



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**

November 15, 2024

**CORNELIA G. SANCHEZ**  
Authorized Representative  
Puerto de San Juan Resort Hotel  
Ili Sur, San Juan, La Union

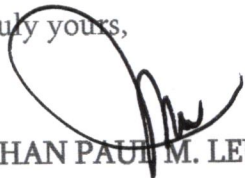
**Dear Ms. Sanchez:**

With the attached **CONTRACT OF SERVICES** having been approved, you are hereby notified to provide **Meals and Accommodations for the conduct of Strengthening of Local Project Monitoring Committee** on **November 19-21, 2024** at **Puerto de San Juan Resort Hotel, Ili Sur, San Juan, La Union.**

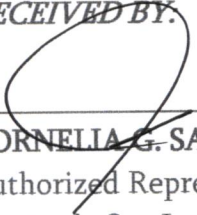
Likewise, you are responsible for performing the required services under the terms and conditions of the Contract of Services, and your submitted quotation/proposal.

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,

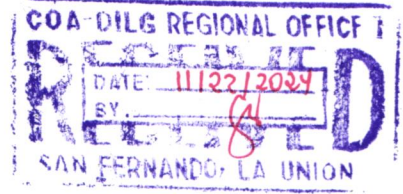
  
**JONATHAN PAUL M. LEUSEN, JR., CESO III**  
Regional Director, DILG 1 and  
Head of Procuring Entity

**RECEIVED BY:**

  
**CORNELIA G. SANCHEZ**  
Authorized Representative  
Puerto de San Juan Resort Hotel  
Ili Sur, San Juan, La Union

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

**CONTRACT OF SERVICES**



**KNOW ALL MEN BY THESE PRESENTS:**

This **CONTRACT OF SERVICE** is made and entered into this **14th 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 Aguila Road, Sevilla Norte, City of San Fernando, La Union 2500, herein referred to as the **First Party**.

- and -

That **PUERTO DE SAN JUAN RESORT HOTEL** represented herein by **CORNELIA G. SANCHEZ** with office address at **Ili Sur, San Juan, La Union**, herein referred to as the **Second Party**.

**WITNESSETH:**

**WHEREAS**, The **FIRST PARTY** will conduct a **three (3) days** activity entitled “**Conduct of Strengthening of Local Project Monitoring Committee**” on **November 19-21, 2024** at **Puerto de San Juan Resort Hotel, Ili Sur, San Juan, 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 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 Strengthening of Local Project Monitoring Committee** to be held on **November 19-21, 2024** at **Puerto de San Juan Resort Hotel, Ili Sur, San Juan La Union**, with the contract package of **FIVE HUNDRED NINETY SEVEN THOUSAND PESOS ONLY (Php 597,000.00)** 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;
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
Nov. 19-21, 2024	Conduct of Training re: Strengthening of Local Project Monitoring Committee	3	Day 0 - 81pax Dinner 81 pax -Accom.	Php 105,300.00 40,500.00
			Day 1 – 96 pax (breakfast, am snack, lunch, pm snack & dinner)	163,200.00
			96pax -Accom.	124,800.00
			Day2 – 86 pax (breakfast am snack, lunch,pm snacks & dinner)	163,200.00
			<b>TOTAL</b>	<b>Php 597,000.00</b>

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 FDO. CITY, LL, Philippines this 14 NOV 2024 day of 2024.

For the First Party

For the Second Party

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

CORNELIA G. SANCHEZ  
Authorized Representative  
PUERTO DE SAN JUAN RESORT HOTEL

Witness:

JATBEE B. APUGO

Witness:

MARICEL ZAMORANOS

**CERTIFIED FUNDS AVAILABLE:**

CHRISTINE JOY F. CASUGA  
Acct. III / Regional Accountant

**ACKNOWLEDGEMENT**

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

BEFORE ME, a Notary Public for and in SAN FERNANDO CITY, LU, this  
14 NOV 2024, personally appeared

JONATHAN PAUL M. LEUSEN, JR., CESO III

TIN: 123-933-075-000

CORNELIA G. SANCHEZ

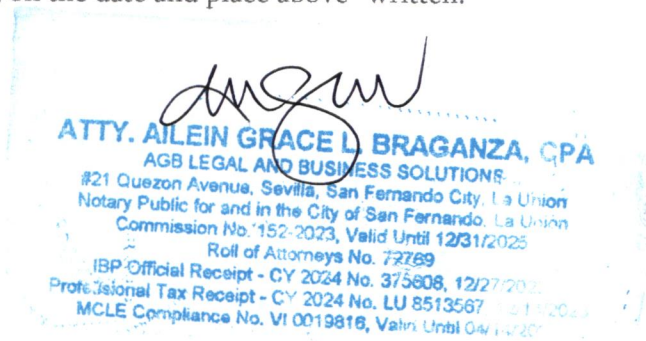
TIN: 179-402-375

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. 92  
Page No. 19  
Book No. XXII  
Series of 2024





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## NOTICE OF AWARD

November 13, 2024

**CORNELIA G. SANCHEZ**  
Authorized Representative  
Puerto de San Juan Resort Hotel  
Ili Sur, San Juan, La Union

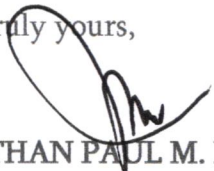
**Dear Ms. Sanchez:**

We are pleased to inform you that your quotation amounting to **Five Hundred Ninety Seven Thousand Pesos Only (Php597,000.00)** for the **Procurement of Meals and Accommodations for the conduct of Strengthening of Local Project Monitoring Committee** to be held on **November 19-21, 2024** at **Puerto de San Juan Resort Hotel, Ili Sur, San Juan, La Union** has been determined to be the Single Calculated and Responsive Bid (SCRB).

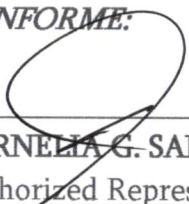
You are hereby required to formally enter into contract with us upon receipt of this Notice.

We appreciate your interest in this opportunity and we look forward to your satisfactory performance of your obligation.

Very truly yours,

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

**CONFORME:**

  
**CORNELIA G. SANCHEZ**  
Authorized Representative  
Puerto de San Juan Resort Hotel  
Ili Sur, 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](http://www.region1.dilg.gov.ph)

**BIDS AND AWARDS COMMITTEE (BAC)**  
**Resolution No. 2024-90**

**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 THE STRENGTHENING OF LOCAL PROJECT MONITORING COMMITTEES (LPMCS) BATCH 2**

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 **Strengthening of Local Project Monitoring Committees (LPMCs) Batch 2** on **November 19 – 21, 2024** with an Approved Budget for the Contract (ABC) of **Five Hundred Ninety-Seven Thousand Pesos (Php 597,000.00)**;

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 November 12, 02:01 PM, with three (3) prospective Service Providers, namely: 1) Puerto De San Juan Beach Resort Hotel, 2) J&V Hotel and 3) EM Royale Hotel and Beach Resort.

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

Rank	Service Provider	Bid Amount	Remarks
1	Puerto De San Juan Beach Resort Hotel	Php 597,000.00	With Complete Eligibility Requirements
n/a	J&V Hotel	N/A	Submitted only the RFQ with note, "Room and Function Hall not available on the proposed date of activity". No other eligibility requirements attached
n/a	EM Royale Hotel and Beach Resort	N/A	Submitted only the RFQ with note, "Function Hall not available on the proposed date of activity". No other eligibility requirements attached

WHEREAS, after a thorough review and evaluation of the BAC, assisted by the Technical Working Group, PUERTO DE SAN JUAN BEACH RESORT HOTEL was determined to be responsive to the technical requirements having obtained an overall rating of 97.05 % 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 **Puerto De San Juan Beach Resort Hotel** as the **Single Calculated and Responsive Bidder (SCRB)** with a bid amount of **Five Hundred Ninety-Seven Thousand Pesos (Php 597,000.00)**;



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**BIDS AND AWARDS COMMITTEE (BAC)**  
**Resolution No. 2024-90**

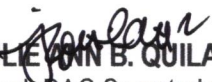
**DECLARING THE SINGLE CALCULATED AND RESPONSIVE BID (SCRB) AND RECOMMENDING THE SAME TO THE HOPE TO AWARD THE CONTRACT FOR LEASE OF VENUE AND HOTEL ACCOMMODATION INCLUSIVE OF MEALS AND SNACKS FOR THE CONDUCT OF THE STRENGTHENING OF LOCAL PROJECT MONITORING COMMITTEES (LPMCS) BATCH 2**

b) To recommend to the HOPE the approval of this recommendation and to **award the Contract for Lease of Venue to the SCR.B**.

RESOLVED, further that the **Project Development and Management Unit (PDMU)** as End-User, be furnished a copy of this Resolution for its reference and appropriate action.

ADOPTED: DILG Regional Office 1. November 12, 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

  
**ENGR. MICHAEL IAN U. TUPAS**  
 End-User

*On Official Business*

**BENEDICTA M. BARNACHEA**  
 BAC Vice-Chairperson

  
**PEDRO D. GONZALES**  
 BAC Chairperson

**APPROVED/DISAPPROVED:**

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

Appendix C

**TABLE OF RATING FACTORS FOR LEASE OF VENUE**

NAME OF SERVICE PROVIDER: PUERTO DE SAN JUAN

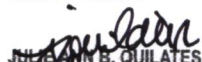
ADDRESS: SAN JUAN LA UNION

	RATING FACTORS	WEIGHT (%)	RATING	REMARKS/ COMMENTS
<b>I.</b>	<b>Availability</b>	100	<b>100</b>	
<b>II.</b>	<b>Location and Site Condition</b>			
	1. Accessibility	(50)	45	
	2. Parking Space	(50)	50	
		<b>100</b>	<b>95</b>	
<b>III.</b>	<b>Neighborhood Data</b>			
	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	
		<b>100</b>	<b>100</b>	
<b>IV.</b>	<b>Venue</b>			
	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)	4	
	d. Space requirements	(5)	5	
	3. Facilities			
	a. Water supply and toilet	(4)	4	
	b. Lighting system	(5)	4	
	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)	3	
	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	
		<b>100</b>	<b>93</b>	

**SUMMARY:**

	RATING FACTORS	WEIGHT	RATING
<b>I.</b>	<b>Availability</b>	x (.5)	50
<b>II.</b>	<b>Location and Site Condition</b>	x (.1)	9.5
<b>III.</b>	<b>Neighborhood Data</b>	x (.05)	5
<b>IV.</b>	<b>Venue</b>	x (.35)	32.55
	<b>FACTOR VALUE</b>		<b>97.05</b>

Certified Correct:

  
**JULIAN B. QUILATES**  
 Head, BAC Secretariat

Attested by:

  
**ATTY. CHESTER CATABAS-DIWAS**  
 BAC Member

  
**RHODORA G. SORIANO**  
 BAC Member

  
**LESLIE CAROL L. ISIP**  
 BAC Member

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

  
**ENGR. MICHAEL VAN U. TUPAS**  
 End-user

*On Official Travel*  
**BENEDICTA M. BARNACHEA**  
 BAC Vice-Chairperson

  
**PEDRO D. GONZALES**  
 BAC Chairperson

Approved  Disapproved:

  
**JONATHAN PAUL M. JENSEN, 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

RFQ NO. 2024-11-309  
 ABC: Php 597,000.00

ABSTRACT OF QUOTATION/S

MODE OF PROCUREMENT:  
**Lease of venue**


AOQ No. 2024-11-055  
 Date : November 12, 2024  
 Time: 2:01PM

Item	Item/Description	Qty.	Unit	TOTAL ABC	PUERTO DE SAN JUAN	J & V HOTEL	EM ROYALLE
					TOTAL OFFER	TOTAL OFFER	TOTAL OFFER
1	Lease of Venue and Hotel Accommodation inclusive of Meals and Snacks	Day 0: 81 Day 1: 96 Day 2: 96	pax	597,000.00	597,000.00	RFQ ONLY * ROOMS AND VENUE NOT AVAILABLE	RFQ ONLY *HALL NOT AVAILABLE
PR No. 2024-11-492 Date Received: 11-7-2024							
PUR: for the conduct of the Strengthening of Local Project Monitoring Committees (LPMCs) Batch 2 on November 27-29, 2024							
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					JAN 18, 2024 - DEC 31, 2024	X	X
Latest Income/Business Tax Return/Tax Clearance Certificate					AITR FY 2023 STAMPED RECEIVED ON APR 2024 - EFPS PAYMENT DETAILS	X	X
PhilGeps Reg. Number					PLATINUM AUG 29, 2024 - AUG 29, 2025	X	X
Menu					/	X	X
Table of Rating Factor					97.05		


REMARKS:

Award is hereby recommended to be given to **PUERTO DE SAN JUAN** which is the Single calculated and responsive bid.

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

  
 RHODORA G. SORIANO  
 BAC Member

  
 LILY-ANNE Z. VICTORIO  
 BAC Member

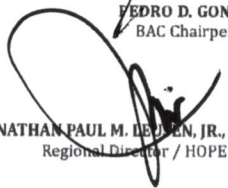
  
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 End-user

on official travel  
 BENEDICTA M. BARNACHEA  
 BAC Vice-Chairperson

Approved by:

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