



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-

GREEN SUN HOTEL MANAGEMENT INC., a domestic corporation duly registered under the Philippine laws, with principal address at 2285 Chino Roces Ave. Ext. Brgy. Magallanes, Makati City, represented herein by its Sales Manager, **JASON B. HORCA**, hereinafter referred to as the **HOTEL COMPANY**.

WITNESSETH

QUOTATION EVALUATION REPORT

Project Title: WRITESHOP ON RESOLUTION AND DECISION WRITING	
Date of Activity: October 20-24, 2025	
Approved Budget for the Contract: Two Hundred Forty Thousand Pesos (Php240,000.00)	
Mode of Procurement: Small Value Procurement (SVP)	
Name of Bidder: GREEN SUN HOTEL MANAGEMENT INC.	
Bid Price: Two Hundred Thirty-Three Thousand Eight Hundred Pesos (Php233,800.00)	Date of Opening and Evaluation: September 30, 2025
Date Posted in the PhilGEPS: September 25, 2025	
Date Posted in the Office Website and Conspicuous Bulletin: September 24, 2025 to September 29, 2025	
RFQ sent to at least three (3) prospective suppliers: 1. Green Sun Hotel Management Inc.; 2. Tagaytay Automart Inc. – Tagaytay Country Hotel; and 3. Extremelli Suites.	



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



Certificate No. PHP QMS
22 93 0085

SUBMITTED QUOTATION/S:		
Name of Bidder	Amount of Bid	Remarks
Green Sun Hotel Management Inc.	Php233,800.00	Complying
Oracle Hotel and Residence Corp.	Php234,000.00	Non-Complying (Unfilled Total Cost in the RFQ)
Tagaytay Automart Inc. (Tagaytay Country Hotel)	Php234,000.00	Non-Complying (Unfilled Total Cost in the RFQ)
Sunny Glades Properties Corp. (Tagaytay Haven Hotel)	Php237,000.00	Complying

LEGAL DOCUMENTS			
Documents Evaluated	Present	Absent	Findings/Remarks
Business/Mayor's Permit	✓		Comply
PhilGEPS Registration Number	✓		Comply
Latest Income/Business Tax Return or Tax Clearance	✓		Comply
Notarized Omnibus Sworn Statement (OSS)	✓		Comply
Specifications	✓		Comply

Based on the findings above cited, **GREEN SUN HOTEL MANAGEMENT INC.** has submitted all the documents required. The undersigned **RECOMMEND** that the contract be awarded to **GREEN SUN HOTEL MANAGEMENT INC.** being compliant to the requirements declared as the Lowest Calculated and Responsive Quotation (LCRQ).

That the Client invited bids for the Procurement for the food and accommodation of the participants in the **"WRITESHOP ON RESOLUTION AND DECISION WRITING"** on October 20-24, 2025 and has accepted the bid/quotation of the Hotel Company for food and accommodation in the sum of **TWO HUNDRED THIRTY-THREE THOUSAND EIGHT HUNDRED PESOS (Php233,800.00)**. (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

Responsibilities of the Hotel Company

The **Hotel Company** shall:

1. Provide food and accommodation on October 20-24, 2025 to the participants, of the **Client**. The details and/or specifications of these services are provided under Section 4 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 with personnel to:
 - 3.1 maintain cleanliness in the function hall, restrooms, sleeping quarters, hallway, pantry, and dining area;
 - 3.2 Provision for backdrop for the activity; and Tarpaulin display at Project Site, not to exceed 3" by 4"; optional for Projects not exceeding 5 days (COA Circ. No. dated January 30, 2013-004);
 - 3.3 assist participants and guest with special conditions, breastfeeding moms, PWDs, and other emergency situation;
 - 3.4 respond to safety and security requirements of the government;
 - 3.5 appropriate and sufficient parking area for VIPs and guests; and
 - 3.6 with 24-hour security, front-desk and housekeeping services
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 2 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 THIRTY-THREE THOUSAND EIGHT HUNDRED PESOS (Php233,800.00)** 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 3 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 4 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 **24** on October 20-24, 2025 participants of the Client.
 - a.2 serve by any type of buffet with stand-by waiters during breakfast, lunch and dinner.

- a.3 first meal is **breakfast** of October 20, 2025 and last meal is **PM snacks** on October 24, 2025.
- a.4 with unlimited coffee, purified drinking water, tea or chocolate drink and candies, with assistance of stand-by waiters.
- a.5 AM and PM Snacks with drinks.
- b. **The Lodging shall be:**
 - b.1 **at least double sharing rooms (no sharing of bed);**
 - b.2 no bed mattress on the floor; and
 - b.3 with 24-hour hot and cold shower and clean beddings, rooms and restroom.
- c. **The Function Hall and Facilities shall be:**
 - c.1 **can accommodate at least 24 pax** in a **conference set-up;**
 - c.2. well-lighted and well-ventilated.
 - c.3 with available audio-visual equipment with stand-by personnel to assist in the operation of:
 - c.3.1 at least 1 LCD projectors and wide screens.
 - c.3.2 at least 1 whiteboard with marker/s and erasers.
 - c.3.3 complete set sound system, at least ten (10) extensions cords for laptops;
 - c.3.4 3 microphones (2 wireless & 1 wired microphones), 1 microphone stands;
 - c.3.5 Podium/lectern
 - c.4 with unlimited access to internet connection and have Wi-Fi in all areas of the venue.
 - c.5 no pillars in the middle of the function room.
 - c.6 at least one (1) table for the Secretariat (Registration Area).

Section 5

Use of Hotel Parking Space

The **Hotel Company** shall allow the use of its parking space to the participants free of charge.

Section 6

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 7

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 8
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 9
Other conditions of the contract

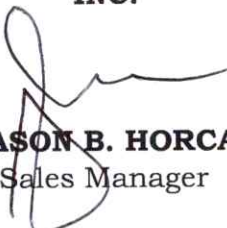
- a. In case of damage to the property of the participants of the **Client** caused by negligence of the personnel of the **Hotel Company**, the **Hotel Company** shall be liable for the damages;
- b. Necessary medical services and facilities shall be the responsibility and for the account of the **Hotel 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 OCT 10 2025 at _____, Philippines.

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


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

**GREEN SUN HOTEL MANAGEMENT
INC.**


JASON B. HORCA
Sales Manager

SIGNED IN THE PRESENCE OF:


ATTY. KELVIN P. MATIB
SOA, OIC - Legal Unit
DepEd Region IV-A CALABARZON


JAMIE LYNN CORTES

Republic of the Philippines
MAKATI CITY S.S.

ACKNOWLEDGMENT

17 OCT 2025 **BEFORE ME**, a Notary Public for and in the City of MAKATI, this
personally appeared:

Name	Identification No.	Expiration Date
<u>Atty. Alberto T. Escobarte</u>	<u>DepEd Office ID No. 4529876</u>	<u></u>
<u>Jason B. Horca</u>	<u></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 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.

Doc. No. 462;
Page No. 94;
Book No. L;
Series of 2025.


ATTY. RENE M. VILLA
NOTARY PUBLIC OF MAKATI CITY
APPOINTMENT NO. M-110
(REID) (2025 2026)
UNTIL DECEMBER 31, 2026
PTR NO. 10467474, 01-03-2025, MAKATI CITY
IBP LIFETIME NO. 013595; 12-27-2013; LC
ROLL NO. 37226
MCLE COMPLIANCE NO. VIII-0012754; 08-27-2024
GROUND FLOOR, MAKATI TERRACES CONDOMINIUM,
1450 DAVILA ST., TEJEROS, MAKATI CITY