



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
LOCAL GOVERNANCE REGIONAL RESOURCE CENTER 1
Regional Office 1
Aguila Rd., Sevilla, San Fernando City, La Union
www.region1.dilg.gov.ph

NOTICE TO PROCEED

November 13, 2024

MS. ERICKA JORGE ADVIENTO
Authorized Representative
Balai Norte Hotels and Resorts Corporation
Brgy. Panicsican, San Juan, La Union

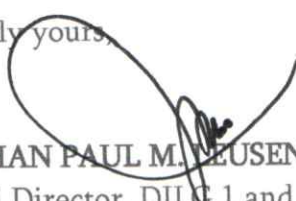
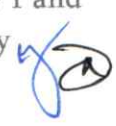
Dear Ms. Adviento:

With the attached **CONTRACT OF SERVICES** having been approved, you are hereby notified to provide **Meals and Snacks for the Conduct of BNEO M&E Year-End Assessment cum Launching Ceremony of "DAMILI" BNEO Knowledge Product on November 14, 2024 at Balai Norte Hotels and Resorts Corp., Brgy. Panicsican, San Juan, La Union.**

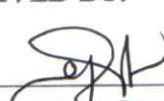
Likewise, you are responsible for performing the required services under the terms and conditions of the Contract of Services, and your submitted quotation/proposal.

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. NEUSEN, JR., CESO III
Regional Director, DILG 1 and
Head of Procuring Entity 

RECEIVED BY:


MS. ERICKA JORGE ADVIENTO
Authorized Representative
Balai Norte Hotels and Resorts Corporation
Brgy. Panicsican, San Juan, La Union

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

CONTRACT OF SERVICES



KNOW ALL MEN BY THESE PRESENTS:

This **CONTRACT OF SERVICE** is made and entered into this **12th day of November 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 -

The **BALAI NORTE HOTELS AND RESORTS CORPORATION** represented herein by **ERICKA JORGE ADVIENTO** with office address at **Barangay Panicsican, San Juan, La Union**, herein referred to as the **Second Party**.

WITNESSETH:

WHEREAS, the **FIRST PARTY** will conduct a **one (1) day** activity entitled **“Conduct of the BNEO M&E Year-End Assessment cum Launching Ceremony of “DAMILI” BNEO Knowledge Product”** on **November 14, 2024** at **Balai Norte Hotels and Resorts Corp., Barangay Panicsican, 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 on 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 the BNEO M&E Year-End Assessment cum Launching Ceremony of “DAMILI” BNEO Knowledge Product”** to be held on **November 14, 2024** at **Balai Norte Hotels and Resorts Corp., Barangay Panicsican, San Juan, La Union**, with the contract package of **FIFTY ONE THOUSAND SIX HUNDRED PESOS ONLY (Php 51,600.00)** 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** as 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 and accommodation at the same rate for the additional participants;

Proposed Schedule	Activity	No. of Day	No. of Participants	Amount
November 14, 2024	Conduct of the BNEO M&E Year-End Assessment cum Launching Ceremony of “DAMILI” BNEO Knowledge Product	1	43 pax (Breakfast, am snack, lunch & pm snack)	Php 51,600.00


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 **SAN FERNANDO CITY, LA UNION**, Philippines this NOV 13 2024 day of NOV 13 2024 2024.

For the First Party:


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

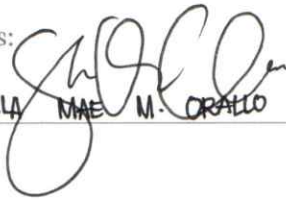
Witness:


PEDRO D. GMAZALES
 LGOO III
 DILG R1

For the Second Party:


ERICKA JORGE ADVIENTO
 Authorized Representative
 BALAI NORTE HOTELS AND RESORTS CORP.

Witness:


SHARLA MAE M. ORALLO

CERTIFIED FUNDS AVAILABLE:



CHRISTINE JOY F. CASUGA
 Acct. III / Regional Accountant

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
SAN FERNANDO CITY, LA UNION

BEFORE ME, a Notary Public for and in SAN FERNANDO CITY, LA UNION
NOV 13 2024, personally appeared

JONATHAN PAUL M. LEUSEN, JR., CESO III

TIN: 123-933-075-000

ERICKA JORGE ADVIENTO

TIN: 570-481-309-000

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. 411
Page No. 84
Book No. 75
Series of 2821

KEITH ANDREW G. MUSICO
Notary Public No. 15 2023 until December 31, 2024
Roll No. 54723/TIN: 407 510 531
IDP No. 300561 Jan. 2, 2024
PTR No. 240067 Jan. 2, 2024
MOLE Comp. VII - 9619281 Valid until April 14, 2025
2/F Florante Bldg. General Luna St.,
San Fernando City, La Union



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

November 11, 2024

MS. ERICKA JORGE ADVIENTO
Authorized Representative
Balai Norte Hotels and Resorts Corporation
Brgy. Panicsican, San Juan, La Union

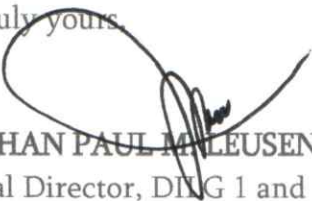
Dear Ms. Adviento:

We are pleased to inform you that your quotation amounting to **Fifty One Thousand Six Hundred Pesos Only (Php51,600.00)** for the **Procurement of Meals and Snacks for the Conduct of BNEO M&E Year-End Assessment cum Launching Ceremony of "DAMILI" BNEO Knowledge Product** to be held on **November 14, 2024** at **Balai Norte Hotels and Resorts Corp., Brgy. Panicsican, San Juan, 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 MCLEUSEN, JR., CESO III
Regional Director, DILG 1 and
Head of Procuring Entity

CONFORME:


MS. ERICKA JORGE ADVIENTO
Authorized Representative
Balai Norte Hotels and Resorts Corporation
Brgy. Panicsican, San Juan, 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. 2024-83

DECLARING THE SINGLE CALCULATED AND RESPONSIVE BID (SCRB) AND RECOMMENDING THE SAME TO THE HOPE TO AWARD THE CONTRACT FOR THE LEASE OF VENUE INCLUSIVE OF MEALS AND SNACKS FOR THE CONDUCT OF THE BNEO M&E YEAR-END ASSESSMENT CUM LAUNCHING CEREMONY OF "DAMILI" BNEO KNOWLEDGE PRODUCT

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 inclusive of Meals and Snacks for the conduct of the **BNEO M&E Year-End Assessment cum Launching Ceremony of "DAMILI" BNEO Knowledge Product on November 14, 2024** with an Approved Budget for the Contract (ABC) of **Fifty One Thousand Six Hundred Pesos (Php 51,600.00)**;

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 scheduled BAC Meeting on November 8, 2024, 2:01 PM was postponed because of the suspension of work in all the government offices in the Province of La Union due to Tropical Storm Marce;

WHEREAS, the BAC rescheduled the opening of bids on November 11, 2024, 02:00 PM, with three (3) prospective Service Providers, namely: 1) Balai Norte Hotels and Resort Corp., 2) Awesome Hotel and 3) Villa Elita. However, only Balai Norte Hotels and Resort Corp has submitted its bid proposals with complete eligibility requirements;

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

Rank	Service Provider	Bid Amount	Remarks
1	Balai Norte Hotels and Resort Corp	Php 51,600.00	With Complete Eligibility Requirements.
n/a	Awesome Hotel	N/A	Only submitted the RFQ. No other Documentary Requirement Submitted;
n/a	Villa Elita	N/A	Received RFQ but did not submit its Quotation and eligibility requirements;

WHEREAS, after a thorough review and evaluation of the BAC, assisted by the Technical Working Group, **BALAI NORTE HOTELS AND RESORT CORP** was determined to be responsive to the technical requirements having obtained an overall rating of 98.45 % 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 **Balai Norte Hotels and Resort Corp** as the **Single Calculated and Responsive Bidder (SCRB)** with a bid amount of **Fifty One Thousand Six Hundred Pesos (Php 51,600.00)**;
- b) To recommend to the HOPE the approval of this recommendation and to **award the Contract for Lease of Venue to the SCR.B**.



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
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BIDS AND AWARDS COMMITTEE (BAC)
Resolution No. 2024-83

DECLARING THE SINGLE CALCULATED AND RESPONSIVE BID (SCRB) AND RECOMMENDING THE SAME TO THE HOPE TO AWARD THE CONTRACT FOR THE LEASE OF VENUE INCLUSIVE OF MEALS AND SNACKS FOR THE CONDUCT OF THE BNEO M&E YEAR-END ASSESSMENT CUM LAUNCHING CEREMONY OF "DAMILI" BNEO KNOWLEDGE PRODUCT

RESOLVED, further that the **Local Government Capability Development Division (LGCDD)** as End-User, be furnished a copy of this Resolution for its reference and appropriate action.

ADOPTED: DILG Regional Office 1. November 11, 2024, at the DILG R1 Annex Building.

Certified Correct by:


JULIE ANN B. QUILATES
 Head, BAC Secretariat

Attested by:


RHODORA G. SORIANO
 BAC Member


LESLIE CAROL L. ISIP
 BAC Member


LILY-ANN Z. VICTORIO
 BAC Member

ATTY. CHESTER S. CAYABAS-DIWAS
 BAC Member


KRISHNA JANE C. BANG-OA
 End-User

On 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
 Aguila Rd., Barangay Sevilla, City of San Fernando, La Union

RFQ NO. 2024-11-304
ABC: Php 51,600.00

ABSTRACT OF QUOTATION/S

MODE OF PROCUREMENT:
Lease of venue

AOQ No. 2024-11-049
Date : November 11, 2024
Time: 2:01PM

Item	Item/Description	ABC	Qty.	Unit	ABC per item	TOTAL ABC	AWESOME HOTEL	VILLA ELITA	BALAI NORTE
							TOTAL OFFER	TOTAL OFFER	TOTAL OFFER
1	Lease of Venue inclusive of Meals and Snacks						ONLY SUBMITTED RFQ	ONLY SUBMITTED RFQ	51,600.00
	PR No. 2024-11-484 Date Received: 11-5-2024. PUR:Lease of Venue inclusive of Meals and Snacks for the conduct of the BNEO M&E Year-End Assessment cum Launching Ceremony of "DAMILI" BNEO Knowledge Product								
	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						X	X	Issued by the Municipality of SJLU - Jan 16, 2024 - Dec 31, 2024
	Latest Income/Business Tax Return/Tax Clearance Certificate						X	X	AITR FY 2023 - APR 15, 2024
	PhilGeps Reg. Number						X	X	RED: 349683 JULY 12, 2023
	Menu						X	X	/
	Table of Rating Factor								98.45%

REMARKS:

Award is hereby recommended to be given to Balai Norte which is the Single calculated and responsive bid.

OTHERS: _____

RHODORA G. SORIANO
 BAC Member

LILY-ANN Z. VICTORIO
 BAC Member

ATTY. CHESTER S. CAYABAS-DIWAS
 BAC Member

LESLIE CAROL I. ISIP
 BAC Member

KRISHNA ANNE C. BANG-OA
 End-user

on official travel
BENEDICTA M. BARNACHEA
 BAC Vice-Chairperson

PEDRO D. GONZALES
 BAC Chairperson

APPROVED BY:

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

Appendix C

TABLE OF RATING FACTORS FOR LEASE OF VENUE

NAME OF SERVICE PROVIDER: BALAI NORTE HOTELS AND RESORTS CORP

ADDRESS: SAN JUAN, LA UNION

	RATING FACTORS	WEIGHT (%)	RATING	REMARKS/ COMMENTS
I.	Availability	100	100	
II.	Location and Site Condition			
	1. Accessibility	(50)	50	
	2. Parking Space	(50)	45	
		100	95	
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 (3rd Floor & above)/ Staircase (Compliant to Accessibility Law)	(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)	4	
	c. Security	(5)	5	
	5. Catering Services	(5)	4	
	6. Client's satisfactory rating	(5)	4	
		100	97	

SUMMARY:

	RATING FACTORS	WEIGHT	RATING
I.	Availability	x (.5)	50
II.	Location and Site Condition	x (.1)	9.5
III.	Neighborhood Data	x (.05)	5
IV.	Venue	x (.35)	33.95
	FACTOR VALUE		98.45

Certified Correct:

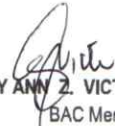

JULIE ANN B. QUILATES
 Head, BAC Secretariat

Attested by:

ATTY. CHESTER CAYABAS-DIWAS
 BAC Member



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 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