



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



Legal-CO01-2024-515

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-

MADISON 101 INC. (MADISON 101 HOTEL + TOWER), with principal address at 1 Madison Street, cor. Aurora Blvd., Quezon City, represented herein by its Authorized Representative, **MARIA ELENA M. FLORES**, 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 venue with stage decoration for the **"2024 GAWAD BITUIN AWARDING CEREMONY"** on **December 27, 2024** to be conducted by the **client**.

WHEREAS, the Approved Budget for the Contract (ABC) is **FOUR HUNDRED SIXTY-FIVE THOUSAND PESOS ONLY (PhP465,000.00)**;

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 November 26, 2024, at the website of DepEd Region IV-A CALABARZON, and conspicuous bulletin board in the premises of DepEd Region IV-A CALABARZON on November 25 to 29, 2024;

WHEREAS, RFQs were sent to four prospective suppliers namely:

1. Madison 101 Inc.;
2. Red Hotel;
3. Camelot Hotel;
4. Luxent Hotel; and
5. Marco Polo Hotel.

WHEREAS, only one (1) supplier submitted its proposal; the **MADISON 101 INC. (MADISON 101 HOTEL + TOWER)** proposed in the amount of **FOUR HUNDRED TWENTY-FOUR THOUSAND TWO HUNDRED FIFTY PESOS ONLY (PhP424,250.00)**. 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
22 93 0085

WHEREAS, after review and deliberation on the proposal, **MADISON 101 INC. (MADISON 101 HOTEL + TOWER)** complied with the requirements and declared as the Single Calculated and Responsive Quotation (SCRQ);

WHEREAS, the **Client** invited bids/quotation for the Procurement of food and venue with stage decoration of the participants in the **"2024 GAWAD BITUIN AWARDING CEREMONY"** on December 27, 2024 and has accepted the bid/quotation of the **Hotel Company** for food and hotel accommodation in the sum of **FOUR HUNDRED TWENTY-FOUR THOUSAND TWO HUNDRED FIFTY PESOS ONLY (PhP424,250.00)**. (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) Certification of Postings;
- d) Request for Quotation;
- e) Technical Specifications;
- f) 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 venue on December 27, 2024 to the 150 participants of the Client and Stage Decoration. 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; 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. Provide:
 - 4.1 a personnel to maintain cleanliness in the function hall, restrooms, sleeping quarters, hallway, pantry, and dining area;
 - 4.2 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 appropriate and sufficient parking area for VIPs and guests; and

4.5 a personnel to respond to safety and security requirements of the government, and 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 **FOUR HUNDRED TWENTY-FOUR THOUSAND TWO HUNDRED FIFTY PESOS ONLY (PhP424,250.00)** 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** AM snacks with drinks and Buffet style with stand-by waiters for Lunch to the 150 participants of the Client;
- a.2** with unlimited coffee, purified drinking water, tea or chocolate drink and candies, with assistance of stand-by waiters.

b. The Function Hall and Facilities shall be:

- c.1** well-lighted and well ventilated;
- c.2** with sufficient space to accommodate at least 150 participants in awarding set-up;
- c.3** with available audio-visual equipment with stand-by personnel to assist in the operation of:
 - c.3.1** At least 1 LED wall screen;
 - c.3.2** complete set of sound system, at least 5 extension cords for laptops
 - c.3.3** four serviceable and wireless microphones, two microphone stands;
 - c.3.4** Podium/lectern, etc.
- c.4** with fast, reliable and unlimited internet connection in all areas of the venue;
- c.5** with at least two tables for the secretariat (registration)
- c.6** without pillars in the middle of the function room

c. Service Event Requirements

- c.1** Allotted space and frame where to hang the tarpaulin for photo booth;
- c.2** Stage or platform;
- c.3** Red carpet for the entrance and processional of the awardees;
- c.4** Place cards (tent card) for functional divisions and units;
- c.5** Round tables with flowers at the center;

d. Stage Decoration and Others

- d.1** Styling such as fresh flowers, and based on the theme
- d.2** Bouquet of flowers and leis for loyalty awardees

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 **26 DEC 2024** at **QUEZON CITY**, Philippines.

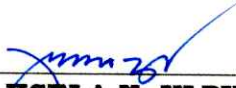
**Department of Education
Region IV-A CALABARZON**

**Madison 101 Inc.
(Madison 101 Hotel + Tower)**


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director


MARIA ELENA M. FLORES
Authorized Representative

SIGNED IN THE PRESENCE OF:


JISELA N. ULPINA
OIC-Chief, HRDD
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 _____, personally appeared:


26 DEC 2024 Name	Identification No.	Expiration Date
Atty. Alberto T. Escobarte	DepEd Office ID No. 4529876	_____
Maria Elena M. Flores	Passport 21349298	_____

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 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. **26 DEC 2024**

DCC NO. 08
Doc. No. 05
PAGE NO. 05
BOOK NO. 1111
SERIES OF 20 24


ATTY. BRYAN G. 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-0025002-01-00-0000
603 EDSA Diamond Finance