



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-

M.I. SEVILLA RESORT, a domestic corporation duly registered under the Philippine laws, with principal address at Purok Jasmin, Brgy. Domoit, Lucena City, represented herein by its Owner, **MS. MIRADETH I. SEVILLA**, 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 QUALITY ASSURANCE WORKSHOP ON MILESTONE-BASED MONITORING AND EVALUATION (M&E) TOOLS FOR EARLY LANGUAGE, LITERACY, AND NUMERACY (ELLN) AND OTHER PROGRAMS ON SEPTEMBER 2-5, 2025** to be conducted by the **Client**.

WHEREAS, the Approved Budget for the Contract (ABC) is **ONE MILLION ONE HUNDRED FOUR THOUSAND PESOS (Php1,104,000.00)**.

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. M.I. Sevilla Resort;
- 2. Ouan’s Worth Farm and Family Resort Corporation;
- 3. Central Plaza Hotel; and
- 4. Queen Margarett Hotel Inc.;

WHEREAS, two (2) suppliers submitted their respective proposals before the deadline for the submission of quotations, offering the following financial quotations, as read:

NAME OF BIDDER	AMOUNT OF BID	REMARKS
QUEEN MARGARETTE HOTEL INC.	Php762,450.00	Complying
M.I. SEVILLA RESORT	Php1,037,208.00	Complying

WHEREAS, on August 8, 2025, the end-user conducted an ocular inspection. Based on the Ocular Inspection report as follows:

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“Based on the ocular inspection results for the two potential venues - M.I. Sevilla Resort and Queen Margarett Hotel - a comparative analysis reveals significant differences in suitability for the Quality Assurance Workshop on Milestone-Based Monitoring and Evaluation (M&E) Tool for Early Language, Literacy, and Numeracy (ELLN) scheduled for September 2-5, 2025.

The M.I. Sevilla Resort obtained a higher overall factor value of 91.85, demonstrating strength in availability and location/site condition, with excellent scores for accessibility and parking space. While minor deductions were noted in sanitation, restaurant, and banking proximity, the venue’s overall infrastructure, facilities, and safety, measures met most requirements satisfactorily, indicating readiness to host a large-scale DepEd event with minimal logistical concerns.

In contrast, Queen Margarett Hotel scored an overall factor value of 78.80, which is considerably lower. Although it match M.I. Sevilla Report in availability, it fell short in parking capacity, neighborhood sanitation, and access to nearby services such as restaurants and banking facilities. Its venue condition ratings also showed limitations, particularly in conference room functionality, lighting and ventilation, catering services, and client satisfaction. A notable shortfall was the absence of internet and telecommunications service, which is critical for workshop operation.

Comparatively, M.I. Sevilla Resort's superior ratings across almost all categories indicate better preparedness for the required workshop need. Its higher sanitation score, better accessibility, and more complete venue facilities contribute to a more conducive learning and working environment for participants. While both venues met the availability requirement, the supporting infrastructure and service quality at M.I. Sevilla Resort are more aligned with DepEd's standards for quality assurance activities.

Based on the ocular inspection results, it is recommended to select M.I. Sevilla Resort as the venue for the September 2-5, 2025 workshop. Its higher evaluation score, stronger infrastructure, better accessibility, and more comprehensive amenities make it the more suitable choice to ensure the success of the activity. The venue's readiness to accommodate the logistical, technical, and participant needs of the workshop positions it as the better option for achieving the intended learning and quality assurance objectives."

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WHEREAS, based on the result of the ocular inspection reflected in the Rating Factors and Determination of Reasonableness of Rental Rate, **QUEEN MARGARETTE HOTEL INC.** has been rated by with the score of 78.80;

WHEREAS, based on the result of the ocular inspection reflected in the Rating Factors and Determination of Reasonableness of Rental Rate, **M.I. SEVILLA RESORT** has been rated by with the score of 91.85;

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 **QUEEN MARGARETTE HOTEL INC.** is non-compliant for the said activity due to the abovemention reason;

WHEREAS, after review and deliberation on the proposal, **M.I. SEVILLA RESORT** complied with the requirements and is hereby declared as the Single Calculated and Responsive Quotation (SCRQ);

NOW, THEREFORE, the BAC hereby **RESOLVES**, as it hereby **RESOLVED**:

1. **To DECLARE** the quotation of **QUEEN MARGARETTE HOTEL INC.** as ineligible bidder for failure to comply with the required specification issued by this Office;
2. **To DECLARE** the quotation of **M.I. SEVILLA RESORT** as the Single Calculated Responsive Quotation (SCRQ) in the amount of **ONE MILLION THIRTY-SEVEN THOUSAND TWO HUNDRED EIGHT PESOS (Php1,037,208.00)**;
3. **To RECOMMEND** to the Regional Director, as the Head of Procuring Entity, the award of the project to **M.I. SEVILLA RESORT** in the amount of **ONE MILLION THIRTY-SEVEN THOUSAND TWO HUNDRED EIGHT PESOS (Php1,037,208.00)** for the **LEASE OF VENUE WITH FOOD AND ACCOMMODATION** for the **QUALITY ASSURANCE WORKSHOP ON MILESTONE-BASED MONITORING AND EVALUATION (M&E) TOOLS FOR EARLY LANGUAGE, LITERACY, AND NUMERACY (ELLN) AND OTHER PROGRAMS ON SEPTEMBER 2-5, 2025.**

WHEREAS, the Client invited bids for the Procurement for the lease of venue with food and accommodation of the participants in the **"QUALITY ASSURANCE**

WORKSHOP ON MILESTONE-BASED MONITORING AND EVALUATION (M&E) TOOLS FOR EARLY LANGUAGE, LITERACY, AND NUMERACY (ELLN) AND OTHER PROGRAMS on September 2-5, 2025 and has accepted the bid/quotation of the Hotel Company for the food and accommodation in the sum of **ONE MILLION THIRTY-SEVEN THOUSAND TWO HUNDRED EIGHT PESOS (Php1,037,208.00)**. (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 **September 2-5, 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. No. dated January 30, 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 **ONE MILLION THIRTY-SEVEN THOUSAND TWO HUNDRED EIGHT PESOS (Php1,037,208.00)** 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 **Breakfast** on **September 2, 2025** and Last meal is **PM Snacks** on **September 5, 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, and candies with assistance of stand-by waiters;

2. The Function Hall and Facilities shall be:

- 2.1 Can accommodate at least 140 pax in a conference/training set-up;
- 2.2 well-lighted and well ventilated;
- 2.3 Availability of audio-visual equipment with stand-by assistant:
 - a. **6** Breakout Rooms;
 - b. at least **one (1) LCD projectors and wide screens** per breakout room;
 - c. at least **one (1) Whiteboard with marker/s and erasers** per breakout room;
 - d. complete set sound system, at least **two (2) extension cords per breakout session room** for laptops;
 - e. **three (3) wireless microphones, microphone stands per breakout session room;** and
 - f. Podium/lectern, etc.

- 2.4** Unlimited access to internet / Wi-Fi in all areas of venue;
- 2.5** no pillars in the middle of the function room;
- 2.6** at least **three (3)** round tables per breakout rooms for the Secretariat (Registration Area);

3. The Room Accommodation shall be:

- 3.1 at least sixty-nine (69) single/double sharing rooms (strictly single beds only);**
- 3.2 At least forty-six (46) triple sharing rooms** for participants;
- 3.3** No bed mattress on the floor;
- 3.4** 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

Alternative Dispute Resolution (ADR) Clause

Both parties entered into this agreement in the spirit of mutual trust and understanding. The parties intend that all unforeseen matters, issues, and concerns that will arise in the future shall be resolved with mutual understanding. In case of conflict/dispute between the parties, it shall be resolved in a peaceful and amicable manner. Every earnest effort shall be made to amicably settle the conflict/dispute through peaceful dialogue and negotiation to accommodate the policies and intention of both parties.

In case of failure to settle the conflict/dispute through peaceful and amicable manner, such conflict/dispute shall be submitted for arbitration/mediation in accordance with Republic Act No. 9285, known as *Alternative Dispute Resolution Act of 2004*. Both parties mutually agree that the decision of the designated/chosen arbitrator/mediator is binding to them. The place of arbitration/mediation is exclusively in Cainta, Rizal.

No legal action may be instituted in any court/tribunal/quasi-judicial body unless the arbitration/mediation has failed or waived by both parties in writing. Legal action for breach of this agreement shall only be instituted in the courts of competent jurisdiction in Cainta, Rizal to the exclusion of all other courts outside the judicial region.

Section 9

Capacity and Authorization

The signatories to this contract hereby represent and warrant that they are 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

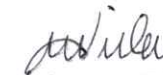
- a. In case of damage to the property of the participants of the **Client** caused by negligence of the personnel of the **Hotel Company**, the **Hotel Company** shall be liable for the damages;
- b. Necessary medical services and facilities shall be the responsibility and for the account of the **Hotel 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.


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

M.I. SEVILLA RESORT


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director


MS. MIRADETH I. SEVILLA
Owner

SIGNED IN THE PRESENCE OF:


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


JAMIE ANN C. CORTEZ

REPUBLIC OF THE PHILIPPINES)

QUEZON CITY) SS.

ACKNOWLEDGMENT

BEFORE ME, a Notary Public for and in the City of QUEZON CITY, this
AUG 13 2025, personally appeared:

Name	Identification No.	Expiration Date
Atty. Alberto T. Escobarte	DepEd Office ID No. 4529876	
Miradeth I. Sevilla	Passport P08424926	July 7, 2032

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 eight (8) 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. 16;
Page No. 5;
Book No. 67;
Series of 2025.

Sevilla
ATTY. CONCEPCION P. VILLAREÑA
Notary Public for Quezon City
Until December 31, 2025
PTR No. 6989624 / 1-02-2025 Q.C
IBP No. 461667 / 10-29-2024 Q.C
Roll No. 30457 / 05-09-1980
MCLE No. VIII-0031753 / 5-5-2025
Adm. Matter No. NP-021 (2024-2025)
TIN No. 131-942-754-000