



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-

M.I. SEVILLA RESORT a domestic corporation duly registered domestic corporation under the Philippine laws, with principal address at Purok Jasmin, Brgy. Domoit, Lucena City, represented herein by its Owner, **MS. MIRADETH I. SEVILLA**, hereinafter referred to as the **HOTEL COMPANY**.

WITNESSETH

QUOTATION EVALUATION REPORT

Project Title: HOLISTIC: HARMONIZED OPERATIONS FOR LEARNER-CENTERED AND INCLUSIVE SUPPORT THROUGH TRANSPARENT IMPLEMENTATION AND COMPLIANCE
Date of Activity: AUGUST 11-13, 2026
Approved Budget for the Contract: ONE MILLION FOUR HUNDRED TWO THOUSAND PESOS (Php1,402,000.00)
Mode of Procurement: Lease of Real Property and Venue
Date of Opening and Evaluation: July 23, 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. The Bayleaf Cavite; 3. Tagaytay Automart Inc. - Tagaytay Country Hotel; and 4. M.I. Sevilla Resort.

SUBMITTED QUOTATION/S:		
Name of Bidder	Amount of Bid	Remarks
M.I. Sevilla Resort	Php1,351,528.00	Complying
Tagaytay Automart Inc. - Tagaytay Country Hotel	Php1,357,600.00	Complying
Marawi Leisure Park Inc. (Tanza Oasis Hotel and Resort)	Php1,402,000.00	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

On July 28, 2026, the end-user conducted its ocular inspection. Based on the Ocular Inspection report as follows:

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"The undersigned conducted an ocular inspection at the complying bidders as specified in the subject for the indicated purpose on July 27, 2026.

*As per the inspection conducted using appendix B - Documentary Requirement Alternative Methods of Procurement - Lease of Real Property and Venue - Rating Factors and Determination of Reasonableness of Rental and ESSD Ocular Inspection Report, it is hereby highly recommended that M.I. Sevilla Hotel and Resort, Lucena City, Quezon, be the venue for the activity **(HOLISTIC: Harmonized Operations for Learner-Centered and Inclusive Support Through Transparent Implementation and Compliance)** as it fits the requirement and objectives of the program/activity.*

Further, it has a spacious parking area/plenary hall, open space for physical activities, and can provide a single bed for every participant.

-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:

Name	Rating
M.I. Sevilla Resort	95.05%
Tagaytay Automart Inc. - Tagaytay Country Hotel	94.625%
Marawi Leisure Park Inc. (Tanza Oasis Hotel and Resort)	94.925%

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 **M.I. SEVILLA RESORT**, is compliant with its proposal in the total amount of **ONE MILLION THREE HUNDRED FIFTY-ONE THOUSAND FIVE HUNDRED TWENTY-EIGHT PESOS (Php1,351,528.00)** and is hereby declared as the Lowest Calculated and Responsive Quotation (LCRQ);

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 on **August 11-13, 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.
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 **ONE MILLION THREE HUNDRED FIFTY-ONE THOUSAND FIVE HUNDRED TWENTY-EIGHT PESOS (Php1,351,528.00)** 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 **August 11, 2026** and Last meal is **Packed PM Snacks** on the last day **August 13, 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 **Can accommodate at least 342 pax** in a **Training-workshop set-up**
- 2.2 **One (1) Big Plenary Hall and 10-13 Breakout Rooms;**
- 2.3 **well-lighted and well ventilated.**
- 2.4 **availability of audio-visual equipment with stand-by assistant:**
 - a. **At least six (6) LCD projectors and wide screens;**
 - b. **At least six (6) whiteboard with marker/s and erasers;**
 - c. **complete sound system and thirty (30) extension cords** for laptops enough for participants usage;
 - d. **Eight (8) wireless microphones, four (4) microphone stands; and**
 - e. **Podium/lectern, etc.**
- 2.5 **Unlimited access to internet / Wi-Fi (at least 50 mbps)** in all areas of venue;
- 2.6 **At least eight (8) table** for Secretariat (Registration Area); and

2.7 No pillars in the middle of the function room.

3. The Room Accommodation shall be:

- 3.1 **At least 28 Double Sharing rooms.**
- 3.2 **At least 100 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 "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 _____ at _____, Philippines.

AUG 03 2026

Department of Education
Region IV-A CALABARZON

M.I. SEVILLA RESORT

CARLITO D. ROCAFORT
Regional Director

MS. MIRADETH I. SEVILLA
Owner

SIGNED IN THE PRESENCE OF:

ELINO S. GARCIA

Chief, ESSD

DepEd Region IV-A CALABARZON

MARY JOY S. SIVERIO

REPUBLIC OF THE PHILIPPINES)
) SS.

ACKNOWLEDGMENT

BEFORE ME, a Notary Public for and in the City of _____, this _____, personally appeared:

AUG 03 2026

Name	Identification No.	Expiration Date
Carlito D. Rocafort	National ID No. 4094-7168-5748-1492	
Miradeth I. Sevilla	Driver's license DO9-04-080613	01-23-34

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. 199...;
Page No. 41...;
Book No. LXXII;
Series of 2026.

Y. REAL JOSE F. VALMOREL
NOTARY PUBLIC
UNTIL DECEMBER 31, 2026
ADM.MATTER NO. 003
PTR NO. 8304528 / 1/06/2026-Q.C
IBP NO. INV 562041 / 12-01-2026-Q.C
Roll No. 28436
MCLE NO. VIII-0008600 / 06-07-2024
Add: 473 Boni Serrano Road, Barangay
San Roque, Murphy, Quezon City