



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](http://www.region1.dilg.gov.ph)

## NOTICE TO PROCEED

December 11, 2024

**MARIA MARGARITA D. GACETA**  
Manager  
Kresan's Canteen  
Aguila Rd. Sevilla City of San Fernando, La Union

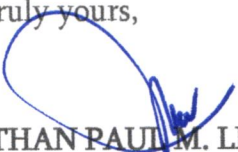

Dear Ms. Gaceta:

With the attached **CONTRACT OF SERVICES** having been approved, you are hereby notified to provide **Meals and Snacks for the Conduct of Institutionalization of DILG R1 as a Drug-Free Workplace on December 18-19, 2024 at DILG-R1 Training Hall, Aguila Rd., Brgy. Sevilla, City of San Fernando, La Union.**

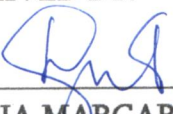
Likewise, you are responsible for performing the required services under the terms and conditions of the Contract of Services, and your submitted quotation/proposal.

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

**RECEIVED BY:**

  
**MARIA MARGARITA D. GACETA**  
Manager  
Kresan's Canteen  
Aguila Rd. Sevilla City of San Fernando, La Union

REPUBLIC OF THE PHILIPPINES )  
 PROVINCE OF )  
 SAN FERNANDO ) S.S.

**CONTRACT OF SERVICES**

**KNOW ALL MEN BY THESE PRESENTS:**

This **CONTRACT OF SERVICE** is made and entered into this **10th day of December, 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 **KRESAN'S CANTEEN** represented herein by **MARIA MARGARITA D. GACETA** with office address at **Aguila Rd., Brgy. Sevilla, City of San Fernando, La Union**, herein referred to as the **Second Party**.

**WITNESSETH:**

**WHEREAS**, The **FIRST PARTY** will conduct a **two (2) days** activity entitled **Conduct of Institutionalization of DILG R1 as a Drug-Free Workplace** on **December 18-19, 2024** at **DILG-R1 Training Hall, Aguila Rd., Brgy. 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 Institutionalization of DILG R1 as a Drug-Free Workplace** to be held on **December 18-19, 2024** at **DILG-R1 Training Hall, Aguila Rd., Brgy. Sevilla, City of San Fernando, La Union**, with the contract package of **ONE HUNDRED EIGHTY FOUR THOUSAND TWO HUNDRED PESOS ONLY (Php 184,200.00)** 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;

Proposed Schedule	Activity	No. of Days	No. of Participants	Amount
Dec. 18-19, 2024	Conduct of Institutionalization of DILG R1 as a Drug-Free Workplace	2	120pax – AM snack @280.00	Php 33,600.00
			120pax – PM snack @280.00	33,600.00
			120 pax – Lunch @ 975.00	117,000.00
			TOTAL	Php184,200.00

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;
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 \_\_\_\_\_ day of \_\_\_\_\_ 2024.

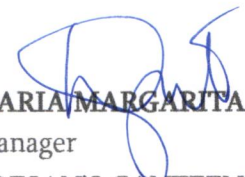
**For the First Party**

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

Witness:

\_\_\_\_\_

**For the Second Party**

  
**MARIA MARGARITA D. GACETA**  
 Manager  
 KRESAN'S CANTEEN

Witness:

  
 \_\_\_\_\_

**CERTIFIED FUNDS AVAILABLE:**

  
**CHRISTINE JOY F. CASUGA**  
 Acct. III / Regional Accountant

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)

PROVINCE OF LA UNION  
SAN FERNANDO CITY

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

JONATHAN PAUL M. LEUSEN, JR., CESO III

TIN: 123-933-075-000

MARIA MARGARITA D. GACETA

TIN: 933-109-275

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. 417  
Page No. 84  
Book No. XII  
Series of 2024

J. Padilla  
**ATTY. JEMMILYN E. PADILLA, RMT**  
Notary Public for City of San Fernando, La Union  
AIRC No. 113-2023 valid until December 31, 2024  
Roll of Attorney's No. 84224  
BP O.R. No. 378805 ; 12-15-2023 LA UNION CHAPTER  
R No. 2408883 ; 01-02-2024; San Fernando City, La Union  
MCLR Compliance No. VIII - S0001870  
(63) 0927-308-9920 [padillajemmilyn@gmail.com](mailto:padillajemmilyn@gmail.com)



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](http://www.region1.dilg.gov.ph)

## NOTICE OF AWARD

December 9, 2024

**MARIA MARGARITA D. GACETA**  
Manager  
Kresan's Canteen  
Aguila Rd. Sevilla City of San Fernando, La Union

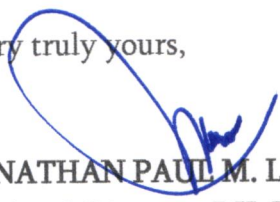

**Dear Ms. Gaceta:**

We are pleased to inform you that your quotation amounting to **One Hundred Eighty Four Thousand Two Hundred Pesos Only (Php184,200.00)** for the **Procurement of Meals and Snacks** for the **Conduct of Institutionalization of DILG R1 as a Drug-Free Workplace** to be held on **December 18-19, 2024** at **DILG-R1 Training Hall, Aguila Rd., Brgy. Sevilla, City of San Fernando, La Union** has been determined to be the Single Calculated and Responsive Bid (SCRB).


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:**

  
**MARIA MARGARITA D. GACETA**  
Manager  
Kresan's Canteen  
Aguila Rd. Sevilla City of San Fernando, La Union



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](http://www.region1.dilg.gov.ph)

**BIDS AND AWARDS COMMITTEE (BAC)**  
**Resolution No. 2024-101**

**DECLARING THE SINGLE CALCULATED AND RESPONSIVE BID (SCRB) AND RECOMMENDING THE SAME TO THE HOPE TO AWARD THE CONTRACT FOR THE PROCUREMENT OF MEALS AND SNACKS FOR THE CONDUCT OF INSTITUTIONALIZATION OF DILG R1 AS A DRUG-FREE WORKPLACE**

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 procure Meals and Snacks for the conduct of the Institutionalization of DILG R1 as a Drugfree Workplace on **December 18 – 19, 2024** with an Approved Budget for the Contract (ABC) of **One Hundred Ninety-Two Thousand Pesos (Php 192,000.00)**;

WHEREAS, the procurement was posted at PhilGEPS Portal, DILG R1 website and conspicuous place on December 4-9, 2024

WHEREAS, the BAC scheduled the opening of bids on December 09, 2024, 02:01 PM, with three (3) prospective Service Providers, namely: 1) Kresan's Canteen, 2) Maykan Mangan Catering and 3) San Juan Resort Corp.


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

Rank	Service Provider	Bid Amount	Remarks
1	Kresan's Canteen	Php 184,200.00	With Complete Eligibility Requirements
n/a	Maykan Mangan Catering	N/A	The supplier only received the RFQ. No quotation nor other eligibility requirements were submitted.
n/a	San Juan Resort Corp	N/A	The supplier only acknowledged the RFQ thru email. No quotation nor other eligibility requirements were submitted.

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

- a) To declare **Kresan's Canteen** as the **Single Calculated and Responsive Bidder (SCRB)** with a bid amount of **One Hundred Eighty-Four Thousand Two Hundred Pesos (Php 184,200.00)**; and
- b) To recommend to the HOPE the approval of this recommendation and to **award the Contract to the SCRБ.**

RESOLVED, further that the **Finance and Administrative Division (FAD)** as End-User, be furnished a copy of this Resolution for its reference and appropriate action.

  
Page 1 of 2





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](http://www.region1.dilg.gov.ph)

**BIDS AND AWARDS COMMITTEE (BAC)**  
**Resolution No. 2024-101**

**DECLARING THE SINGLE CALCULATED AND RESPONSIVE BID (SCRB) AND RECOMMENDING THE SAME TO THE HOPE TO AWARD THE CONTRACT FOR THE PROCUREMENT OF MEALS AND SNACKS FOR THE CONDUCT OF INSTITUTIONALIZATION OF DILG R1 AS A DRUG-FREE WORKPLACE**

ADOPTED: DILG Regional Office 1. December 09, 2024, at the DILG R1 New conference hall via hybrid conference.

Certified Correct by:

  
**JULIE ANN B. QUILATES**  
 Head, BAC Secretariat

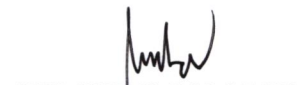
Attested by:

ON OFFICIAL TRAVEL  
**RHODORA G. SORIANO**  
 BAC Member

  
**LILY-ANN Z. VICTORIO**  
 BAC Member

  
**ATTY. LEOVIGILDO B. BUNGBUNG, JR.**  
 Alternate BAC Member

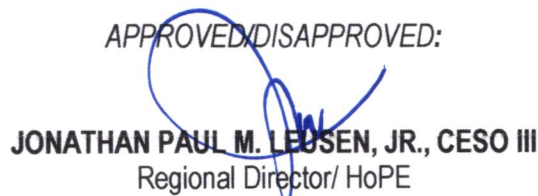
ON OFFICIAL TRAVEL  
**LESLIE CAROL L. ISIP**  
 BAC Member

  
**MELANIE H. BALANON**  
 End User

ON OFFICIAL TRAVEL  
**BENEDICTA M. BARNACHEA**  
 BAC Vice-Chairperson

  
**PEDRO D. GONZALES**  
 BAC Chairperson

APPROVED/DISAPPROVED:

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



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
 REGIONAL OFFICE 1  
 Aguilá Rd., Barangay Sevilla, City of San Fernando, La Union

Document Code		
<b>FM-QP-DILG-AS-RO-10-06</b>		
Rev. No.	Eff. Date	Page
01	06.01.23	1 of 1

**RFQ NO. 2024-12-332**  
**ABC: Php 192,000.00**

**ABSTRACT OF QUOTATION/S**

MODE OF PROCUREMENT:  
**Negotiated - Small Value Procurement**  
**AOQ No. 2024-12-63**  
**Date : December 9, 2024**  
**Time: 2:01PM**

Item	Item/Description	Qty.	Unit	ABC per item	TOTAL ABC	KRESAN'S CANTEEN		MAYKAN MANGAN CATERING		SAN JUAN RESORT CORP.	
						Php	<b>184,200.00</b>	Php	<b>0.00</b>	Php	<b>0.00</b>
						OFFER PER ITEM	TOTAL OFFER	OFFER PER ITEM	TOTAL OFFER	OFFER PER ITEM	TOTAL OFFER
1	Meals and Snacks										
	>> AM Snacks (Php 150.00 x 2 Days)			300.00	36,000.00	280.00	33,600.00		0.00		0.00
	>> PM Snack (Php 150.00 x 2 Days)	120	pax	300.00	36,000.00	280.00	33,600.00		0.00		0.00
	>> Lunch (Php 500.00 x 2 Days)			1,000.00	120,000.00	975.00	117,000.00		0.00		0.00
					<b>192,000.00</b>						
	PR No. 2024-12-__ Date Received: PUR: Meals and Snacks for the conduct of Institutionalization of DILG R1 as a Drug Free Workplace on December 18-19, 2024							Acknowledged/Received the RFQ but No Quotations Submitted			Acknowledged only the RFQ forwarded thru e-mail
	<b>ELIGIBILITY REQUIREMENTS</b> *In order to be eligible for this procurement, suppliers/service providers must submit together with the quotation/proposal the following eligibility requirements.										
	Valid Business/ Mayor's Permit					ISSUED on Jan. 18, 2024 valid until Dec. 2024		x			x
	PhilGeps Reg. Number					Org ID 243127 (Red)		x			x
	Menu					/		x			x

**REMARKS:**

Award is hereby recommended to be given to **KRESAN'S CANTEEN**, which is the **SINGLE** calculated and responsive bid.

**OTHERS:** \_\_\_\_\_

ON OFFICIAL TRAVEL  
**RHODORA G. SORIANO**  
 BAC Member

**LILY-ANN Z. VICTORIO**  
 BAC Member

**APT. LEOVIGILDO B. BANGUING JR.**  
 Alternate BAC Member

ON OFFICIAL TRAVEL  
**LESLIE CAROL I. ISIP**  
 BAC Member

**MELANIE H. BALANON**  
 End-user

ON OFFICIAL TRAVEL  
**BENEDICTA M. BARNACHEA**  
 BAC Vice-Chairperson

**PEDRO D. GONZALES**  
 BAC Chairperson

Approved by:

**JONATHAN PAUL M. REUSEN, JR., CESO III**  
 Regional Director / HOPE