



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**.

WITNESSETH

WHEREAS, the **CLIENT** needs the services of a hotel company who will provide food and hotel accommodation to the participants in the **"COMPREHENSIVE TRAINING PROGRAM ON WRITING POLICY BRIEF FOR SUPERVISORS"** on **April 23-25, 2025**.

WHEREAS, the Approved Budget for the Contract (ABC) is **ONE HUNDRED EIGHTY THOUSAND PESOS (Php180,000.00)**;

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 March 26, 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 25, 2025 to March 31, 2025 at 9:00 a.m.;

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

1. Sunrise Ridge Corporation (Soleste Suites);
2. Red Hotel Inc.;
3. Madison 101 Hotel.

WHEREAS, one (1) Supplier submitted its proposal, **SUNRISE RIDGE CORPORATION (SOLESTE SUITES)** in the amount of **ONE HUNDRED SEVENTY**



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Certificate No. PHP QMS
22 93 0085

THOUSAND ONE HUNDRED PESOS (Php170,100.00). Thus, **SUNRISE RIDGE CORPORATION (SOLESTE SUITES)** is declared as the lone bidder;

WHEREAS, after review and deliberation on the proposals, **SUNRISE RIDGE CORPORATION (SOLESTE SUITES)** 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 **"COMPREHENSIVE TRAINING PROGRAM ON WRITING POLICY BRIEF FOR SUPERVISORS"** on April 23-25, 2025 has accepted the bid/quotation of the Hotel Company for food and hotel accommodation in the sum of **ONE HUNDRED SEVENTY THOUSAND ONE HUNDRED PESOS (Php170,100.00).** (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 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 April 23-25, 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 provision of backdrop for the activity and tarpaulin display at the venue not to exceed 3" x 4" (optional for Projects not exceeding 5 days per COA Circ. 2013-004);
 - 3.3 a sufficient parking area for VIP and other guests;
 - 3.4 a personnel to respond to safety and security requirements of the government, 24-hour security, front desk and housekeeping services

- 3.5 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 **ONE HUNDRED SEVENTY THOUSAND ONE HUNDRED PESOS (Php170,100.00)** 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 **30** participants of the Client;
 - a.2 First meal is **breakfast** of April 23, 2025 and last meal is **PM snacks** of April 25, 2025;
 - a.3 Served by any type of buffet with stand-by waiters during breakfast, lunch and dinner;
 - a.4 AM and PM Snacks with drinks but no bottled water
 - 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 2 Single/Double sharing rooms (strictly single beds only);
 - b.2 No bed mattress on the floor;
 - b.3 No Triple sharing rooms for participants
- c. **The Function Hall and Facilities shall be:**
 - c.1 well-lighted and well ventilated;
 - c.2 with sufficient space to accommodate at least 30 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 at least two (2) LCD projectors (1 in front & 1 at the side) and wide screen;
 - c.3.2 at least 1 whiteboard with marker/s and erasers;

- c.3.3** Complete sound system, at least 6 extension cords for laptops;
- c.3.4** three (3) wireless microphones (no wired Microphones);
- c.3.5** Podium/lectern, etc.
- c.3.6** At least two (2) tables for Secretariat (Registration Area)
- c.3.7** No pillars in the middle of the function room.
- c.4** Unlimited access to a very reliable internet connection / Wi-Fi in all areas of venue specifically in the conference room as well as in bedroom.

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 _____ at _____, Philippines.

24 APR 2025 QUEZON CITY

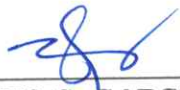
Department of Education
Region IV-A CALABARZON

Sunrise Ridge Corporation
(Soleste Suites)


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director


BERNALIZA B. SANTOS
Authorized Representative

SIGNED IN THE PRESENCE OF:


ELINO S. GARCIA
Chief-PPRD
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 _____, this
24 APR 2025, 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 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. 20
Page No. 05
Book No. 1XX
Series of 2025.


ATTY. BRYAN G. PEKAS
Notary Public for Quezon City
Valid until December 31, 2025
Roll of Attorney No. 66393
IBP No. 491739; Jan. 2, 2025, Q.C.
Admin Matter No. NP-317 / TIN 289-467-753
PTR No. 10095447; 01-02-2025, Marikina City
MCLE Compliance No. VII-0025903; 01-30-2023