



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-

RED HOTEL, INC. a domestic corporation duly registered domestic corporation under the Philippine laws, with principal address at #627 E. De Los Santos Ave. San Martin De Porres District 4, Quezon City, represented herein by its Authorized Sales Representative, **MS. CARIZA FERNANDEZ**, hereinafter referred to as the **HOTEL COMPANY**.

WITNESSETH

QUOTATION EVALUATION REPORT

Project Title: CAREER GUIDANCE PROGRAM (CGP) - SCHOOL-BASED TRAINING ON CAREER ADVOCATES (SBTCA) for LOT 2	
Date of Activity: JUNE 22-26, 2026	
Approved Budget for the Contract for each lot as follows:	
LOT	ABC
2	Php2,710,000.00
Mode of Procurement: Lease of Real Property and Venue	
Date of Opening and Evaluation: June 17, 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.	



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	Lot	Amount of Bid	Remarks
Great Eastern Hotel Inc.	2	Php2,682,900.00	Complying
Red Hotel, Inc.	2	Php2,710,000.00	Complying

LEGAL DOCUMENTS			
Documents Evaluated	Present	Absent	Findings/Remarks
RED 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 June 16, 2026, the end-user conducted its ocular inspection. Based on the Ocular Inspection report as follows:

-xxx-

"This pertains to the procurement of venues with food and accommodation for the conduct of School-Based Training for Career Advocates (SBTCA) scheduled on June 22-26, 2026. Following the ocular inspections conducted, the Education Support Services Division (ESSD) hereby reports the results and significant observations/findings in relation to the prescribed specifications. Please see the attached report.

Attached also are the rating sheets used in the ocular inspections. As the end-user, the undersigned recommends the following as the venues of the aforementioned activity per cluster, still subject to the existing procurement laws and guidelines:

Red Hotel, Inc., Quezon City

VENUE COMPLIANCE REPORT

Lot/Venue	Compliance Assessment	Remarks / Basis of Compliance	Recommendation
Red Hotel, Inc., Cubao, Quezon City	Compliant	<i>The venue complies with the required specifications, including the availability of at least five breakout rooms, each capable of accommodating at least 60 participants in a banquet-type setup. It also meets the requirements for well-lighted and well-ventilated function rooms, audio-visual equipment, internet/Wi-Fi access, Secretariat/Registration Area, and function rooms without pillars in the middle.</i>	Highly Preferred

-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
2	Great Eastern Hotel Inc.	98.25%
2	Red Hotel, Inc.	98.35%

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 **RED HOTEL, INC.**, is compliant with its proposal for **Lot 2** in the total amount of **TWO MILLION SEVEN HUNDRED TEN THOUSAND PESOS (Php2,710,000.00)** and is hereby declared as the Responsive Quotation (RQ) for **Lot 2**;

That based on the findings above cited the undersigned **RECOMMENDS** that the contract be awarded to **RED HOTEL, INC.** having complied with all the requirements and thus declared as the Responsive Quotation (RQ) for **Lot 2**.

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 for **Lot 2** on **June 22-26, 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:
 - 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 Office.
 - 1.8 Accessible means of transportation for the participants.
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 **TWO MILLION SEVEN HUNDRED TEN THOUSAND PESOS (Php2,710,000.00)** for **Lot 2** 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 **June 22, 2026** and Last meal is **Packed PM Snacks** on the last day **June 26, 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 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 60 participants each) in a banquet-type set-up;**
- 2.2 ~~well-lighted and well ventilated;~~
- 2.3 availability of audio-visual equipment with stand-by assistant:
 - a. **At least two (2) LCD projectors and wide screens per breakout room;**
 - b. **At least two (2) whiteboard with marker/s and erasers per breakout room;**
 - b. **complete sound system and six (6) extension cords** for laptops enough for participants usage per breakout room;
 - c. **three (3) wireless microphones and two (2) 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 **At least 29 single/double sharing rooms** for facilitators and guests (**strictly single beds only**).
- 3.2 ~~**At least 80 triple sharing rooms**~~ for participants.
- 3.3 No bed mattress on the floor.
- 3.4 No bed sharing.
- 3.5 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 "T" 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 _____ at _____, Philippines.

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


CARLITO D. ROCAFORT
Regional Director

RED HOTEL, INC.


MS. CARIZA FERNANDEZ
Authorized Sales Representative

SIGNED IN THE PRESENCE OF:


ELINO S. GARCIA

Chief, ESSD
DepEd Region IV-A CALABARZON


JAMIE LYNN C. CORTEZ

REPUBLIC OF THE PHILIPPINES)
QUEZON CITY) SS.

ACKNOWLEDGMENT

BEFORE ME, a Notary Public for and in the City of QUEZON CITY, this
JUN 19 2026, personally appeared:

Name	Identification No.	Expiration Date
<u>Carlito D. Rocafort</u>	National ID No. 4094-7168-5748-1492	_____
<u>Cariza Fernandez</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. 97;
Page No. 111;
Book No. 111;
Series of 2026.

ATTY. STANLEY R. FERNANDEZ
Notary Public for Quezon City
Commission until December 31, 2027
Roll No. 92058
PTR No. 8391779, 01/07/2026, Q.C.
IBP No. 565515, December 13, 2025
MCLE Comp. No. VIII-0012081 / until August 14, 2028
ADM Matter No. NP-395 / (2026-2027)
Unit 201 JRM Bldg. Scout Borromeo St.
Brgy. South Triangle, Quezon City