



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 18, 2024

MS. KALEENA TOSCA M. MARTIN
Authorized Representative
K3MM Corporation(Pugo Adventure)
Sitio Kagaling, Palina, Pugo, La Union

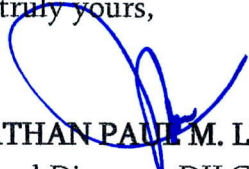

Dear Ms. Martin:

With the attached **CONTRACT OF SERVICES** having been approved, you are hereby notified to provide **Meals and Accommodations for the Conduct of Conduct of Conflict Resolution, Safe Space Act and Mental Health cum Understanding ISO 9001:2015 Clauses 7.1.2 and 7.4** on **December 20-21, 2024** at **Pugo Adventure, Sitio Kagaling, Palina, Pugo, 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:


MS. KALEENA TOSCA M. MARTIN
Authorized Representative
K3MM Corporation (Pugo Adventure)
Sitio Kagaling, Palina, Pugo, La Union

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

CONTRACT OF SERVICES

KNOW ALL MEN BY THESE PRESENTS:

This **CONTRACT OF SERVICE** is made and entered into this **17th 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 Aguilá Road, Sevilla Norte, City of San Fernando, La Union 2500, herein referred to as the **First Party**.

- and -

That **PUGO ADVENTURE** represented herein by **MS. KALEENA TOSCA M. MARTIN** with office address at **Sitio Kagaling, Palina, Pugo, La Union**, herein referred to as the **Second Party**.

WITNESSETH:

WHEREAS, The **FIRST PARTY** will conduct a **two (2) days** activity entitled **Conduct of Conflict Resolution, Safe Space Act and Mental Health cum Understanding ISO 9001:2015 Clauses 7.1.2 and 7.4** on **December 20-21, 2024** at **Pugo Adventure, Sitio Kagaling, Palina, Pugo, La Union**.

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

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

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 Conflict Resolution, Safe Space Act and Mental Health cum Understanding ISO 9001:2015 Clauses 7.1.2 and 7.4** to be held on **December 20-21, 2024** at **Pugo Adventure, Sitio Kagaling, Palina, Pugo, La Union**, with the contract package of **SEVENTY EIGHT THOUSAND SEVEN HUNDRED FIFTY PESOS ONLY (Php 78,750.00)** 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. 22-21, 2024	Conduct of Conflict Resolution, Safe Space Act and Mental Health cum Understanding ISO 9001:2015 Clauses 7.1.2 and 7.4	2	Day 1 - 21pax – Am snack,Lunch, PM snack & Dinner	Php 31,185.00
			21 pax - Accommodation	25,200.00
			Day 2 -21 pax -Breakfast, AM&PM Snacks, Lunch, Dinner	22,365.00
			TOTAL	Php 78,750.00

1. **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;
2. 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.
3. **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.
4. **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;
5. **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**;
6. **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**;
7. **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.
8. **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 1

Witness:

For the Second Party

KALEENA TOSCA M. MARTIN
Authorized Representative
PUGO ADVENTURE

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
23 DEC 2024 personally appeared

JONATHAN PAUL M. LEUSEN, JR., CESO III

TIN: 123-933-075-000

KALEENA TOSCA M. MARTIN

TIN: _____

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. 480
Page No. 96
Book No. X/1
Series of 2024

ATTY. JEMMILYN E. PADILLA, 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. 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



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 16, 2024

MS. KALEENA TOSCA M. MARTIN
Authorized Representative
K3MM Corporation(Pugo Adventure)
Sitio Kagaling, Palina, Pugo, La Union

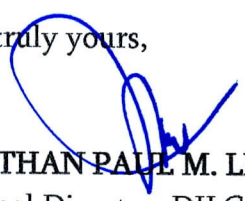

Dear Ms. Martin:

We are pleased to inform you that your quotation amounting to **Seventy Eight Thousand Seven Hundred Fifty Pesos Only (Php78,750.00)** for the **Procurement of Meals and Accommodations** for the **Conduct of Conflict Resolution, Safe Space Act and Mental Health cum Understanding ISO 9001:2015 Clauses 7.1.2 and 7.4** to be held on **December 20-21, 2024** at **Pugo Adventure, Sitio Kagaling, Palina, Pugo, 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:


MS. KALEENA TOSCA M. MARTIN
Authorized Representative
K3MM Corporation (Pugo Adventure)
Sitio Kagaling, Palina, Pugo, 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

BIDS AND AWARDS COMMITTEE (BAC)
Resolution No. 2024-102

DECLARING THE SINGLE CALCULATED AND RESPONSIVE BID (SCRB) AND RECOMMENDING THE SAME TO THE HOPE TO AWARD THE CONTRACT FOR LEASE OF VENUE AND HOTEL ACCOMMODATION INCLUSIVE OF MEALS AND SNACKS FOR THE CONDUCT OF CONFLICT RESOLUTION, SAFE SPACE ACT AND MENTAL HEALTH CUM UNDERSTANDING ISO 9001:2015 CLAUSES 7.1.2 AND 7.4

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 **Conflict Resolution, Safe Space Act and Mental Health cum Understanding ISO 9001:2015 Clauses 7.1.2 and 7.4** on **December 20 – 21, 2024** with an Approved Budget for the Contract (ABC) of **Seventy-Nine Thousand Eight Hundred Pesos (Php 79,800.00)**;

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 09, 2024, 02:01 PM, with three (3) prospective Service Providers, namely: 1) Pugad Pugo Adventure, 2) EM Royale Hotel and Beach Resort and 3) Marand Resort and Spa.

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

Rank	Service Provider	Bid Amount	Remarks
1	Pugad Pugo Adventure	Php 78,750.00	With Complete Eligibility Requirements
n/a	EM Royale Hotel and Beach Resort	N/A	The supplier only acknowledged the RFQ thru email. No quotation nor other eligibility requirements were submitted.
n/a	Marand Resort and Spa	N/A	The supplier only acknowledged the RFQ thru email. No quotation nor other eligibility requirements were submitted.

WHEREAS, after a thorough review and evaluation of the BAC, assisted by the Technical Working Group, PUGAD PUGO ADVENTURE was determined to be responsive to the technical requirements having obtained an overall rating of 96.55 % 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 **Pugad Pugo Adventure** as the **Single Calculated and Responsive Bidder (SCRB)** with a bid amount of **Seventy-Eight Thousand Seven Hundred Fifty Pesos (Php 78,750.00)**; and
- b) To recommend to the HOPE the approval of this recommendation and to **award the Contract for Lease of Venue to the SCRБ.**

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BIDS AND AWARDS COMMITTEE
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BIDS AND AWARDS COMMITTEE (BAC)
Resolution No. 2024-102

DECLARING THE SINGLE CALCULATED AND RESPONSIVE BID (SCRB) AND RECOMMENDING THE SAME TO THE HOPE TO AWARD THE CONTRACT FOR LEASE OF VENUE AND HOTEL ACCOMMODATION INCLUSIVE OF MEALS AND SNACKS FOR THE CONDUCT OF CONFLICT RESOLUTION, SAFE SPACE ACT AND MENTAL HEALTH CUM UNDERSTANDING ISO 9001:2015 CLAUSES 7.1.2 AND 7.4

RESOLVED, further that the **Office of the Regional Director (ORD)** as End-User, be furnished a copy of this Resolution for its reference and appropriate action.

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

ON OFFICIAL TRAVEL
LESLIE CAROL L. ISIP
 BAC Member


LILY-ANN Z. VICTORIO
 BAC Member


ATTY. LEOVIGILDO B. BUNGUBONG, JR.
 Alternate BAC Member


SWEETZEL KAYE P. OGAD
 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

