



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-

GREAT EASTERN HOTEL, INC. a domestic corporation duly registered domestic corporation under the Philippine laws, with principal address at 1403 Quezon Avenue, Quezon City, represented herein by its Account Officer, **MERLE DACASIN**, hereinafter referred to as the **HOTEL COMPANY**.

W I T N E S S E T H

WHEREAS, the **CLIENT** has undertaken the procurement of **LEASE OF VENUE WITH FOOD AND ACCOMMODATION FOR THE NATIONAL SCIENCE AND TECHNOLOGY FAIR SY 2024-2025 ON MARCH 23-28, 2024** to be conducted by the Client.

WHEREAS, the Approved Budget for the Contract (ABC) is **FOUR MILLION THREE HUNDRED THIRTY-FIVE THOUSAND FIVE HUNDRED PESOS (Php4,335,500.00)**;

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:

"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 2003" 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 four (4) prospective suppliers namely:

1. Focal Managing Loop Inc.;
2. Great Eastern Hotel, Inc.;
3. Red Hotel; and
4. Azteco Corporation (Axiaa Hotel)

WHEREAS, one (1) Supplier submitted its proposal, **GREAT EASTERN HOTEL, INC.** in the amount of **FOUR MILLION THREE HUNDRED THIRTY-FIVE THOUSAND FIVE HUNDRED PESOS (Php4,335,500.00)**. Thus, **GREAT EASTERN HOTEL, INC.** is declared as the lone bidder;

WHEREAS, on March 18, 2025, the end-user submitted a report of the ocular inspection done at **GREAT EASTERN HOTEL, INC.** with the attached rating of 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, **GREAT EASTERN HOTEL, INC.** has been rated by with the score of **98.70** and **97.90**;

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

WHEREAS, after review and deliberation on the proposal, **GREAT EASTERN HOTEL, INC.** complied with the requirements and is hereby declared as the Single Calculated and Responsive Quotation (SCRQ);

WHEREAS, the Client invited Quotation for the Procurement of Lease of Venue with food and accommodation of the participants, in the **"LEASE OF VENUE WITH FOOD AND ACCOMMODATION FOR THE NATIONAL SCIENCE AND TECHNOLOGY FAIR SY 2024-2025"** on **MARCH 23-28, 2024** and has accepted a Quotation of the **Hotel Company** for the Lease of Venue with food and accommodation in the sum of **FOUR MILLION THREE HUNDRED THIRTY-FIVE THOUSAND FIVE HUNDRED PESOS (Php4,335,500.00)**. (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) Ocular Inspection for Lease of Venue;
- 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 hotel accommodation on **March 23-28, 2025** 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:
 - 3.1 a personnel to maintain cleanliness in the function hall, restrooms, sleeping quarters, hallway, pantry, and dining area;
 - 3.2 a provision for backdrop for the activity; and Tarpaulin display/TV Monitor at Project Site, not to exceed 3" x 4"; optional for Projects not exceeding 5 days (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 a stand-by medical team in case of emergencies
 - 3.6 provision of fire extinguishers in every floor/hallway and with clear emergency exit signs and maps per floor and per room respectively
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 **FOUR MILLION THREE HUNDRED THIRTY-FIVE THOUSAND FIVE HUNDRED PESOS (Php4,335,500.00)** 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 meal (breakfast, AM snacks, lunch, PM snacks and dinner) to the participants of the Client;
- 1.2 First meal is **Lunch** on the first day (**March 23, 2025**) and Last meal is **Lunch** on the last day (**March 28, 2025**) of the event;
- 1.3 Served by manage 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 provision of one (1) Function Hall for the plenary session/s that can accommodate 500 pax with tables and chairs;
- 2.2 provision of one (1) Spacious Function Hall for Project posters and can accommodate panels. This is different from the function hall for the plenary session. This may be a smaller hall but should be able to accommodate up to 120 posters on standees or panels with LED Wall for plenary hall;
- 2.3 provision of ten (10) Breakout rooms on Day 3 for the research defense. Each room should have 1 projector or TV and be free from noise or other sources of distraction can accommodate participants as stated above in a conference/training set-up;
 - 2.3.1 five (5) breakout rooms should be able to accommodate 6 persons each;
 - 2.3.2 the other 5 breakout rooms should be able to accommodate 9 persons each;
 - 2.3.3 on Day 3, the plenary hall may be divided into several breakout rooms provided that the each "room" shall be free from noise and other sources of distraction from adjacent breakout rooms;
 - 2.3.4 no open area shall be used as a breakout room
- 2.4 well-lighted and well ventilated;
- 2.5 complimentary use of LCD projectors and wide screens with PA system and 6 wireless microphones and 6 stands with stand-by personnel to assist in the operation;
- 2.5 provision of extension wire on all break out rooms
- 2.6 free strong and reliable WiFi/internet connection in all areas of the venue;

- 2.7 provision of notepads and pencils for the breakout rooms;
- 2.8 function hall that can accommodate participants and is flexible for various group activities;
- 2.9 Tables and chair arrangements for the participants and 2 VIP tables
- 2.10 no pillar/s in the middle of the function room;
- 2.11 provision of one (1) Secretariat room with white board, eraser, and white board markers

3. The Room Accommodation shall be:

- 3.1 Triple or quadruple sharing rooms for participants (strictly no bed sharing);
- 3.2 Triple sharing rooms for Resource Persons and TWG;
- 3.3 Four (4) solo rooms for VIPs
- 3.4 No bed mattress on the floor/pull-out beds;
- 3.5 With 24-hours hot and cold shower, clean beddings, rooms and restrooms;

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.

MAR 20 2025 IN WITNESS WHEREOF, the parties have hereunto set their hands, this day of **QUEZON CITY** at **QUEZON CITY**, Philippines.

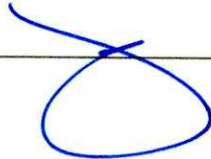
Department of Education
Region IV-A CALABARZON

GREAT EASTERN HOTEL, INC.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director


MERLE DACASIN
Account Officer

SIGNED IN THE PRESENCE OF:





REPUBLIC OF THE PHILIPPINES)
_____) **QUEZON CITY** SS.

ACKNOWLEDGMENT

BEFORE ME, a Notary Public for and in the City of **QUEZON CITY**, this **MAR 20 2025**, personally appeared:

Name	Identification No.	Expiration Date
<u>Atty. Alberto T. Escobarte</u>	<u>DepEd Office ID No. 4529876</u>	_____
<u>Ms. Merle Dacasin</u>	<u>UMWD ID NO. 0003 - 6457102-6</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 six (6) 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. JASON G. DE BELEN
Roll No. 36259
Adm. No. **NP-008** Notary Public
Notary Public for Quezon City
My Commission expires on December 31, 2025
No. 7M Panay Ave. cor. Sgt. Borromeo St., Q.C.
IBP No. 492597; Q.C., 1-2-2025
PTR No. 7009622; Q.C., 1-2-2025
MCLE VII-0019570; 5-30-22