



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-

**GRAND MONACO PREMIER HOTEL INC.**, a domestic corporation duly registered under the Philippine laws, with principal address at Ortigas Ave. Ext., Brgy. Dolores, Taytay, Rizal, represented herein by its Sales Manager, **JOHN VINCENT MOICO**, hereinafter referred to as the **HOTEL COMPANY**.

**WITNESSETH**

**WHEREAS**, the **CLIENT** has undertaken the procurement of **FOOD AND ACCOMODATION** for the **STRENGTHENING THE SCHOOL-BASED FEEDING PROGRAM (SBFP): CAPACITY BUILDING ON NUTRITION ASSESSMENT AND ANTHROPOMETRIC MEASUREMENT** on **MAY 6-8, 2025** to be conducted by the Client.

**WHEREAS**, the Approved Budget for the Contract (ABC) is **THREE HUNDRED FORTY-FOUR THOUSAND FOUR HUNDRED PESOS (Php344,400.00)**;

**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 March 27, 2025, at the website of DepEd Region IV-A CALABARZON, and conspicuous bulletin board in the premises of DepEd Region IV-A CALABARZON on March 26, 2025 to March 31, 2025 at 9:00am;

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

1. Grand Monaco Premier Hotel;
2. Ciudad Christhia Resort 9 Waves; and
3. Timberland Highland Resort;

**WHEREAS**, one (1) Supplier submitted its proposal, **GRAND MONACO PREMIER HOTEL INC.** in the amount of **THREE HUNDRED FORTY-THREE THOUSAND FIVE HUNDRED SEVENTY-FIVE PESOS (Php343,575.00)**. Thus, **GRAND MONACO PREMIER HOTEL INC. (MONACO HOTEL)** is declared as the lone bidder;

**WHEREAS**, after review and deliberation on the proposals, **GRAND MONACO PREMIER HOTEL INC.** complied with the requirements and is hereby declared as the Single Calculated and Responsive Quotation (SCRQ);

**WHEREAS**, the Client invited bids for the Procurement for the hotel accommodation of the participants in the “**STRENGTHENING THE SCHOOL-BASED FEEDING PROGRAM (SBFP): CAPACITY BUILDING ON NUTRITION ASSESSMENT AND ANTHROPOMETRIC MEASUREMENT**” on May 6-8, 2025 has accepted the bid/quotation of the Hotel Company for food and hotel accommodation in the sum of **THREE HUNDRED FORTY-THREE THOUSAND FIVE HUNDRED SEVENTY-FIVE PESOS (Php343,575.00)**. (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) Technical Specifications;
- e) All other documents already submitted by the Hotel Company and to be required to be submitted after the contract 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 May 6-8, 2025 to the 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:
  - 3.1 a personnel to maintain cleanliness in the function hall, restrooms, sleeping quarters, hallway, pantry, and dining area;
  - 3.2 a sufficient parking area for VIP and other guests;
  - 3.3 a personnel to respond to safety and security requirements of the government, 24-hour security, front desk and housekeeping services



- 3.4 assist participants and guest with special conditions, breastfeeding moms, PWDs, and other emergency situation
4. Do such other acts 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 **THREE HUNDRED FORTY-THREE THOUSAND FIVE HUNDRED SEVENTY-FIVE PESOS (Php343,575.00)** 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:

#### 1. The Meals shall be:

- 1.1 Complete meal (breakfast, AM snacks, lunch, PM snacks and dinner) to the 61 participants of the Client;
- 1.2 First meal is **breakfast** of May 6, 2025 and last meal is **PM snacks** of May 8, 2025;
- 1.3 Served by any type of 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:

- 2.1 well-lighted and well ventilated;
- 2.2 with one (1) conference-type set-up hall that can accommodate 61 participants on day 1 – May 6, 2025. On day 2 & 3 – May 7-8, 2025 two (2) breakout rooms; one (1) for 31 participants and another for 30 participants, both in a conference-type set-up;
- 2.3 with available audio-visual equipment with stand-by personnel to assist in the operation of:
  - 2.3.1 at least two (2) LCD projectors and wide screens;
  - 2.3.2 at least two (2) whiteboards with marker/s and erasers;

- 2.3.3 complete set sound system and provision of at least six (6) extension cords for laptops;
- 2.3.4 four (4) serviceable and wireless microphones, microphone stand;
- 2.3.5 Podium/lectern
- 2.4 Unlimited access to internet / Wi-Fi in all areas of the venue;
- 2.5 At least 2 tables for the Secretariat (Registration Area);
- 2.5 No pillars in the middle of the function room.

**3. The Lodging shall be:**

- b.1 at least two (2) single bed sharing room for participants (no bed sharing);
- b.2 No mattress on the floor;
- b.3 with 24-hour hot and cold shower and clean beddings, rooms and restroom;

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 APR 10 2025 QUEZON CITY, Philippines.

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

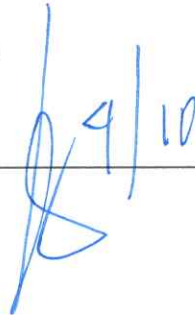
**GRAND MONACO PREMIER  
HOTEL INC.**

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

  
**JOHN VINCENT MOICO**  
Sales Manager

**SIGNED IN THE PRESENCE OF:**

  
**EDUARDA M. ZAPANTA**  
Chief, ESSD  
DepEd Region IV-A CALABARZON

  
9/10

Republic of the Philippines  
QUEZON CITY S.S.

**ACKNOWLEDGMENT**


**BEFORE ME**, a Notary Public for and in the City of QUEZON CITY, this APR 10 2025, personally appeared:

Name	Identification No.	Expiration Date
<u>Atty. Alberto T. Escobarte</u>	<u>DepEd Office ID No. 4529876</u>	<u>                    </u>
<u>John Vincent Moico</u>	<u>DL - 20-036785</u>	<u>                    </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. 011...;  
Page No. 3...;  
Book No. II...;  
Series of 2025.

  
**ATTY. MA. CECILIA T. ABAYON**  
NOTARY PUBLIC  
Adm. Matter No. 14233 (2023-2028)  
PTR No. 2033423 Valid Until Dec 30/25/QC  
IBF No. 265161/1.12.2025/QC  
P-I No. 84156  
MCLE Code: 1111-0004212, April 14, 2026  
Rm 312 ACNE Bldg. 127 Velasquez St., Drgy Central, Quezon City