



Republic of the Philippines  
**Department of Education**  
 REGION IV-A CALABARZON



PU-CO01-2026-23

**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, CESO II**. 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 193 Katipunan Ave., corner Rajah Matunda, Project 4, Quezon City, represented herein by its Guest Service Associate, **MS. JESSICA N. OTILLA**, hereinafter referred to as the **HOTEL COMPANY**.

**W I T N E S S E T H**

**QUOTATION EVALUATION REPORT**

Project Title: <b>FOOD AND ACCOMMODATION FOR THE SEMINAR WORKSHOP ON THE CONDUCT OF FY 2027 BUDGET PROPOSAL</b>	
Date of Activity: <b>February 16-17, 2026</b>	
Approved Budget for the Contract: <b>One Hundred Twenty Thousand Pesos (Php120,000.00)</b>	
Mode of Procurement: <b>Small Value Procurement (SVP)</b>	
Name of Bidder: <b>SUNRISE RIDGE CORPORATION (SOLESTE SUITES)</b>	
Bid Price: <b>One Hundred Fourteen Thousand Pesos (Php114,000.00).</b>	Date of Opening and Evaluation: <b>February 11, 2026</b>

Date Posted in the PhilGEPS: <b>N/A</b>
Date Posted in the Office Website and Conspicuous Bulletin: <b>February 5, 2026 to February 10, 2026</b>
<b>RFQ sent to three (3) prospective suppliers:</b> 1. Sunrise Ridge Corporation (Soleste Suites); 2. Selah Pods Hotel, Inc.; and 3. Rosemead Inn, Inc. (Dreamworld Hotel).



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

<b>SUBMITTED QUOTATION/S:</b>		
<b>Name of Bidder</b>	<b>Amount of Bid</b>	<b>Remarks</b>
Sunrise Ridge Corporation (Soleste Suites)	Php114,000.00	Complying
Rosemead Inn, Inc. (Dreamworld Hotel)	Php119,400.00	Non-Complying (Unfilled Total Cost in the Technical Specification)

<b>LEGAL DOCUMENTS</b>			
<b>Documents Evaluated</b>	<b>Present</b>	<b>Absent</b>	<b>Findings/Remarks</b>
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, **SUNRISE RIDGE CORPORATION (SOLESTE SUITES)** has submitted all the documents required. The undersigned **RECOMMENDS** that the contract be awarded to **SUNRISE RIDGE CORPORATION (SOLESTE SUITES)** having complied with all the requirements and thus 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 **"SEMINAR WORKSHOP ON THE CONDUCT OF FY 2027 BUDGET PROPOSAL on FEBRUARY 16-17, 2026"** and has accepted the bid/quotation of the Hotel Company for the food and accommodation in the sum of **ONE HUNDRED FOURTEEN THOUSAND PESOS (Php114,000.00)**. (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 February 16-17, 2026 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 maintaining cleanliness in the function hall, restrooms, sleeping quarters, hallway, coffee/tea area and dining area;
  - 3.2 with appropriate and sufficient parking area for VIPs and guests;
  - 3.3 with 24-hour security, front-desk and housekeeping services;
  - 3.4 Accessible means of transportation for the participants;
  - 3.5 Able and willing to ensure provision for the participants and guest with special conditions, breastfeeding moms, PWDs and during emergency situations;
  - 3.6 With elevators if session halls and accommodation are on the higher floor/s; and
  - 3.7 Responsive to safety and security requirements of the government.
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 **ONE HUNDRED FOURTEEN THOUSAND PESOS (Php114,000.00)**. 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 **Client** 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:

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 **February 16, 2026** and Last meal is **PM Snacks** on **February 17, 2026** of the event;
  - 1.3 Any type of buffet with stand-by waiters (Breakfast, Lunch, and Dinner);
  - 1.4 For breakfast: main dishes, rice, bread, choice of hot tea/chocolate or coffee;

- 1.5 For lunch and dinner: main dishes (fish, choice of meat: chicken/pork/beef, and vegetables subject to menu selection), soup, rice, dessert: fruit or salad and drinks (purely vegetarian or halal food may be required during the event proper);
- 1.6 AM and PM Snacks with drinks;
- 1.7 Free flowing coffee, and/or tea;
- 1.8 Candies; and stand-by waiters;

## **2. The Function Hall and Facilities shall be:**

- 2.1 One Plenary session that can accommodate at least **30 participants**;
- 2.2 well-lighted and well ventilated;
- 2.3 Availability of audio-visual equipment with stand-by assistant:
  - a. at least **one (1) LCD projectors and wide screens**;
  - b. Complete set sound system, at least **six (6) extension cords** for laptops;
  - c. **4 wireless microphones, 1 microphone stands**; and
  - d. 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;

## **3. The Room Accommodation shall be:**

- 3.1 **Twin to Triple sharing rooms (strictly single beds only)**
- 3.2 No bed mattress on the floor;
- 3.3 24-hours hot and cold shower, clean beddings, rooms and restrooms;

### 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 of Section 71 (Contract Implementation and Termination) and its Implementing Rules and Regulation of Republic Act 12009.

### 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 **FEB 12 2026** at \_\_\_\_\_, Philippines.

QUEZON CITY

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

**SUNRISE RIDGE CORPORATION  
(SOLESTE SUITES)**



**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director



**MS. JESSICA N. OTILLA**  
Guest Service Associate

SIGNED IN THE PRESENCE OF:



**MARITES L. GLORIA**  
Chief, FINANCE

DepEd Region IV-A CALABARZON

REPUBLIC OF THE PHILIPPINES )  
 \_\_\_\_\_ ) SS.

QUEZON CITY

### ACKNOWLEDGMENT

**BEFORE ME**, a Notary Public for and in the City of QUEZON CITY, this  
 \_\_\_\_\_, personally appeared:

**FEB 12 2026**

Name	Identification No.	Expiration Date
<u>Atty. Alberto T. Escobarte</u>	<u>DepEd Office ID No. 4529876</u>	_____
<u>Jessica N. Otila</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. 410;  
 Page No. 5;  
 Book No. 11;  
 Series of 2026.

  
**ATTY. RUBEN M. AZAÑES JR**  
 NOTARY PUBLIC

ADM. MATTER NO.: NP-098 (2025 - 2026)  
 VALID UNTIL DECEMBER 31, 2026

IBP No.: 126827610 / 01-05-2026 / QC IBP ROLL NO. 46427  
 PTR No. 8371171 / 01/05/2026 / QC / TIN 140-394-836-0001  
 MCLE Compliance No.: VIII-6025991 Valid until April 14, 2028  
 Add.: 2A 3<sup>rd</sup> Avenue 2<sup>nd</sup> Floor Bagong Lipunan ng Crame, Quezon City