



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 **CONSULTATIVE MEETING FOR THE CONDUCT OF REGIONAL SCOPING ACTIVITY** on **JULY 3-4, 2025** to be conducted by the Client.

WHEREAS, the Approved Budget for the Contract (ABC) is **THREE HUNDRED THOUSAND PESOS (Php300,000.00)**;

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 June 17, 2025, at the website of DepEd Region IV-A CALABARZON, and conspicuous bulletin board in the premises of DepEd Region IV-A CALABARZON on June 16, 2025 to June 20, 2025 at 9:00am;

WHEREAS, RFQs were sent to five (5) prospective suppliers namely:

1. Femar Realty and Development Corporation (Boso-Boso Highlands Resort and Hotel);
2. Loreland Realty & Development Corp.;
3. First Philippine Realty Corporation (Eugenio Lopez Center);
4. Momarco Forest Cove Resort and Hotel (Momarco Forest Cove); and
5. Grand Monaco Premier Hotel Inc.



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Website: depedcalabarzon.ph



Certificate No. PHP QMS
22 93 0085

WHEREAS, one (1) Supplier submitted its proposal, **GRAND MONACO PREMIER HOTEL INC.** in the amount of **TWO HUNDRED NINETY-NINE THOUSAND TWO HUNDRED FIFTY PESOS (Php299,250.00)**. Thus, **GRAND MONACO PREMIER HOTEL INC.** 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 food and accommodation of the participants in the "**CONSULTATIVE MEETING FOR THE CONDUCT OF REGIONAL SCOPING ACTIVITY**" on July 3-4, 2025 has accepted the bid/quotation of the Hotel Company for food and accommodation in the sum of **TWO HUNDRED NINETY-NINE THOUSAND TWO HUNDRED FIFTY PESOS (Php299,250.00)**. (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) 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 July 3-4, 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 backdrop for the activity and Tarpaulin display at Project Site, not to exceed 3" x 4" – optional for projects not exceeding 5 days (COA Circ. 2013-2014).

- 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 **TWO HUNDRED NINETY-NINE THOUSAND TWO HUNDRED FIFTY PESOS (Php299,250.00)** 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:

1. The Meals shall be:

- 1.1 Complete meal (breakfast, AM snacks, lunch, PM snacks and dinner) to the 75 participants of the Client.
- 1.2 First meal is **breakfast** of July 3, 2025 and last meal is **PM snacks** of July 4, 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 big (with 80 pax capacity) and 1 breakout room for PMT.
- 2.3 in a conference set-up/plenary session that can accommodate at least 75 pax.

- 2.4 with available audio-visual equipment with stand-by personnel to assist in the operation of:
 - 2.4.1 at least two (2) LCD projectors and wide screens.
 - 2.4.2 at least one (1) whiteboard with marker/s and erasers.
 - 2.4.3 complete set sound system and provision of at least ten (10) extension cords for laptops.
 - 2.4.4 three (3) serviceable and wireless microphones, one (1) microphone stand.
 - 2.4.5 Podium/lectern.
 - 2.5 Unlimited access to internet / Wi-Fi in all areas of the venue.
 - 2.6 At least 3 tables for the Secretariat (Registration Area).
 - 2.7 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 secretariat and facilitators (no bed sharing).
 - b.2 at least triple sharing room for participants.
 - 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 _____ at _____, Philippines.

JUN 30 2025 QUEZON CITY

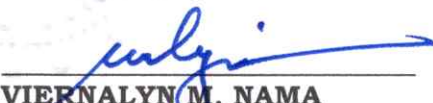
Department of Education
Region IV-A CALABARZON

GRAND MONACO PREMIER
HOTEL INC.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director


JOHN VINCENT MOICO
Sales Manager

SIGNED IN THE PRESENCE OF:


VIERNALYN M. NAMA
Chief, CLMD
DepEd Region IV-A CALABARZON
