



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-

TAGAYTAY COUNTRY HOTEL, a domestic corporation duly registered under the Philippine laws, with principal address at E. Aguinaldo Hiway-Olivarez, Tagaytay, represented herein by its Sales Acct. Executive, **MR. KING VECINAL DUENAS**, 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 EDUCATION ASSESSMENT AND RESEARCH - DESIGN AND DEVELOPMENT OF PISA-LIKE AND OTHER HARMONIZED REGIONAL ASSESSMENT TOOL FOR CALABARZON LEARNERS	
Date of Activity: May 25-29, 2026	
Approved Budget for the Contract: Eight Hundred Thousand Pesos (Php800,000.00)	
Mode of Procurement: Small Value Procurement (SVP)	
Name of Bidder: TAGAYTAY COUNTRY HOTEL	
Bid Price: Seven Hundred Eighty Thousand Pesos (Php780,000.00)	Date of Opening and Evaluation: April 27, 2026
Date Posted in the PhilGEPS: April 21, 2026	
Date Posted in the Office Website and Conspicuous Bulletin: April 20, 2026 to April 24, 2026	
RFQ sent to three (3) prospective suppliers: <ol style="list-style-type: none"> 1. Tagaytay Automart Inc - Tagaytay Country Hotel; 2. Country Chateau Hoteliers Corporation; and 3. Sunny Glades Properties Corp. (Tagaytay Haven 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
Tagaytay Country Hotel	Php780,000.00	Complying
Sunny Glades Properties Corporation - Tagaytay Haven	Php788,000.00	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, **TAGAYTAY COUNTRY HOTEL** has submitted all the documents required. The undersigned **RECOMMENDS** that the contract be awarded to **TAGAYTAY COUNTRY HOTEL** 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 **"EDUCATION ASSESSMENT AND RESEARCH - DESIGN AND DEVELOPMENT OF PISA-LIKE AND OTHER HARMONIZED REGIONAL ASSESSMENT TOOL FOR CALABARZON LEARNERS"** on **MAY 25-29, 2026** and has accepted the bid/quotation of the Hotel Company for the food and accommodation in the sum of **SEVEN HUNDRED EIGHTY THOUSAND PESOS (Php780,000.00)**. (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 May 25-29, 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 provision for backdrop for the activity; and Tarpualin display at Project Site, not to exceed 3" x 4"; optional for Projects bot exceeding 5 days (COA Circ. 2013-004);
 - 3.3 with appropriate and sufficient parking area for VIPs and guests;
 - 3.4 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 **SEVEN HUNDRED EIGHTY THOUSAND PESOS (Php780,000.00)**. 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 **May 25, 2026** and Last meal is **PM Snacks** on **May 29, 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 **Can accommodate at least 80 pax in a conference set-up;**
- 2.2 **Does have 4 to 5 break-out rooms for the participants**
- 2.3 well-lighted and well ventilated;
- 2.4 Availability of audio-visual equipment with stand-by assistant:
 - a. at least **three (3) LCD projectors and wide screens;**
 - b. at least **one (1) whiteboard with marker/s and erasers,**
 - c. Complete set sound system, at least **ten (10) extension cords** for laptops;
 - d. **Three (3) wireless microphones, two (2) microphone stands;** 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;

3. The Room Accommodation shall be:

- 3.1 **At least three (3) single/double sharing rooms.**
- 3.2 **At least triple sharing rooms** for participants.
- 3.3 No bed mattress on the floor;
- 3.4 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 _____ at _____, Philippines.

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


CARLITO D. ROCAFORT
Regional Director


TAGAYTAY COUNTRY HOTEL


MR. KING VECINAL DUENAS
Sales Acct. Executive

SIGNED IN THE PRESENCE OF:


VIERNALYN M. NAMA
Chief, CLMD

DepEd Region IV-A CALABARZON


Wendelyn C. Galleto

REPUBLIC OF THE PHILIPPINES)

TAGAYTAY CITY) SS.

ACKNOWLEDGMENT

BEFORE ME, a Notary Public for and in the City of TAGAYTAY CITY, this MAY 07 2026, personally appeared:

Name	Identification No.	Expiration Date
Carlito D. Rocafort	National ID No. 4094-7168-5748-1492	
King Vecinal Duenas	TCH ID #: 090909	

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. 20;
Page No. 5;
Book No. 748;
Series of 2026.



(Signature)
ATTY. VALENTIN C. GUANILLO
JP Riza Ave., Kabagal South, Tagaytay City
Commission Expires on DECEMBER 31, 2026
PTR No. 6620380/January 5, 2026
ROLL No. 22908
IBP LIFETIME RES. NO. 02892
MCLE COMPLIANCE NO. VIII-0024028