



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-

SELAH PODS HOTEL, INC., a domestic corporation duly registered under the Philippine laws, with principal address at 2004-224, 224 FB Harrison St., Pasay City, Metro Manila, represented herein by its Authorized Sales Representative, **MS. CARIZA FERNANDEZ**, hereinafter referred to as the **HOTEL COMPANY**.

W I T N E S S E T H

QUOTATION EVALUATION REPORT

Project Title: FOOD AND ACCOMMODATION FOR THE VETTING AND FINALIZATION OF REGIONAL CODE OF CONDUCT	
Date of Activity: March 25-27, 2026	
Approved Budget for the Contract: Two Hundred Forty Thousand Pesos (Php240,000.00)	
Mode of Procurement: Small Value Procurement (SVP)	
Name of Bidder: SELAH PODS HOTEL, INC.	
Bid Price: Two Hundred Thirty-Nine Thousand One Hundred Sixty Pesos (Php239,160.00)	Date of Opening and Evaluation: March 6, 2026
Date Posted in the PhilGEPS: February 28, 2026	
Date Posted in the Office Website and Conspicuous Bulletin: February 27, 2026 to March 5, 2026	
RFQ sent to three (3) prospective suppliers: <ol style="list-style-type: none"> Selah Pods Hotel, Inc.; The Selah Garden Hotel, Inc.; and Madison 101 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

SUBMITTED QUOTATION/S:		
Name of Bidder	Amount of Bid	Remarks
Selah Pods Hotel, Inc.	Php239,160.00	Complying
Red Hotel, Inc.	Php239,280.00	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, **SELAH PODS HOTEL, INC.** has submitted all the documents required. The undersigned **RECOMMENDS** that the contract be awarded to **SELAH PODS HOTEL, INC.** 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 "**VETTING AND FINALIZATION OF REGIONAL CODE OF CONDUCT**" on **March 25-27, 2026** and has accepted the bid/quotation of the Hotel Company for the food and accommodation in the sum of **Two Hundred Thirty-Nine Thousand One Hundred Sixty Pesos (Php239,160.00)**. (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 March 25-27, 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 maintain cleanliness in the function hall, restrooms, sleeping quarters, hallway, pantry, and dining area;
 - 3.2 assist participants and guest with special conditions, breastfeeding moms, PWDs, and other emergency situation;
 - 3.3 respond to safety and security requirements of the government;

- 3.4 appropriate and sufficient parking area for VIPs and guests; and
 - 3.5 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-Nine Thousand One Hundred Sixty Pesos (Php239,160.00)** 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 **March 25, 2026** and Last meal is **PM Snacks** on **March 27, 2026** 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 One Plenary session that can accommodate at least **40 participants**;
- 2.2 **Eight (8) workshop tables** with **eight (8) chairs** for each;
- 2.3 well-lighted and well ventilated;
- 2.4 Availability of audio-visual equipment with stand-by assistant:
 - a. at least **two (2) LCD projectors and wide screens**
 - b. At least **two (2) whiteboards**;
 - b. complete set sound system;
 - d. **4 wireless microphones**; and
 - e. Podium/lectern, etc.

- 2.5 Unlimited access to internet / Wi-Fi in all areas of venue;
- 2.6 no pillars in the middle of the function room
- 2.7 **One (1)** table for Secretariat;

3. The Room Accommodation shall be:

- 3.1 **Twin to Triple sharing rooms (strictly single beds only, 3 pax per room);**
- 3.2 No bed mattress on the floor;
- 3.3 With 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 17 MAR 2026 at MAKATI CITY, Philippines.


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

SELAH PODS HOTEL, INC.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director


CARIZA FERNANDEZ
Authorized Sales Representative

SIGNED IN THE PRESENCE OF:


JISELA N. ULPINA
Chief, HRDD
DepEd Region IV-A CALABARZON


JAMIE LYNN O. CORTEZ

REPUBLIC OF THE PHILIPPINES)
MAKATI CITY) SS.

ACKNOWLEDGMENT

BEFORE ME, a Notary Public for and in the City of MAKATI CITY, this 17 MAR 2026, personally appeared:

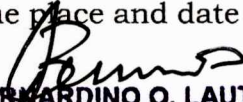
Name	Identification No.	Expiration Date
<u>Atty. Alberto T. Escobarte</u>	<u>DepEd Office ID No. 4529876</u>	<u></u>
<u>Cariza Fernandez</u>	<u></u>	<u></u>

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 five (5) 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. 316;
Page No. 65;
Book No. 116;
Series of 2026.


ATTY. BERNARDINO O. LAUTILLO
NOTARY PUBLIC FOR MAKATI CITY
APPT. NO. M-028 UNTIL DEC. 31, 2027
ROLL NO. 77752
MCLE Compliance No. VIII-002331 until APR 14, 2026
IBP OR No. 583936 JAN. 2, 2026 / MAKATI CHAPTER
PTR NO. 10765532 - JAN. 5, 2026
UNIT 2-B2 TRANS-PHIL HOUSE,
1177 DON CHINO ROCES AVE. COR.
BAGTIKAN ST., SAN ANTONIO, MAKATI CITY