



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.dilg.gov.ph](http://www.dilg.gov.ph)

## NOTICE OF AWARD

February 1, 2024

MA. SHAINA FAYE A. CACAPIT  
Authorized Representative  
Shaina's Kitchenette  
Dahlia St., Capitol View Subdivision  
Poro, City of San Fernando, La Union




Dear Ms. Cacapit:

We are pleased to inform you that your quotation amounting to **One Hundred Seventeen Thousand Twenty Pesos Only (Php 117,020.00)** for the **Procurement of Meals and Snacks for the Conduct of Basic Life Support and First Aid Training** to be held on **February 6-9, 2024** at **DILG RO1 Training Hall, Aguila Rd. Sevilla, City of San Fernando, La Union** has been determined to be the **Lowest Calculated and 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,

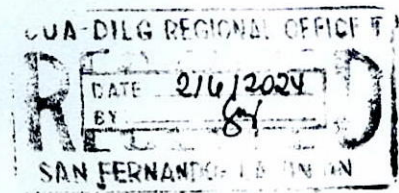
  
JONATHAN PAUL M. LEUSEN, JR., CESO III  
Regional Director, DILG 1 and   
Head of Procuring Entity 

CONFORME:

  
MA. SHAINA FAYE A. CACAPIT  
Authorized Representative  
Shaina's Kitchenette  
Dahlia St., Capitol View Subdivision  
Poro, City of San Fernando, La Union

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 2nd day of February, 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 SHAINA'S KITCHENETTE represented herein by MA. SHAINA FAYE A. CACAPIT with office address at Dahlia St., Capitol View Subdivision, Poro, City of San Fernando, La Union, herein referred to as the Second Party.

WITNESSETH:

WHEREAS, The FIRST PARTY will conduct a four (4) days activity entitled " Conduct of Basic Life Support and First Aid Training on February 6-9, 2024 at DILG ROI Training Hall, Aguila Rd. Sevilla , City of San Fernando, 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:

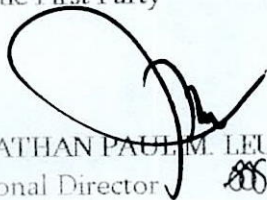
1. THAT, the SECOND PARTY agrees and binds itself to the FIRST PARTY to provide food for the participants who will attend the "Conduct of Basic Life Support and First Aid Training" to be held on February 6-9, 2024 at DILG ROI Training Hall, Aguila Rd. Sevilla , City of San Fernando, La Union, with the contract package of ONE HUNDRED SEVENTEEN THOUSAND TWENTY PESOS ONLY (Php 117,020.00) 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 Days	No. of Participants	Amount
Feb. 6-9, 2024	Conduct of Basic Life Support and First Aid Training	4	Breakfast – 8 Pax @ 245.00	Php 1,960.00
			AM snack – 35pax @ 145.00	5,075.00
			Lunch – 35 pax@ 395.00	13,825.00
			Pm snack - 35 pax @ 145.00	5,075.00
			Dinner 8 pax @415.00	3,320.00
			TOTAL	29,255.00
			TOTAL	X 4 DAYS
	Php 117,020.00			

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 2<sup>nd</sup> day of February 2024.

For the First Party

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


Witness:

For the Second Party

  
 MA. SHAINA FAYE A. CACAPIT  
 Authorized Representative  
 SHAINA'S KITCHENETTE

Witness:

CERTIFIED FUNDS AVAILABLE:

  
 CHRISTINE JOY F. CASUGA  
 Acct. III / Regional Accountant

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)  
\_\_\_\_\_ )S.S.

BEFORE ME, a Notary Public for and in SAN FERNANDO CITY LA UNION, this  
FEB 06 2024, personally appeared

JONATHAN PAUL M. LEUSEN, JR., CESO III  
MA. SHAINA FAYE A. CACAPIT

TIN: 123-933-075  
TIN: 636-748-041

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. 185  
Page No. 37  
Book No. 65  
Series of 2024

  
**ATTY. ERNESTO V. RAFON, P.F.D.**  
NOTARY PUBLIC UNTIL DECEMBER 31, 2024  
SAN FERNANDO CITY LA UNION 2024  
PTR No. 24113953; LIFETIME No. 1068479  
TIN No. 172170614; ROLL No. 50981  
MCLE No. VII0029773



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## NOTICE TO PROCEED

February 2, 2024

MA. SHAINA FAYE A. CACAPIT  
Authorized Representative  
Shaina's Kitchenette  
Dahlia St., Capitol View Subdivision  
Poro, City of San Fernando, La Union


Dear Ms. Cacapit:

With the attached CONTRACT OF SERVICES having been approved, you are hereby notified to provide **Meals and Snacks for the Conduct of Basic Life Support and First Aid Training** on February 6-9, 2024 at DILG RO1 Training Hall, Aguila Rd. Sevilla, City of San Fernando, La Union.

Likewise, you are responsible for performing the required services under the terms and conditions of the Contract of Services, 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. LEUSEN, JR., CESO III  
Regional Director, DILG 1 and   
Head of Procuring Entity

RECEIVED BY:

  
MA. SHAINA FAYE A. CACAPIT  
Authorized Representative