



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-

SELAH PODS HOTEL INC. a domestic corporation duly registered domestic corporation under the Philippine laws, with principal address at 2004-224 F.B. Harrison Cor. David St. Barangay 023, Pasay City, Metro Manila, represented herein by its Authorized Sales Representative, **MS. CARIZA FERNANDEZ-MILO**, hereinafter referred to as the **HOTEL COMPANY**.

WITNESSETH

QUOTATION EVALUATION REPORT

Project Title: LEASE OF VENUE WITH FOOD AND ACCOMMODATION FOR THE REGIONAL TRAINING OF DIVISION TRAINERS FOR THE REVISED GRADES 6, 9 AND 10 CURRICULUM - LOT 4		
Date of Activity: APRIL 27-30, 2026 (GRADE 6), MAY 5-8, 2026 (GRADE 9), AND MAY 12-16, 2026 (GRADE 10)		
Approved Budget for the Contract for each lot as follows:		
LOT	DESCRIPTION	ABC
4	GRADE 6 GRADE 9 GRADE 10	Php5,728,000.00
Mode of Procurement: Lease of Real Property and Venue		
Date of Opening and Evaluation: April 7, 2026		
Date Posted in the PhilGEPS: N/A		
Date Posted in the Office Website and Conspicuous Bulletin: N/A		
RFQ sent to at least four (4) prospective suppliers:		
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.		

SUBMITTED QUOTATION/S:			
Name of Bidder	Lot	Amount of Bid	Remarks
Selah Pods Hotel Inc.	4	Php5,728,000.00	Complying
Great Eastern Hotel Inc.	4	Php5,728,000.00	Complying

LEGAL DOCUMENTS			
Documents Evaluated	Present	Absent	Findings/Remarks
SELAH PODS HOTEL INC.			
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:

-xxx-

*"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 4: Selah Pods Hotel, Pasay City

Specifications:	Selah Pods Hotel
Rooms that can accommodate 3-4 participants each (single beds and strictly no sharing of beds)	Compliant
Six (6) breakout rooms that can accommodate 60 participants each.	Compliant
Fast and reliable internet connection (at least 50 Mbps). Most of the activities will require access to internet.	Compliant
Group workshop tables for 60 participants (maximum of 6 pax per table)	Compliant

-xxx-

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

Lot	Name	Rating
4	SELAH PODS HOTEL INC.	84.75%
4	GREAT EASTERN HOTEL, INC.	86.95%

The report containing the result of the evaluation and its attachments is

Based on the ocular inspection, the suppliers can only cater one (1) lot of the said event based on the specifications of the end-user;

The End-User decided to award one (1) lot per supplier to accommodate the said event;

That upon evaluation or careful examination of the technical specification submitted, it was found that **SELAH PODS HOTEL INC.**, is compliant with its proposal for **Lot 4** in the total amount of **FIVE MILLION SEVEN HUNDRED TWENTY-EIGHT THOUSAND PESOS (Php5,728,000.00)** and is hereby declared as the Responsive Quotation (RQ) for **Lot 4**;

That based on the findings above cited the undersigned **RECOMMENDS** that the contract be awarded to **SELAH PODS HOTEL INC.** having complied with all the requirements and thus declared as the Responsive Quotation (RQ) for **Lot 4**.

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 4** 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,

- 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 Office.
 - 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 **FIVE MILLION SEVEN HUNDRED TWENTY-EIGHT THOUSAND PESOS (Php5,728,000.00)** for **Lot 4** 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.

- 50 participants each)** for Grade 6, Grade 9, and Grade 10;
- 2.2 one (1) PMT room;**
- 2.3** 6 workshop tables with 8 chairs each and 1 long table for PMT for each breakout room;
- 2.4** well-lighted and well ventilated;
- 2.5** availability of audio-visual equipment with stand-by assistant:
- a.** At least **one (1) LCD projectors and wide 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.
- 2.6** **Unlimited access to internet / Wi-Fi (at least 50 mbps)** in all areas of venue;
- 2.7** At least **one (1) table** for Secretariat (Registration Area); and
- 2.8** 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

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 ~~23~~ APR 2026 at ~~MAKATI CITY~~, Philippines.

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


CARLITO D. ROCAFORT
Regional Director

SELAH PODS HOTEL INC.


MS. CARIZA FERNANDEZ-MILO
Authorized Sales Representative

SIGNED IN THE PRESENCE OF:


JISELA N. ULPINA
Chief, HRDD

DepEd Region IV-A CALABARZON


MARY JOY SILERO

REPUBLIC OF THE PHILIPPINES)
MAKATI CITY) SS.

ACKNOWLEDGMENT

23 APR 2026 **BEFORE ME**, a Notary Public for and in the City of MAKATI CITY, this
_____, personally appeared:

Name	Identification No.	Expiration Date
<u>Carlito D. Rocafort</u>	<u>National ID No. 4094-7168-5748-1492</u>	_____
<u>Cariza Fernandez-Milo</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.

Doc. No. 263;
Page No. 54;
Book No. 21;
Series of 2026.

[Signature]
ATTY. BERNARDINO O. LAUTILLO
Notary Public in and for Makati City
APPT. NO. M-028 UNTIL DEC. 31, 2027
ROLL NO. 77752 / RCLE Compliance No. VIII-0002331
UNTIL APR. 14, 2028
IBP OR. NO. 502039 JAN. 2, 2026 / MAKATI CHAPTER
PTR NO. 18765532 - JAN. 5, 2026
UNIT 2-B2 TRANS-PHIL HOUSE, 1177 DON CHINO ROCES AVE., COR.
BAGTIKAN ST., SAN ANTONIO, MAKATI