



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, **CARLITO D. ROCAFORT**. It shall be referred in this agreement as the **CLIENT**.

-and-

**GREAT EASTERN HOTEL, INC.** a domestic corporation duly registered domestic corporation 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 B. DACASIN**, hereinafter referred to as the **HOTEL COMPANY**.

**WITNESSETH**

**QUOTATION EVALUATION REPORT**

Project Title: <b>LEASE OF VENUE WITH FOOD AND ACCOMMODATION FOR THE REGIONAL TRAINING OF DIVISION TRAINERS FOR THE REVISED GRADES 6, 9 AND 10 CURRICULUM - LOT 3</b>		
Date of Activity: <b>APRIL 27-30, 2026 (GRADE 6), MAY 5-8, 2026 (GRADE 9), AND MAY 12-16, 2026 (GRADE 10)</b>		
Approved Budget for the Contract for each lot as follows:		
<b>LOT</b>	<b>DESCRIPTION</b>	<b>ABC</b>
3	GRADE 6 GRADE 9 GRADE 10	Php4,968,000.00
Mode of Procurement: <b>Lease of Real Property and Venue</b>		
Date of Opening and Evaluation: <b>April 7, 2026</b>		
Date Posted in the PhilGEPS: <b>N/A</b>		
Date Posted in the Office Website and Conspicuous Bulletin: <b>N/A</b>		
<b>RFQ sent to at least four (4) prospective suppliers:</b>		
1. Marawi Leisure Park Inc. (Tanza Oasis Hotel and Resort);		
2. Great Eastern Hotel, Inc.;		
3. Selah Pods Hotel Inc.; and		
4. M.I. Sevilla Resort.		

<b>SUBMITTED QUOTATION/S:</b>			
<b>Name of Bidder</b>	<b>Lot</b>	<b>Amount of Bid</b>	<b>Remarks</b>
Great Eastern Hotel Inc.	3	Php4,968,000.00	Complying

<b>LEGAL DOCUMENTS</b>			
<b>Documents Evaluated</b>	<b>Present</b>	<b>Absent</b>	<b>Findings/Remarks</b>
<b>GREAT EASTERN HOTEL INC.</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

On April 13, 2026, the end-user submitted its ocular inspection. Based on the Ocular Inspection report as follows:

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*"In relation to the procurement of venues with food and accommodation for the conduct of Regional Training of Division Trainers for Revised Grades 6, 9, & 10 Curriculum scheduled on April 27-30, 2026, May 5-8, 2026, May 12-15, 2026, and May 19-22, 2026, the Human Resource Development Division - National Educators Academy of the Philippines in the Region (HRDD-NEAPR), as the end-user, recommends the following as the venues of the aforementioned activities, still subject to the existing procurement laws and guideline:*

**Lot 3: Great Eastern Hotel, Quezon City**

<b>Specifications:</b>	<b>Great Eastern Hotel</b>
Rooms that can accommodate 3-4 participants each (single beds and strictly mp sharing of beds)	<b>Compliant</b>
Six (6) breakout rooms that can accommodate 60 participants each.	<b>Compliant</b>
Fast and reliable internet connection (at least 50 Mbps). Most of the activities will require access to internet.	<b>Compliant</b>
Group workshop tables for 60 participants (maximum of 6 pax per table)	<b>Compliant</b>

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That based on the result of the ocular inspection reflected in the Rating Factors and Determination of Reasonableness of Rental Rate, are as follows:

<b>Lot</b>	<b>Name</b>	<b>Rating</b>
3	GREAT EASTERN HOTEL, INC.	86.95%

The report containing the result of the evaluation and its attachments is attached hereto as Annex "A" made an integral part hereof;

That upon evaluation or careful examination of the technical specification submitted, it was found that **GREAT EASTERN HOTEL, INC.**, is compliant with its proposal for **Lot 3** in the total amount of **FOUR MILLION NINE HUNDRED SIXTY-**

That based on the findings above cited 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) for **Lot 3**.

**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 for **Lot 3** on **April 27-30, 2026 (Grade 6), May 5-8, 2026 (Grade 9), and May 12-16, 2026 (Grade 10)**. 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:
  - 1.1 a personnel to maintain cleanliness in the function hall, restrooms, sleeping quarters, hallway, pantry, and dining area.
  - 1.2 a sufficient parking area for VIP and other guests.
  - 1.3 a personnel to respond to safety and security requirements of the government, 24-hour security, front desk and housekeeping services.
  - 1.4 a stand-by medical team in case of emergencies.
  - 1.5 provision of fire extinguishers in every floor/hallway and with clear emergency exit signs and maps per floor and per room respectively.
  - 1.6 able and willing to ensure provisions for participants and guests with special conditions, breastfeeding moms, PWD's, and other emergency situations.
  - 1.7 **can provide vehicle** to transport the PMT members and training materials to and from the Regional

1.8 Accessible means of transportation for the participants.

2. 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 NINE HUNDRED SIXTY-EIGHT THOUSAND PESOS (Php4,968,000.00)** for **Lot 3** 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 the first day **April 27, 2026 (Grade 6), May 5, 2026 (Grade 9), and May 12, 2026 (Grade 10)** and Last meal is **Packed PM Snacks** on the last day **April 30, 2026 (Grade 6), May 8, 2026 (Grade 9), and May 16, 2026 (Grade 10)** 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 or chocolate drink and candies with assistance of stand-by waiters.

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

- 2.1 **five (5) Breakout Rooms (that can accommodate 50 participants each)** for Grade 6;
- 2.2 **four (4) Breakout Rooms (that can accommodate 50 participants each)** for Grade 9, and Grade 10;
- 2.3 **one (1) PMT room;**
- 2.4 6 workshop tables with 8 chairs each and 1 long table for PMT for each breakout room;
- 2.5 well-lighted and well ventilated;
- 2.6 availability of audio-visual equipment with stand-

- screens;**
- b. complete sound system and extension cords** for laptops enough for participants usage;
- c. two (2) wireless microphones and one (1) microphone stand** for each breakout room; and
- d. Podium/lectern, etc.**
- 2.7 Unlimited access to internet / Wi-Fi (at least 50 mbps)** in all areas of venue;
- 2.8 At least one (1) table** for Secretariat (Registration Area); and
- 2.9 No pillars** in the middle of the function room.

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

- 3.1 Twin to Triple Sharing rooms** for participants **(strictly single beds only)**.
- 3.2 no bed mattress** on the floor.
- 3.3 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**

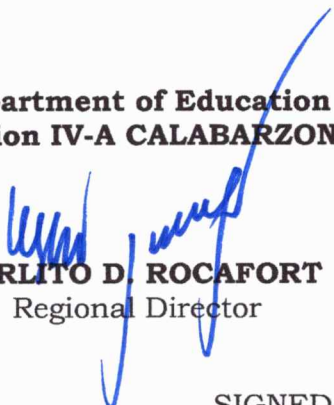
Each of the parties to this contract hereby represents and warrants to the other that it is duly authorized and empowered to execute, deliver and perform this contract and that such action does not conflict with or violate any provision of law, regulation, policy, contract, deed of trust or other instrument 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 APR 23 2028 at QUEZON CITY, Philippines.

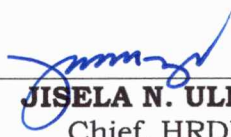
**Department of Education  
Region IV-A CALABARZON**

  
**CARLITO D. ROCAFORT**  
Regional Director

**GREAT EASTERN HOTEL, INC.**

  
**MS. MERLE B. DACASIN**  
Account Officer

SIGNED IN THE PRESENCE OF:

  
**JISELA N. ULPINA**  
Chief, HRDD

DepEd Region IV-A CALABARZON

REPUBLIC OF THE PHILIPPINES )  
QUEZON CITY ) SS.

### ACKNOWLEDGMENT

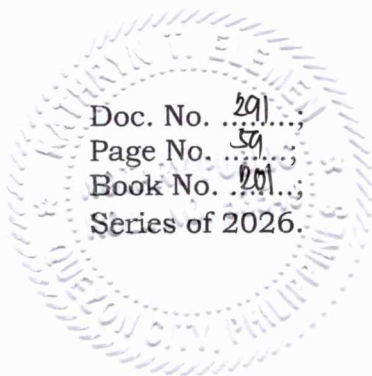
**BEFORE ME**, a Notary Public for and in the City of QUEZON CITY, this \_\_\_\_\_, personally appeared:


Name	Identification No.	Expiration Date
<u>Carlito D. Rocafort</u>	<u>National ID No. 4094-7168-5748-1492</u>	<u></u>
<u>Merle B. Dacasin</u>	<u>UMIO CRN 0003-6457102-6</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 seven (7) 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.



  
**ATTY. KATHRYN T. ELEMEN**  
 Roll No. 53549  
 Adm. No. NP-064 Notary Public  
 Notary Public for Quezon City  
 My Commission expires on December 31, 2026  
 No. 149 Fernando Poe Jr. Ave, SFD, Paraiso, Q.C.  
 IBP No. INV 586807; Q.C.; 1-5-2026  
 PTR No. 8353122; Q.C.; 1-5-2026  
 MCLE Exemption No. VIII-BEP001477; 10-19-2022