



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

December 11, 2024

JENNY ROSE M. EBRAO
Resident Manager
Villa Silvina Hotel
15th Street, Outlook Drive, Baguio City


Dear Ms. EBRAO:

With the attached **CONTRACT OF SERVICES** having been approved, you are hereby notified to provide **Meals and Accommodations for the Conduct of Reflecting on Achievements and Building Resilience of FAD Personnel-DILG R1 cum Benchmarking at DILG-CAR** on December 12-14, 2024 at Villa Silvina Hotel, Outlook Drive, Baguio City.

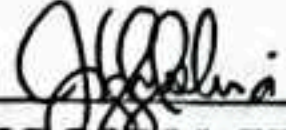
Likewise, you are responsible for performing the required services under the terms and conditions of the Contract of Services, and your submitted quotation/proposal.

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:


JENNY ROSE M. EBRAO
Resident Manager
Villa Silvina Hotel
15th Street, Outlook Drive, Baguio City

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 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 **VILLA SILVINA HOTEL** represented herein by **JENNY ROSE M. EBRAO** with office address at 15th Street, Outlook Drive, Baguio City, herein referred to as the **Second Party**.

WITNESSETH:

WHEREAS, The **FIRST PARTY** will conduct a three (3) days activity entitled **Conduct of Reflecting on Achievements and Building Resilience of FAD Personnel-DILG R1 cum Benchmarking at DILG-CAR** on December 12-14, 2024 at 15th Street, Outlook Drive, Baguio City.

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 and accommodation for the participants who will attend the **Conduct of Reflecting on Achievements and Building Resilience of FAD Personnel-DILG R1 cum Benchmarking at DILG-CAR** to be held on December 12-14, 2024 at 15th Street, Outlook Drive, Baguio City, with the contract package of **TWO HUNDRED FORTY THOUSAND PESOS ONLY (Php 240,000.00)** 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;



Jonathan Paul M. Leusen, Jr.

Proposed Schedule	Activity	No. of Days	No. of Participants	Amount
Dec. 12-14, 2024	Conduct of Reflecting on Achievements and Building Resilience of FAD Personnel- DILG R1 cum Benchmarking at DILG-CAR	3	Day 1 - 38pax - Lunch, PM snack & Dinner	Php 43,700.00
			38 pax - Accommodation	49,400.00
			Day 2 -42 pax -Breakfast, AM&PM Snacks, Lunch, Dinner	71,400.00
			42pax Accommodation	54,600.00
			Day 3- 38pax (Breakfast & AM snack)	20,900.00
			TOTAL	Php240,000.00

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 10th day of DECEMBER 2024.

For the First Party

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

For the Second Party

JENNY ROSE M. EBRAO
Resident manager
VILLA SILVINA HOTEL

Witness:

Witness:

KRISTINE DUCUSIN

CERTIFIED FUNDS AVAILABLE:

CHRISTINE JOY F. CASUGA
Acct. III / Regional Accountant

ACKNOWLEDGEMENT

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

PROVINCE OF LA UNION
SAN FERNANDO CITY

BEFORE ME, a Notary Public for and in _____, this
10th day of Dec. 2024, personally appeared

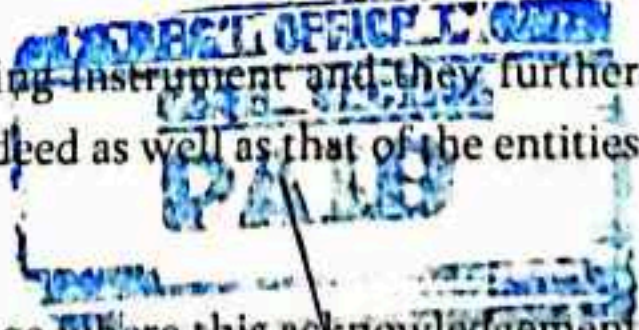
JONATHAN PAUL M. LEUSEN, JR., CESO III

TIN: 123-933-075-000

JENNY ROSE M. EBRAO

TIN: 478-141-824-000

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. 101
Page No. 21
Book No. XII
Series of 2024

ATTY. JEMILYN E. ADISA, RMT
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. 32805; 12-15-2023 LA UNION CHAPTER
PTR No. 2408883; 01-02-2024; San Fernando City, La Union
MCLE Compliance No. VIII - 50001870
(63) 0927-308-9920



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

December 9, 2024

JENNY ROSE M. EBRAO
Resident Manager
Villa Silvina Hotel
15th Street, Outlook Drive, Baguio City

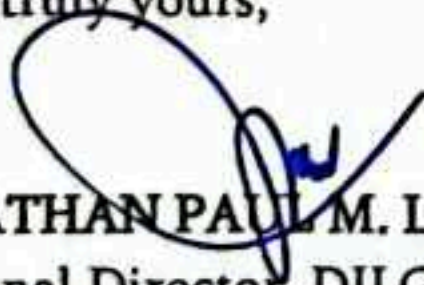
Dear Ms. EBRAO:

We are pleased to inform you that your quotation amounting to **Two Hundred Forty Thousand Pesos Only (Php240,000.00)** for the **Procurement of Meals and Accommodations for the Conduct of the Reflecting on Achievements and Building Resilience of FAD Personnel-DILG R1 cum Benchmarking at DILG-CAR** to be held on **December 12-14, 2024** at **Villa Silvina Hotel, Outlook Drive, Baguio City** has been determined to be the **Single Calculated and Responsive Bid (SCR)**.


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 I and
Head of Procuring Entity

CONFORME:


JENNY ROSE M. EBRAO
Resident Manager
Villa Silvina Hotel
15th Street, Outlook Drive, Baguio City



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. 2024-99

DECLARING THE SINGLE CALCULATED AND RESPONSIVE BID (SCRB) AND RECOMMENDING SAME TO THE HOPE TO AWARD THE CONTRACT FOR LEASE OF VENUE AND HOTEL ACCOMMODATION INCLUSIVE OF MEALS AND SNACKS FOR THE CONDUCT OF REFLECTING ON ACHIEVEMENTS AND BUILDING RESILIENCE OF FAD PERSONNEL – DILG R1 CUM BENCHMARKING AT DILG CAR

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 the **Reflecting on Achievements and Building Resilience of FAD PERSONNEL – DILG R1 cum Benchmarking at DILG CAR** on **December 12 – 14, 2024** with an Approved Budget for the Contract (ABC) of **Two Hundred Forty Thousand Pesos (Php 240,000.00)**;

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 December 05, 2024, 08:01 AM, with three (3) prospective Service Providers, namely: 1) Mines View Park Hotel, 2) Hotel Elizabeth and 3) Villa Silvina Hotel.

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

Rank	Service Provider	Bid Amount	Remarks
1	Villa Silvina Hotel	Php 240,000.00	With Complete Eligibility Requirements
n/a	Hotel Elizabeth	N/A	Submitted only the RFQ. No other eligibility requirements attached
n/a	Mines View Park Hotel	N/A	Submitted only the RFQ. No other eligibility requirements attached

WHEREAS, after a thorough review and evaluation of the BAC, assisted by the Technical Working Group, **VILLA SILVINA HOTEL** was determined to be responsive to the technical requirements having obtained an overall rating of 96.22 % 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 **Villa Silvina Hotel** as the **Single Calculated and Responsive Bidder (SCRB)** with a bid amount of **Two Hundred Forty Thousand Pesos (Php 240,000.00)**; and
- b) To recommend to the HOPE the approval of this recommendation and to **award the Contract for Lease of Venue 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.



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-__

DECLARING THE SINGLE CALCULATED AND RESPONSIVE BID (SCRB) AND RECOMMENDING SAME TO THE HOPE TO AWARD THE CONTRACT FOR LEASE OF VENUE AND HOTEL ACCOMMODATION INCLUSIVE OF MEALS AND SNACKS FOR THE CONDUCT OF REFLECTING ON ACHIEVEMENTS AND BUILDING RESILIENCE OF FAD PERSONNEL – DILG R1 CUM BENCHMARKING AT DILG CAR

ADOPTED: DILG Regional Office 1. December 05, 2024, at the DILG R1 New conference hall via hybrid conference.


Certified Correct by:


MAICA T. LACASANDILE
 BAC Secretariat

Attested by:


RHODORA G. SORIANO
 BAC Member


LESLIE CAROL L. ISIP
 BAC Member *OB*


LILY-ANN Z. VICTORIO
 BAC Member


ATTY. CHESTER S. CAYABAS-DIWAS
 BAC Member


CLAUDINE L. RECAIDO
 End-User


BENEDICTA M. BARNACHEA
 BAC Vice-Chairperson


PEDRO D. GONZALES
 BAC Chairperson

APPROVED/DISAPPROVED:


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





RFQ NO. 2024-12-333
ABC: Php 240,000.00

ABSTRACT OF QUOTATION/S

MODE OF PROCUREMENT:
Negotiated - Small Value Procurement

AOQ No. 2024-040
Date : December 5, 2024
Time: 9:01AM

Item	Item/Description	ABC	Qty.	Unit	Mines View Park Hotel	Hotel Elizabeth		Villa Silvina Hotel	
					total cost	Cost per Unit	Total Cost	Cost per Unit	Total Cost
1	Lease of Venue and Hotel Accommodation Inclusive of Meals and Snacks for the Reflecting on Achievements and Building Resilience of FAD Personnel -DILG R1 cum Benchmarking at DILG CAR on December 12-14, 2024	240,000.00			276,000 No other Req, RFQ Only		261,200.00		240,000.00
	PR No. 2024-11-528 Date Received: November 26, 2024 PUR:								
	ELIGIBILITY REQUIREMENTS *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								Baguio Feb 26, 2024 valid Dec. 31, 2024
	Latest Income/Business Tax Return/Tax Clearance Certificate								Annual Income Tax Return Year 2023 with QR Code
	PhilGeps Reg. Number								Platinum Oct. 5, 2023-Oct 5, 2024 (Red automatically)
	MENU								With Menu with Silvina letter head
	Table Factor Rating								96.22

REMARKS:
 Award is hereby recommended to be given to, which is the Single Calculated and Responsive Bid.
OTHERS: _____

RHODORA G. SORIANO
 BAC Member

On Official Business
LILY-ANN Z. VICTORIO
 BAC Member

ATTY. CHESTER S. CAYABAS-DIVAS
 BAC Member

On Official Business
LESLIE CAROL I. ISIP
 BAC Member

CLAUDINE / RECAIDO
 End User

On Official Business
BENEDICTA M. BARNACHEA
 BAC Vice-Chairperson

PEDRO D. GONZALES
 BAC Chairperson

APPROVED BY:

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

Appendix C
TABLE OF RATING FACTORS FOR LEASE OF VENUE

NAME OF SERVICE PROVIDER: Villa Silvina
ADDRESS: Baguio City

	RATING FACTORS	WEIGHT (%)	RATING	REMARKS/ COMMENTS
I.	Availability	100	100	
II.	Location and Site Condition			
	1. Accessibility	(50)	50	
	2. Parking Space	(50)	15	
		100	65	
III.	Neighborhood Data			
	1. Sanitation and health condition	(25)	25	
	2. Police and fire station	(25)	25	
	3. Restaurant/Grocery Stores	(25)	25	
	4. Banking and Postal	(25)	25	
		100	100	
IV.	Venue			
	1. Structural condition	(20)	20	
	2. Functionality			
	a. Conference Rooms	(10)	10	
	b. Room Arrangement (e.g. single, double, etc.)	(5)	5	
	c. Light, ventilation, and air conditioning	(5)	5	
	d. Space requirements	(5)	5	
	3. Facilities			
	a. Water supply and toilet	(4)	4	
	b. Lighting system	(5)	5	
	c. Elevators	(4)	4	
	d. Fire escapes	(4)	4	
	e. Fire fighting equipment	(4)	4	
	f. Internet and Telecommunications	(4)	4	
	g. Audio visual equipment	(5)	5	
	4. Other requirements			
	a. Maintenance	(5)	5	
	b. Attractiveness	(5)	5	
	c. Security	(5)	5	
	5. Catering Services	(5)	5	
	6. Client's satisfactory rating	(5)	4.2	
		100	99.2	


SUMMARY:

	RATING FACTORS	WEIGHT	RATING
I.	Availability	x (.5)	50
II.	Location and Site Condition	x (.1)	6.5
III.	Neighborhood Data	x (.05)	5
IV	Venue	x (.35)	34.72
	FACTOR VALUE		96.22

Certified Correct:


MAICAT T. LACASANDILE
BAC Secretariat


ATTY. CHESTER CAYABAS-DIWAS
BAC Member

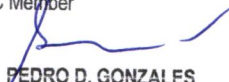

RHODORA G. SORIANO
BAC Member
ON OFFICIAL BUSINESS
BENEDICTA M. BARNACHEA
BAC Vice-Chairperson/End-User

Attested by:

ON OFFICIAL BUSINESS
LESLIE CAROL L. ISIP
BAC Member

ON OFFICIAL BUSINESS
LILY-ANN Z. VICTORIO
BAC Member


CLAUDINE V. RECAIDO
End-user


PEDRO D. GONZALES
BAC Chairperson

Approved / Disapproved:


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