



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
BIDS AND AWARDS COMMITTEE
Regional Office I

Aguila Road, Sevilla, City of San Fernando, La Union
www.region1.dilg.gov.ph

BIDS AND AWARDS COMMITTEE (BAC)
Resolution No. 2024-10

DECLARING THE LOWEST CALCULATED AND RESPONSIVE BID (LCRB) AND RECOMMENDING SAME TO THE HOPE TO AWARD THE CONTRACT FOR THE LEASE OF VENUE AND HOTEL ACCOMMODATION INCLUSIVE OF MEALS AND SNACKS FOR THE CONDUCT OF SUSTAINING PROJECT EXCELLENCE THROUGH ENHANCED ICT PROJECT MANAGEMENT AND COMMUNICATION STRATEGIES

WHEREAS, the Bids and Awards Committee (BAC) of the DILG Regional Office 1 adheres to the principles of transparency and competitiveness as mandated under RA 9184 otherwise known as "Government Procurement Reform Act" and its Revised Implementing Rules and Regulations;

WHEREAS, the Procuring Entity intends to Lease a Venue and Hotel Accommodation inclusive of Meals and Snacks for the conduct of **Sustaining Project Excellence through enhanced ICT Project Management and Communication Strategies on April 24-27, 2024** with an Approved Budget for the Contract (ABC) of **Five Hundred Forty Thousand Pesos (Php 540,000.00)**;

WHEREAS, the BAC implemented the procedures prescribed for the Negotiated Procurement - Lease of Real Property and Venue for the aforesaid activity under Section 53.10 of the Revised Implementing Rules and Regulations of Republic Act No. 9184;

WHEREAS, the BAC scheduled the opening of bids on March 21, 2024, 02:01 PM, with four (4) prospective Service Providers, namely: 1) Awesome Hotel, 2) Thunderbird Resort, 3) EM Royale Hotel and Beach Resort, and 4) Aureo La Union. All of which submitted their bid proposals with complete eligibility requirements;

WHEREAS, below is the result of the opening and evaluation of bids:

Service Provider	Bid Amount	Remarks
Awesome Hotel	Php 1,036,000.00	With Complete Eligibility Requirements.
Thunderbird Resort	Php 866, 500.00	With Complete Eligibility Requirements.
EM Royale Hotel and Beach Resort	Php 533, 610.00	With Complete Eligibility Requirements.
Aureo La Union	-	With Complete Eligibility Requirements, but no Available Venue.

WHEREAS, after a thorough review and evaluation of the BAC assisted by the Technical Working Group, EM ROYALLE HOTEL AND BEACH RESORT was determined to be responsive to the technical requirements having obtained an overall rating of 93.2% which is above the DILG R1- prescribed passing rate of 85% for the lease of venue;

NOW THEREFORE, WE, the BAC Members, RESOLVE, as it is hereby RESOLVED:

- a) To declare **EM Royale Hotel and Beach Resort** as the **Lowest Calculated and Responsive Bidder (LCRB)** with a bid amount of **Five Hundred Thirty-Three Thousand Six Hundred Ten Pesos (Php 533,610.00)**;



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
BIDS AND AWARDS COMMITTEE
Regional Office I

Aguila Road, Sevilla, City of San Fernando, La Union
www.region1.dilg.gov.ph

BIDS AND AWARDS COMMITTEE (BAC)
Resolution No. 2024-10

DECLARING THE LOWEST CALCULATED AND RESPONSIVE BID (LCRB) AND RECOMMENDING SAME TO THE HOPE TO AWARD THE CONTRACT FOR THE LEASE OF VENUE AND HOTEL ACCOMMODATION INCLUSIVE OF MEALS AND SNACKS FOR THE CONDUCT OF SUSTAINING PROJECT EXCELLENCE THROUGH ENHANCED ICT PROJECT MANAGEMENT AND COMMUNICATION STRATEGIES

b) To recommend to the HOPE the approval of this recommendation and to **award the Contract for Lease of Venue to the LCRB.**

RESOLVED, further that the **Regional Information and Communication Technology Unit (RICTU)** as End-User, be furnished a copy of this Resolution for its reference and appropriate action.

ADOPTED: DILG Regional Office 1. March 21, 2024, at the DILG R1 Training Hall.

Certified Correct by:


JUKIE ANN B. QUILATES
 Head, BAC Secretariat

Attested by:

ON LEAVE
RHODORA G. SORIANO
 BAC Member

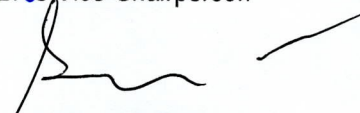

LESLIE CAROL L. ISIP
 BAC Member


LILY-ANN Z. VICTORIO
 BAC Member

- ON LEAVE -
ATTY. CHESTER S. CAYABAS-DIWAS
 BAC Member


PRAYANDLEO E. CAHIGA
 End-User


BENEDICTA M. BARNACHEA
 BAC Vice-Chairperson


PEDRO D. GONZALES
 BAC Chairperson

APPROVED:


JONATHAN PAUL M. LEUSEN, JR., CESO III
 Regional Director/ HoPE



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
LOCAL GOVERNANCE REGIONAL RESOURCE CENTER 1
Regional Office I

Aguila Rd., Sevilla, San Fernando City, La Union
www.region1.dilg.gov.ph

NOTICE OF AWARD

March 25, 2024

MS. MELANE M. WATKINS

Authorized Representative
EM Royale Hotel
San Juan, La Union

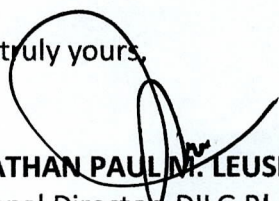

Dear Ms. Watkins:

We are pleased to inform you that your quotation for the Procurement of e **MEALS AND ACCOMMODATIONS** for the conduct of **SUSTAINING PROJECT EXCELLENCE THROUGH ENHANCE ICT PROJECT MANAGEMENT AND COMMUNICATION STRATEGIES ON APRIL 24-27, 2024** with a corresponding bid price of **Five Hundred Thirty Three Thousand Six Hundred Ten Pesos (Php533,610.00)** only has been determined to be the Lowest Calculated Responsive Bid (LCRB).

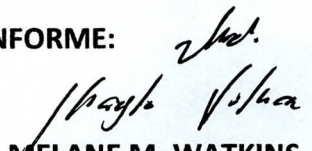
You are hereby required to formally enter into contract with us upon receipt of this Notice.

We appreciate your interest in this opportunity and we look forward to your satisfactory performance of your obligation.

Very truly yours,


JONATHAN PAUL M. LEUSEN JR., CESO III
Regional Director, DILG RI and
Head, Procuring Entity 

CONFORME:


MS. MELANE M. WATKINS
Authorized Representative
EM Royale Hotel



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
LOCAL GOVERNANCE REGIONAL RESOURCE CENTER 1
Regional Office I

Aguila Rd., Sevilla, San Fernando City, La Union
www.region1.dilg.gov.ph

NOTICE TO PROCEED

April 1, 2024

MS. MELANE M. WATKINS
Authorized Representative
EM Royale Hotel
San Juan, La Union

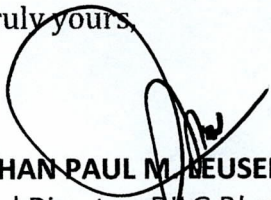

Dear Ms. Watkins:

The attached Contract Number 2024-03-~~002~~, having been approved, you are hereby notified to provide **MEALS AND ACCOMMODATIONS** for the conduct of **SUSTAINING PROJECT EXCELLENCE THROUGH ENHANCE ICT PROJECT MANAGEMENT AND COMMUNICATION STRATEGIES ON APRIL 24-27, 2024**.

Likewise, you are responsible for performing the required services under the terms and conditions of the Contract and your submitted quotation/proposal.

Please acknowledge receipt and acceptance of this Notice by signing both copies in the space provided below. Keep one copy and return the other copy to the DILG Regional Office 1, c/o BAC Secretariat, City of San Fernando, La Union.

Very truly yours,


JONATHAN PAUL M. GEUSEN JR., CESO III
Regional Director, DILG R1 and
Head, Procuring Entity 

RECEIVED BY:


MS. MELANE M. WATKINS
Authorized Representative
EM Royale Hotel

Date: March 27, 2024

REPUBLIC OF THE PHILIPPINES)
 _____) S.S.

CONTRACT OF SERVICES

KNOW ALL MEN BY THESE PRESENTS:



This **CONTRACT OF SERVICE** is made and entered into this 26th day of March, 2024 in the City of San Fernando, La Union, Philippines, by and between.

The **DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT REGIONAL OFFICE 1**, represented herein by **JONATHAN PAUL M. LEUSEN, JR., CESO III, Regional Director**, with office and postal address at Aguila Road, Sevilla Norte, City of San Fernando, La Union 2500, herein referred to as the **First Party**.

- and-

That **EM ROYALLE HOTEL** represented herein by **MELANE M. WATKINS** with office address at Taboc, San Juan, La Union, herein referred to as the **Second Party**.

WITNESSETH:

WHEREAS, The **FIRST PARTY** will conduct a **four (4) days** activity entitled "**Sustaining Project Excellence through enhanced ICT Project Management and Communication Strategies**" on **April 24-27, 2024** at **EM Royale Hotel, Taboc, San Juan, La Union**.

WHEREAS, the **SECOND PARTY** has the capability of providing food for the conduct of the above-mentioned activity at reasonable cost;

NOW, THEREFORE, for and inconsideration of the foregoing premises the parties hereto agree the contents of this Contract to wit:

1. **THAT**, the **SECOND PARTY** agrees and binds itself to the **FIRST PARTY** to provide food for the participants who will attend the "**Sustaining Project Excellence through enhanced ICT Project Management and Communication Strategies**" to be held on **April 24-27, 2024** at **EM Royale Hotel, Taboc, San Juan, La Union**, with the contract package of **FIVE HUNDRED THIRTY THREE THOUSAND SIX HUNDRED TEN PESOS ONLY (Php 533,610.00)** as indicated in the approved activity design subject to the qualification that only the actual cost/billing of the **SECOND PARTY** shall be paid by the **FIRST PARTY** appearing in the Statement of Account;
2. **THAT** this Contract of Services shall be guaranteed for a minimum of 75% of the total number of participants. If attendance is above minimum, the **SECOND PARTY** shall provide food at the same rate for the additional participants;

Proposed Schedule	Activity	No. of Day	No. of Participants	Amount
April 24-27, 2024	"Sustaining Project Excellence through enhanced ICT Project Management and Communication Strategies"	0	60 pax – Dinner @ 500.00 Accom. @1,264.50	Php 30,000.00 75,870.00
		1	60 pax (Breakfast, AM&PM Snacks, Lunch, Dinner and Accommodation)	177,870.00
		2	60 pax (Breakfast, AM&PM Snacks, Lunch, Dinner and Accommodation)	177,870.00
		3	60 pax (Breakfast, AM&PM Snacks, Lunch)	72,000.00
			Total	Php 533,610.00

3. In case of the unforeseen incidental expenses incurred by the **FIRST PARTY**, the **FIRST PARTY** shall pay the **SECOND PARTY** the amount corresponding to it.
4. THAT, if the total number of participants exceed the foregoing guaranteed minimum number of participants, the **FIRST PARTY** shall pay the **SECOND PARTY** additional charges which shall be based on the actual number of participants at the indicated rate per person as indicated in Item #2 of this contract.
5. **THAT** the payment of the amount due and payable under this contract and the conduct of this activity is based on the approved and signed program/activity design subject to the usual government accounting and auditing rules and regulations;
6. **THAT**, the **SECOND PARTY** guarantees to provide safe and clean food for the said activity to be conducted by the **FIRST PARTY**, and the latter reserves the right to question any action of, or institute any appropriate action in a proper proceeding against the former for any injury the **FIRST PARTY** may sustain resulting from any harmful or contaminated food served by the **SECOND PARTY**;
7. **THAT**, in case the **SECOND PARTY** failed to effect deliveries of what is stipulated herein, without any fault on the part of the **FIRST PARTY**, or was not due to fortuitous event, the contract will be automatically rescinded without going to court and the **FIRST PARTY** shall be freed from any liability to the **SECOND PARTY**;
8. **THAT**, this contract shall be binding and may be cancelled/terminated at the option of either party upon prior written notice at least five (5) days before the commencement of the activity.
9. **THAT** this Contract shall take effect upon signing of both parties concerned.

IN WITNESS WHEREOF, the parties hereto and do hereby sign this document at

_____, Philippines this 26th day of March 2024.

For the First Party

JONATHAN PAUL M. LEUSEN, JR., CESO III
Regional Director
DEPARTMENT OF THE INTERIOR AND
LOCAL GOVERNMENT- REGION 1

Witness:

PRAYANOLEO B. CAHICA

For the Second Party

MELANE M. WATKINS
Owner and Sole Proprietor
EM ROYALLE HOTEL

Witness:

Emelyn O'bando

CERTIFIED FUNDS AVAILABLE:

CHRISTINE JOY F. CASUGA
Acct. III / Regional Accountant

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
PROVINCE OF LA UNION
SAN FERNANDO CITY)S.S.

BEFORE ME, a Notary Public for and in PROVINCE OF LA UNION
SAN FERNANDO CITY, this
March 26 2024, personally appeared

JONATHAN PAUL M. LEUSEN, JR., CESO III

TIN: 123 933 075

MELANE M. WATKINS

TIN: 711716941

known to me as the same persons who executed the foregoing instrument and they further acknowledged to me that the same is their free and voluntary act and deed as well as that of the entities they respectively represent herein.

This agreement consisting of **three (3)** pages including this page where this acknowledgement is written, signed by said officials and their instrumental witnesses on each and every page thereof, refers to as **CONTRACT** for the purpose herein set forth.

WITNESS MY OFFICIAL SEAL and SIGNATURE, on the date and place above written.

Doc. No. 75
Page No. 15
Book No. VI
Series of 2024

ATTY. JEMMILYN E. PADILLA
Notary Public for City of San Fernando, La Union
ANC No. 113-2023 valid until December 31, 2024
Roll of Attorney's No. 84224
IBP O.R. No. 328805 ; 12-15-2023 LA UNION CHAPTER
PTR No. 2408883 ; 01-02-2024; San Fernando City, La Union
MCLE Compliance No. VIII - S0001870
(63) 0927-308-9920 padillajemmilyn@gmail.com