

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 7th day of November, 2022 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 **AGNES A. DE LEON, CESO V, OIC - 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 **EM ROYALLE HOTEL** represented herein by **MELANE M. WATKINS** with office address at Taboc, San Juan, La Union, herein referred to as the **Second Party**.

WITNESSETH:

WHEREAS, The **FIRST PARTY** will conduct a **one (1) day** activity entitled "**CY 2022 Subaybayani Awarding for DILG and LGUs of R1**" on **November 10, 2022** at **EM Royale Hotel, Taboc, 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 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 "**CY 2022 Subaybayani Awarding for DILG and LGUs of R1**" to be held on **November 10, 2022** at **EM Royale Hotel, Taboc, San Juan, La Union**, with the contract package of **ONE HUNDRED TWENTY EIGHT THOUSAND THREE HUNDRED FORTY PESOS ONLY (Php 128,340.00)** 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. 10, 2022	CY 2022 Subaybayani Awarding for DILG and LGUs of R1	1	36pax (Breakfast)	Php 13,680.00
147 pax (AM Snack, Lunch, PM Snack)			114,660.00	
Total			128,340.00	

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 _____, Philippines this _____ day of _____ 2022.


For the First Party


 AGNES A. DE LEON, CESO V
 OIC- Regional Director 
 DEPARTMENT OF THE INTERIOR AND
 LOCAL GOVERNMENT- REGION 1

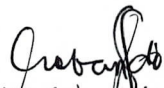
Witness:


 STARWYN M. SAUCEL


For the Second Party


 MELANE M. WATKINS
 Owner and Sole Proprietor
 EM ROYALLE HOTEL

Witness:


 EMELYN OBANDO

CERTIFIED FUNDS AVAILABLE:


 MERCEDES C. LLANES
 AO V/ Regional Budget Officer

ACKNOWLEDGEMENT

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

NOV 11 2022

BEFORE ME, a Notary Public for and in _____, this _____, personally appeared

AGNES A. DE LEON, CESO V

TIN: _____

MELANE M. WATKINS


TIN: 711-716-941-000

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. 734
Page No. 47
Book No. 117
Series of 22


ATTY. ERNESTO V. RAFON PH. B.
NOTARY PUBLIC UNTIL DECEMBER, 2022
SAN FERNANDO CITY LA UNION
PTR # 6848284. ISP LIFETIME # 1068470
2022 TIN # 172170614/ROLL # 50587
MCLE COM. # V1007217



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 4, 2022

MELANE M. WATKINS

Owner and Sole Proprietor
EM Royale Hotel
Taboc, San Juan, La Union

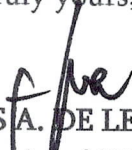

Dear Ms. Watkins:

We are pleased to inform you that your quotation amounting to **One Hundred Twenty Eight Thousand Three Hundred Forty Pesos Only (Php 128,340.00)** for the **Procurement of Meals and Snacks for the CY 2022 Subaybayani Awarding for DILG and LGUs of R1** to be held on **November 10, 2022** at **EM Royale Hotel, Taboc, San Juan, La Union** has been determined to be the **Lowest Calculated and Responsive Bid (LCRB)**.

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,


AGNES A. DE LEON, Ph.D., CESO V
OIC-Regional Director, DILG 1 and
Head of Procuring Entity 

CONFORME:



MELANE M. WATKINS
Owner and Sole Proprietor
EM Royale Hotel
Taboc, San Juan, La Union



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www.region1.dilg.gov.ph

NOTICE TO PROCEED

November 7, 2022

MELANE M. WATKINS

Owner and Sole Proprietor
EM Royale Hotel
Taboc, San Juan, La Union

Dear Ms. Watkins:

With the attached **CONTRACT OF SERVICES** having been approved, you are hereby notified to provide **Meals and Snacks for the Conduct of CY 2022 Subaybayani Awarding for DILG and LGUs of R1 on November 10, 2022 at EM Royale Hotel, Taboc, 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,


AGNES A. DE LEON, CESO V
OIC - Regional Director, DILG 1 and
Head of Procuring Entity 

RECEIVED BY:



MELANE M. WATKINS

Owner and Sole Proprietor
EM Royale Hotel
Taboc, San Juan, La Union



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION 1

Aguila Road, Sevilla, City of San Fernando, La Union
www.region1.dilg.gov.ph

BIDS AND AWARDS COMMITTEE
RESOLUTION NO. 2022-76

ADOPTING THE TWG POST-QUALIFICATION REPORT AND RECOMMENDING EM ROYALLE HOTEL AS THE LOWEST CALCULATED AND RESPONSIVE BIDDER (LCRB) FOR THE PROCUREMENT OF MEALS AND SNACKS FOR THE CY2022 SUBAYBAYANI AWARDING FOR DILG AND LGUs OF R1

WHEREAS, as mandated under RA 9184 otherwise known as "Government Procurement Reform Act" and its Revised Implementing Rules and Regulations, the Bids and Awards Committee (BAC) of the DILG Regional Office 1 adheres to the principles of transparency and competitiveness governing this Act;

WHEREAS, the Procuring Entity intends to procure **Meals and Snacks inclusive of Function Hall for the CY2022 Subaybayani Awarding for DILG AND LGUs of R1** under Negotiated Procurement – Small Value Procurement with an Approved Budget for the Contract (ABC) of **One Hundred Thirty Two Thousand Pesos (Php 132,000.00)**;

WHEREAS, the procurement was posted at PhilGEPS portal, DILG R1 website and conspicuous place on **October 14-18, 2022**;

WHEREAS, on October 20, 2022, Janpac Realty and Development was declared as the Lowest Calculated Bid and subjected for post-qualification;

WHEREAS, on October 21, 2022, the TWG presented the Post-Qualification Report;

WHEREAS, based on the attached Post Qualification Report, the Function Hall of Janpac Realty and Development cannot cater the 147 participants considering the minimum public health standards;


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

1. To adopt the TWG Post-Qualification Report;
2. To declare **EM Royale Hotel** as the Lowest Calculated and Responsive Bidder (LCRB) with a quotation of **One Hundred Twenty-Eight Thousand Three Hundred Forty Pesos (128,340.00)**;
3. To recommend to the HOPE the award of contract to the LCRB.


RESOLVED, to furnish the **Project Development and Management Unit (PDMU) and Finance and Administrative Division (FAD)** a copy of this Resolution for its reference and appropriate action.

ADOPTED: DILG Regional Office 1 Conference Room, October 21, 2022 via Hybrid Conference.

Certified Correct:

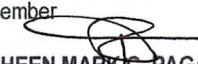

MARIFE M. DOCULAN
 Head, BAC Secretariat


ATTY. CHESTER S. CAYABAS-DIWAS
 BAC Member

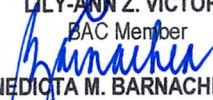

SHARWYN D. SANGEL
 BAC Member

Attested by:


LESLIE CAROL L. ISIP
 BAC Member


SHEEN MARK C. PAGADUAN
 End-User


LILY-AN Z. VICTORIO
 BAC Member


BENEDICTA M. BARNACHEA
 BAC Vice-Chairperson


PEDRO D. GONZALES
 BAC Chairperson

APPROVED / DISAPPROVED:


AGNES A. DE LEON, CESO V
 OIC-Regional Director/ HOPE



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION 1

Aguila Road, Sevilla, City of San Fernando, La Union
www.region1.dilg.gov.ph

BIDS AND AWARDS COMMITTEE
RESOLUTION NO. 2022-74

DECLARING THE LOWEST CALCULATED BIDDER (LCB) FOR THE PROCUREMENT OF MEALS AND SNACKS FOR THE CY2022 SUBAYBAYANI AWARDING FOR DILG AND LGUS OF R1

WHEREAS, as mandated under RA 9184 otherwise known as "Government Procurement Reform Act" and its Revised Implementing Rules and Regulations, the Bids and Awards Committee (BAC) of the DILG Regional Office 1 adheres to the principles of transparency and competitiveness governing this Act;

WHEREAS, the Procuring Entity intends to procure **Meals and Snacks inclusive of Function Hall for the CY2022 Subaybayani Awarding for DILG AND LGUs of R1** under Negotiated Procurement – Small Value Procurement with an Approved Budget for the Contract (ABC) of **One Hundred Thirty Two Thousand Pesos (Php 132,000.00)**;

WHEREAS, the procurement was posted at PhilGeps portal, DILG R1 website and conspicuous place on **October 14-18, 2022**;

WHEREAS, the BAC scheduled the opening of bids on October 20, 2022;

WHEREAS, the BAC Secretariat received bids from 3 suppliers, namely, EM Royale Hotel, Ynad's Place Hotel and Restaurant, and Janpac Realty and Development;

WHEREAS, after thorough review and evaluation by the BAC assisted by the Technical Working Group, only EM Royale and Janpac Realty and Development, submitted complete eligibility requirements;

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

SUPPLIER	Valid Business/ Mayor's Permit	Latest Income/ Business Tax Return/Tax Clearance Certificate	PhilGeps Reg. No.	Menu	Bid Amount per Item
EM Royale Hotel	/	/	/	/	Php 128,340.00
Ynad's Place Hotel and Restaurant	/	X	/	X	Incomplete eligibility requirements submitted
Janpac Realty and Development	/	/	/	/	Php 115,500.00


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

- To declare **Janpac Realty and Development** as the Lowest Calculated Bidder (LCB) with a quotation of **One Hundred Fifteen Thousand Five Hundred Pesos (115,500.00)**; and
- The TWG will conduct post qualification to determine the responsiveness of the LCB.


RESOLVED, to furnish the **Project Development and Management Unit (PDMU) and Finance and Administrative Division** a copy of this Resolution for its reference and appropriate action.

ADOPTED: DILG Regional Office 1 Conference Room, October 20, 2022 via Hybrid Conference.

Certified Correct:



MARIFE M. DOCULAN
 Head, BAC Secretariat


ATTY. CHESTER S. CAYABAS-DIWIAS
 BAC Member

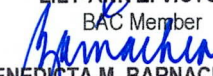

SHARWYN M. SANGEL
 BAC Member

Attested by:


LESLIE CAROL L. ISIP
 BAC Member


SHEEN MARK G. PAGADUAN
 End-User


LILY-ANN Z. VICTORIO
 BAC Member


BENEDICTA M. BARNACHEA
 BAC Vice-Chairperson


PEDRO D. GONZALES
 BAC Chairperson

APPROVED / DISAPPROVED:


AGNES A. DE LEON, CESO V
 OIC-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

Document Code
FM-QP-DILG-AS-RO-10-06
 Rev. No. 00 Eff. Date 06.15.21 Page 1 of 1

RFQ NO. 2022-10-267
 ABC: Php 132,000.00

MODE OF PROCUREMENT:
 Small Value Procurement

ABSTRACT OF QUOTATION/S

AOQ No. 2022-10-009
 Date : October 21, 2022
 Time: 10:01 AM

Item	Item/Description	ABC	Qty.	Unit	EM Royale	Ynad's Place Hotel and Resort	Janpac Realty and Development
1	Meals and Snacks *Hotel and Lodging and Meeting Facilities	132,000.00	1	lot	128,340.00	incomplete eligibility requirements submitted	115,500.00
	PR No. 2022- 09-334 Date Received: September 22, 2022 PUR: CY2022 Subbaybayan Awarding for DILG AND LGUs of R1 on November 10, 2022						
	ELIGIBILITY REQUIREMENTS						
	*In order to be eligible for this procurement, suppliers/service providers must submit together with the quotation/proposal the following eligibility requirements.						Lowest Calculated bid but not responsive. The venue cannot accommodate the 147 participants considering the requirement on minimum public health standards.
	Valid Business/ Mayor's Permit				/	/	/
	Latest Income/Business Tax Return/Tax Clearance Certificate				/	/	/
	PhilGeeps Reg. Number				/	/	/
	Menu				/	X	/

REMARKS:

Award is hereby recommended to be given to **EM Royale Hotel** which is the single calculated and responsive bid.

OTHERS:

SHARWINA SANGEL
BAC Member

LIIS ANN Z. VICTORIO
BAC Member

BENEDICTA M. BARNACHEA
BAC Vice-Chairperson

LESLIE CAROL L. ISIP
BAC Member

ATTY. CHESTER S. AYABAS-DIWAS
BAC Member

PEDRO D. GONZALES
BAC Chairperson

SHEEN MARK C. PAGADUAN
End-User

APPROVED BY:

AGNES A. DE LEON, CESO V
OIC-Regional Director / HOPE