Secretariat, initiated the procurement activity by requesting for quotation to three (3) prospective suppliers as follows: (1) NDN Resort and Events Place; (2) Nagcarlan Forest Resort; and (3) Canyon Cove Hotel and Spa;

WHEREAS, two suppliers submitted their respective proposals before the deadline for the submission of the quotations, offering the following financial quotation, as read:

NAME OF BIDDER	AMOUNT
NDN Resort and Events Place	PhP1,002,600.00
Nagcarlan Forest Resort	PhP1,080,000.00

WHEREAS, on December 17, 2024, the end-user conducted an ocular inspection at the **NDN RESORT AND EVENTS PLACE** and **NAGCARLAN FOREST RESORT** and rated the venue in accordance with the technical specification pursuant to Appendix “B” of Annex “H” of the Consolidated Guidelines for the Alternative Methods of Procurement;

WHEREAS, based on the result of the ocular inspection reflected in the Rating Factors and Determination of Reasonableness of Rental Rate, **NDN RESORT AND EVENTS PLACE** and rated with the score of **98.35** and **NAGCARLAN FOREST RESORT** rated with the score of **78.45**.

WHEREAS, the report containing the result of the evaluation and its attachments is attached hereto as Annex “A” and made an integral part hereof;

WHEREAS, after review and deliberation on the proposals and report submitted, **NDN RESORT AND EVENTS PLACE** complied with the requirements and is hereby declared as the Lowest Calculated and Responsive Quotation (LCRQ);

WHEREAS, the Client invited Quotation for the Procurement of Lease of Venue with food and accommodation of the participants, in the **“EMPLOYEES ENGAGEMENT TOWARDS THE ENHANCEMENT OF THE PROFESSIONAL CULTURE OF THE**

REGIONAL OFFICE PERSONNEL” on December 26 to 28, 2024 and has accepted a Quotation of the **Hotel Company** for the Lease of Venue with food and accommodation in the sum of **ONE MILLION TWO THOUSAND SIX HUNDRED PESOS ONLY (PhP1,002,600.00)**. (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) Certification of Postings;
- d) Ocular Inspection for Lease of Venue and its attachments;
- e) Request for Quotation;
- f) Technical Specifications;
- g) 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 26 to 28, 2024 to the guaranteed number of participants of the **Client**. The details and/or specifications of these services are provided under Section 5 of this contract.
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.
3. Provide with personnel to:
 - 3.1 maintain cleanliness in the function hall, restrooms, sleeping quarters, hallway, pantry, and dining area;
 - 3.2 with sufficient parking area for VIP and other guests;
 - 3.3 respond to safety and security requirements of the government, 24-hour security, front desk and housekeeping services.
4. Do such other act which are necessary in the performance of the above functions as well as those obligations arising from this contract

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 **ONE MILLION TWO THOUSAND SIX HUNDRED PESOS ONLY (PhP1,002,600.00)** 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 **Client** 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:

1. The Meals shall be:

- 1.1 Complete Meals as follows:

Day/s	Description
Day 1	Plated AM snack Managed Buffet Lunch Plated PM snack Managed Buffet Dinner
Day 2	Breakfast of the Day Managed Buffet Lunch Plated PM Snack Managed Buffet Dinner
Day 3	Breakfast of the Day Managed Buffet Lunch Plated PM snack

- 1.2 First meal is **AM snack** of Day 1 and Last meal is **PM snack** of Day 3;
- 1.3 Served by managed buffet with stand-by waiters during breakfast, lunch and dinner;
- 1.4 With unlimited coffee, purified drinking water, tea or chocolate drink and candies with assistance of stand-by waiters

2. The Function Hall and Facilities shall be:

- 3.1** well-lighted and well ventilated;
- 3.2** with sufficient space to accommodate at least 180 pax,
- 3.3** with available audio-visual equipment with stand-by personnel to assist in the operation of:
 - 3.3.1** projector and wide screen;
 - 3.3.2** serviceable and wireless microphones, and complete set of sound system;
 - 3.3.3** Podium/lectern
 - 3.3.4** Tables and Chairs set up
- 3.4** with fast and reliable internet connection in all areas of the venue;
- 3.5** without pillars in the middle of the function room;

3. The Room Accommodation shall be:

- 3.1 12 Deluxe Room BGVL – Queen Bed (bed sharing) + 12 Extra Bed for 60 pax;
- 3.2 8 Deluxe Room MAKI – 2 Queen Bed (bed sharing) + 8 Extra Bed for 40 pax;
- 3.3 4 Premiere Room BGVL – 1 King Bed (bed sharing) 8 pax;
- 3.4 2 Premiere Room E. Hall–King Bed (bed sharing) 4 pax;
- 3.5 2 Family Room MAKI – 2 Queen Bed, Bunk Bed (bed sharing) + 7 Extra Bed for 21 pax;
- 3.6 2 Family Room IVY – Bunk Bed (bed sharing) + 4 Extra Bed – for 32 pax
- 3.7 With 24-hours hot and cold shower, clean beddings, rooms and restrooms;

4. Others:

- 4.1 Team Building Facilitator for one (1) day
 - 4.1.1 New Winning Attitudes and Values Enhancement
 - 4.1.2 Games
 - 4.1.3 Games Material
 - 4.1.4 Video documentation of the event

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

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

at QUEZON CITY, Philippines.

DEC 23 2024


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

NDN Resort and Events Place


ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director


ISAGANI N. ORNA
 Authorized Representative

SIGNED IN THE PRESENCE OF:



NADINA G. GATTON
 Education Program Supervisor, HRDD
 DepEd Region IV-A CALABARZON

REPUBLIC OF THE PHILIPPINES)
) SS.

QUEZON CITY ACKNOWLEDGMENT

QUEZON CITY

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

DEC 23 2024

Name	Identification No.	Expiration Date
<u>Atty. Alberto T. Escobarte</u>	DepEd Office ID No. 4529876	_____
<u>Isagani N. Orna</u>	UMID 033 3957834-5	_____

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 seven 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. 327,
Page No. 97,
Book No. 79,
Series of 2024.

Concepcion P. Villarena
ATTY. CONCEPCION P. VILLARENA
 Notary Public for Quezon City
 Until December 31, 2024
 PTR No. 5565783 / January 03, 2024 Q.C
 IBP No. 399899 / January 04, 2024 Q.C
 Roll No. 30457 / 05-09-1980
 MCLE VII-0006994 / 09-21-2021
 ADM. MATTER No. NP-021 (2024-2025)
 TIN NO 131-942-754
 Matalino Corner Malakas ST., Brgy. Central
 District IV, Diliman Quezon City