



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-

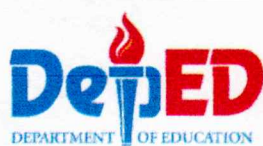
GREAT EASTERN HOTEL, INC., a domestic corporation duly registered under the Philippine laws, with principal address at 1403 Quezon Ave. West Triangle District 1, Quezon City 1104, represented herein by its Account Officer, **MS. MERLE DACASIN**, hereinafter referred to as the **HOTEL COMPANY**.

W I T N E S S E T H

QUOTATION EVALUATION REPORT

Project Title: LEASE OF VENUE WITH FOOD AND ACCOMMODATION FOR THE NATIONAL SCIENCE & TECHNOLOGY FAIR 2026	
Date of Activity: March 9-13, 2026	
Approved Budget for the Contract: Four Million Eight Hundred Thousand Pesos (Php4,800,000.00)	
Mode of Procurement: Lease of Real Property and Venue	
Name of Bidder: GREAT EASTERN HOTEL, INC.	
Bid Price: Four Million Eight Hundred Thousand Pesos (Php4,800,000.00)	Date of Opening and Evaluation: March 3, 2026

Date Posted in the PhilGEPS: N/A		
Date Posted in the Office Website and Conspicuous Bulletin: N/A		
RFQ sent to three (3) prospective suppliers:		
<ol style="list-style-type: none"> 1. Great Eastern Hotel, Inc.; 2. Selah Pods Hotel, Inc.; and 3. Red Hotel, Inc. 		
SUBMITTED QUOTATION/S:		
Name of Bidder	Amount of Bid	Remarks
Great Eastern Hotel, Inc.	Php4,800,000.00	Complying and Lone Bidder



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 0088

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, **GREAT EASTERN HOTEL, INC.** has submitted all the documents required. The undersigned **RECOMMENDS** that the contract be awarded to **GREAT EASTERN HOTEL, INC.** having complied with all the requirements and thus declared as the Single Calculated and Responsive Quotation (SCRQ).

That the Client invited bids for the Procurement for the lease of venue with food and accommodation of the participants in the "**THE NATIONAL SCIENCE & TECHNOLOGY FAIR 2026**" on **MARCH 9-13, 2026** and has accepted the bid/quotation of the Hotel Company for the food and accommodation in the sum of **FOUR MILLION EIGHT HUNDRED THOUSAND PESOS (Php4,800,000.00)**. (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 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) Letter of Recommendation;
- b) Quotation Evaluation Report;
- 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 9-13, 2026 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 Able and willing to ensure provisions for participants and guests with special conditions, breastfeeding moms, PWDs, and other emergency situation; and
 - 3.2 Responsive to safety and security requirements of the government;
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 EIGHT HUNDRED THOUSAND PESOS (Php4,800,000.00)** 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 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 **March 9, 2026** and Last meal is **Lunch with packed PM Snacks** on **March 13, 2026** of the event;
 - 1.3 Served by manage buffet with stand-by waiters during breakfast, lunch and dinner;

- 1.4 With unlimited coffee, tea, chocolate drink and candies with assistance of stand-by waiters;

2. The Function Hall and Facilities shall be:

- 2.1 One (1) Functional Hall** for the **Plenary session/s** that can accommodate 500 pax with tables and chairs;
- 2.2 One (1) Spacious Function Hall** for Project posters and can accommodate long tables for the project displays. ***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 142 posters on standees;
- 2.3 Ten (10) Breakout rooms** for Day 3, where the defense/poster presentation will be held;
- 2.4 Additional breakout room** that can accommodate 110 pax with chairs, projector, speaker and microphone;
- 2.5 Booth area** for the partners;
- 2.6 One (1) Secretariat room** with white board, eraser, and white board markers; and
- 2.7 One (1) Breakout room** for the Judges.
- 2.8 Function room:**
- a. LED Wall for plenary Hall;
 - b. Can accommodate participants as stated above in a conference/training set-up;
 - c. Well-lighted and well-ventilated;
 - d. Free flowing coffee or tea;
 - e. Complimentary LED wall for the plenary session;
 - f. Complimentary use of LCD projectors and wide screens;
 - g. Free use of PA system with 6 stands and 6 wireless microphones;
 - h. Free use of electricity;
 - i. Provision of extension wire on all breakout rooms;
 - j. Free strong and reliable WiFi/internet connection;
 - k. Notepads and pencils for the breakout rooms;
 - l. A function hall that can accommodate participants and in flexible for various group activities;
 - m. Tables and chair arrangements for the participants and 2 VIP tables
 - n. Stage and venue styling using **fresh flowers** and decor consistent with the approved event theme; and
 - o. No pillar/s in the middle of the function room.;

3. The Room Accommodation shall be:

- 3.1 Triple or quadruple sharing rooms** for participants (strictly no bed sharing);
- 3.2 Double or triple sharing rooms** for Resource Persons and TWG.
- 3.3 No bed mattresses on the floor/pull-out beds.**
- 3.4 With 24-hours hot and cold shower, clean beddings, rooms and restrooms, clean towels, basic toiletries, free bottled water, and free coffee;**

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

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 MAR 05 2026 at QUEZON CITY, Philippines.


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

GREAT EASTERN HOTEL, INC.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director


MS. MERLE B. DACASIN
Authorized Representative


SIGNED IN THE PRESENCE OF:


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


LEANNE O. EBOJO
ACCOUNT OFFICER
GREAT EASTERN HOTEL, INC.

REPUBLIC OF THE PHILIPPINES)
QUEZON CITY) SS.

ACKNOWLEDGMENT


BEFORE ME, a Notary Public for and in the City of QUEZON CITY, this MAR 05 2026, personally appeared:


Name	Identification No.	Expiration Date
<u>Atty. Alberto T. Escobarte</u>	<u>DepEd Office ID No. 4529876</u>	_____
<u>Merle B. Dacasin</u>	<u>SSC # 03-6457102-6</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.

Doc. No. 111...;
Page No. 23...;
Book No. 522...;
Series of 2026.


ATTY. JASON G. DE BELEN
Roll No. 36259
Adm. No. NP-002 Notary Public
Notary Public for Quezon City
My Commission expires on December 31, 2027
No. 7M Panay Ave. cor. Sct. Borromeo St., Q.C.
IBP No. INV 586455; Q.C.; 1-5-2026
PTR No. 8353121; Q.C.; 1-5-2026
MCLE VIII-0038344; 6-16-25

