



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. 2022-66

**RECOMMENDING THE AWARD OF CONTRACT FOR LEASE OF VENUE TO CHALET HOTEL BAGUIO
FOR THE CONDUCT OF TRAINING ON STREAMLINING BUILDING PERMITS AND CERTIFICATES OF OCCUPANCY (BPCO)**

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 accommodation for the conduct of Training on Streamlining Building Permits and Certificates of Occupancy (BPCO) on November 3-4, 2022 with an Approved Budget for the Contract (ABC) of Three Hundred Twenty-Seven Thousand Four Hundred Pesos (P327,400.00);

WHEREAS, the BAC implemented the procedures prescribed for Lease of Venue for said activity under Section 53.10 of the Revised Implementing Rules and Regulations of Republic Act 9184;

WHEREAS, the Canvass Committee floated Requests for Quotation to Three (3) prospective bidders, namely: Chalet Baguio, Holiday Inn and Azalea Hotel and Residences;

WHEREAS, after thorough review and evaluation by the BAC assisted by the Technical Working Group, only Chalet Baguio submitted complete eligibility requirements and quotation;

WHEREAS, the quotation submitted by CHALET BAGUIO was determined to be responsive to the technical requirements having obtained an overall rating of 92.8% which is above the DILG R1- prescribed passing rate of 85% for lease of venue;


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

- a) To declare CHALET BAGUIO as the Single Calculated and Responsive Bidder (SCRB) with a bid amount of Three Hundred Nineteen Thousand Six Hundred Pesos (Php319,600.00);
- b) To recommend to the HOPE the approval of this recommendation and to **award the contract for lease of venue to the SCRB.**

RESOLVED, further to furnish copy of this Resolution to the **Local Government Monitoring and Evaluation Division (LGMED)** and Finance and Administrative Division (FAD) for their appropriate action.

ADOPTED: DILG Regional Office 1. October 17, 2022 via Hybrid Conference.


Certified Correct:


MARIFE M. DOCULAN
Head, BAC Secretariat

Attested by:


ATTY. CHESTER S. CAYABAS-DIWAS
BAC Member


LESLIE CAROL L. ISIP
BAC Member


SHARWYN M. SANGEL
BAC Member

LILY-ANN Z. VICTORIO
BAC Member


BENEDICTA M. BARNACHEA
End-User/BAC Vice-Chairperson/Presiding Officer

on OB
PEDRO D. GONZALES
BAC Chairperson

APPROVED / DISAPPROVED:


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

TABLE OF RATING FACTORS FOR LEASE OF VENU

NAME OF SERVICE PROVIDER: CHALET BAGUIO

ADDRESS: BAGUIO CITY

	RATING FACTORS	WEIGHT (%)	RATING	REMARKS/ COMMENTS
I.	Availability	100	100	
II.	Location and Site Condition			
	1. Accessibility	(50)	45	
	2. Parking Space	(50)	30	
		100	75	
III.	Neighborhood Data			
	1. Sanitation and health condition	(25)	25	
	2. Police and fire station	(25)	25	
	3. Restaurant/Grocery Stores	(25)	20	
	4. Banking and Postal	(25)	20	
		100	90	
IV.	Venue			
	1. Structural condition	(20)	18	
	2. Functionality			
	a. Conference Rooms	(10)	9	
	b. Room Arrangement (e.g. single, double, etc.)	(5)	4	
	c. Light, ventilation, and air conditioning	(5)	5	
	d. Space requirements	(5)	4	
	3. Facilities			
	a. Water supply and toilet	(4)	4	
	b. Lighting system	(5)	4	
	c. Elevators	(4)	4	
	d. Fire escapes	(4)	4	
	e. Fire fighting equipment	(4)	3	
	f. Internet and Telecommunications	(4)	3	
	g. Audio visual equipment	(5)	5	
	4. Other requirements			
	a. Maintenance	(5)	4	
	b. Attractiveness	(5)	4	
	c. Security	(5)	5	
	5. Catering Services	(5)	4	
	6. Client's satisfactory rating	(5)	4	
		100	88	

SUMMARY:

	RATING FACTORS	WEIGHT	RATING
I.	Availability	x (.5)	50
II.	Location and Site Condition	x (.1)	7.5
III.	Neighborhood Data	x (.05)	4.5
IV	Venue	x (.35)	30.8
FACTOR VALUE			92.8

Certified Correct:



MARIFE M. DOCULAN

Head, BAC Secretariat

Attested by:

ATTY. CHESTER S. CAYABAS-DIWAS

BAC Member

SHARWYN M. SANGEL

BAC Member

LESLIE CAROL L. ISIP

BAC Member

LILY ANN Z. VICTORIO

BAC Member

BENEDICTA M. BARNACHEA

End-User/ BAC Vice-Chairperson/ Presiding Officer

on OB

PEDRO D. GONZALES

BAC Chairperson

Approved / Disapproved:



AGNES A. DE LEON, CESO V

OIC Regional Director



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. 2022-10-257
 ABC: Php 327,400.00

ABSTRACT OF QUOTATION/S

MODE OF PROCUREMENT:
Lease of Venue

AOQ No. 2022-10-006
 Date : October 17, 2022
 Time: 3:30 PM

Item	Item/Description	ABC	Qty.	Unit	Chalet Baguio	Holiday Inn	Azalea Hotel and Residences
1	Meals, Snacks and Accommodation (November 3-4, 2022)	327,400.00	1	lot	319,600.00	No eligibility requirements submitted	No eligibility requirements submitted
	PR No. 2022- Date Received: PUR: Conduct of Training on Streamlining Building Permits and Certificates of Occupancy (BPCO) on November 3-4, 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.						
	Valid Business/ Mayor's Permit				/	X	X
	Latest Income/Business Tax Return/Tax Clearance Certificate				/	X	X
	PhilGeps Reg. Number				/	X	X
	Menu				/	X	X

REMARKS:

Award is hereby recommended to be given to **Chalet Baguio** which is the single calculated and responsive bid.

OTHERS:

SHARVYN SANGEL
 BAC Member

LILY ANN Z. VICTORIO
 BAC Member

BENIGNITA M. BARNACHEA
 End-User/BAC Vice-Chairperson

LESLIE/CAROL L. ISIP
 BAC Member

on OB

PEDRO D. GONZALES
 BAC Chairperson

ATTY. CHESTER S. AYABAS-DIWAS
 BAC Member

APPROVED BY:

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

REPUBLIC OF THE PHILIPPINES)
 _____) S.S.

Baguio City

CONTRACT OF SERVICES

KNOW ALL MEN BY THESE PRESENTS:

This CONTRACT OF SERVICE is made and entered into this 19th day of October, 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 -

The SANMAR RESORTS CORPORATION, represented herein by SAMUEL M. CARANTES III with office address at Upper Military Cut-off Road, Baguio City, herein referred to as the Second Party.

WITNESSETH:

WHEREAS, the FIRST PARTY will conduct a two (2) days activity entitled "Conduct of Training on Streamlining Building Permits and Certificates of Occupancy (BPCO)" on November 3-4, 2022 at Chalet Hotel, Upper Military Cut-off Road, Baguio City;

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 on 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 Training on Streamlining Building Permits and Certificates of Occupancy (BPCO)" to be held on November 3-4, 2022 at Chalet Hotel, Upper Military Cut-off Road, Baguio City, with the contract package of THREE HUNDRED NINETEEN THOUSAND SIX HUNDRED PESOS ONLY (Php 319,600.00) 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 at the same rate for the additional participants;

Proposed Schedule	Activity	No. of Days	No. of Participants	Amount
Nov. 3-4, 2022	Conduct of Training on Streamlining Building Permits and Certificates of Occupancy (BPCO)	2	Day 0 - 8 pax (Dinner)	Php 4,000.00
			8pax Accommodation	9,600.00
			Day 1 - 30pax(Breakfast),	12,000.00
			70 pax (am snack, lunch, pm snack & dinner)	91,000.00
			Accommodation	84,000.00
Day 2 - 70pax (breakfast, am snack, lunch, pm snack & dinner)	119,000.00			
			TOTAL	319,600.00

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 Baguio City, Philippines this NOV 07 2022 day of NOV 07 2022.






For the First Party:



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

For the Second Party:



SAMUEL M. CARANTES III
Sales Account Executive
CHALET BAGUIO

Witness:

Witness:


KATHLEEN JOY MARTINEZ

CERTIFIED FUNDS AVAILABLE:


MERCEDES C. LLANES
AO V/ Regional Budget Officer

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)

_____)S.S.
Baguio City

BEFORE ME, a Notary Public for and in *Baguio City*, this
NOV 02 2022 personally appeared

AGNES A. DE LEON, CESO V

TIN: _____

SAMUEL M. CARANTES III

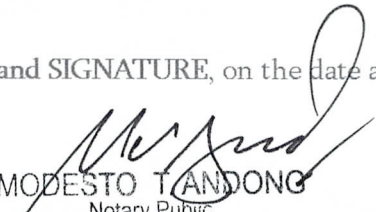
TIN: *298-412-723-001*

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. *268*
Page No. *54*
Book No. *58*
Series of *2022*


MODESTO TANDONG
Notary Public
Commission No. 35-NC-20-R / Until December 31, 2021
(Extended until Dec 31, 2022 as per SC En Banc Resolution dated 7-5-22)
PTR No. 5438254; 12-29-2021 / Baguio City (for 2022)
IBP Prov. No. 006934; 01-03-2022
Roll No: 31289 / 5-15-81 / Manila
MCLE COMPLIANCE No. VI-0000192
RIR TIN No. 121-017-652-000
No. 19, 2nd Floor Old Market Building,
Upper Magsaysay Avenue, Baguio City, Philippines *M*



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

October 18, 2022

SAMUEL M. CARANTES III
Authorized Representative
CHALET Baguio
Upper Military Cut-off Road
Baguio City


Dear Mr. Carantes:

We are pleased to inform you that your quotation amounting to **Three Hundred Nineteen Thousand Six Hundred Pesos Only (Php 319,600.00)** for the **Procurement of Meals and Accommodations for the Conduct of Training on Streamlining Building Permits and Certificates of Occupancy (BPCO)** to be held on **November 3-4, 2022** at **Chalet Hotel, Baguio City** has been determined to be the Single Calculated and Responsive Bid (SCRB).

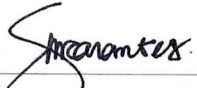
You are hereby required to formally enter into contract with us upon receipt of this Notice.

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

Very truly yours,


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

CONFORME:



SAMUEL M. CARANTES III
Authorized Representative
CHALET Baguio
Upper Military Cut-off Road
Baguio City



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
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NOTICE TO PROCEED

October 20, 2022

SAMUEL M. CARANTES III
Authorized Representative
CHALET Baguio
Upper Military Cut-off Road
Baguio City

Dear Mr. Carantes:

With the attached **CONTRACT OF SERVICES** having been approved, you are hereby notified to provide **Meals and Accommodations for the Conduct of Training on Streamlining Building Permits and Certificates of Occupancy (BPCO)** on November 3-4, 2022 at Chalet Hotel, 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,


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

RECEIVED BY:


SAMUEL M. CARANTES III
Authorized Representative
CHALET Baguio
Upper Military Cut-off Road
Baguio City



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

Aguila Road, Sevilla, City of San Fernando, La Union
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BIDS AND AWARDS COMMITTEE
RESOLUTION NO. 2022-66

**RECOMMENDING THE AWARD OF CONTRACT FOR LEASE OF VENUE TO CHALET HOTEL BAGUIO
FOR THE CONDUCT OF TRAINING ON STREAMLINING BUILDING PERMITS AND CERTIFICATES OF OCCUPANCY (BPCO)**

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 accommodation for the conduct of Training on Streamlining Building Permits and Certificates of Occupancy (BPCO) on November 3-4, 2022 with an Approved Budget for the Contract (ABC) of Three Hundred Twenty-Seven Thousand Four Hundred Pesos (P327,400.00);

WHEREAS, the BAC implemented the procedures prescribed for Lease of Venue for said activity under Section 53.10 of the Revised Implementing Rules and Regulations of Republic Act 9184;

WHEREAS, the Canvass Committee floated Requests for Quotation to Three (3) prospective bidders, namely: Chalet Baguio, Holiday Inn and Azalea Hotel and Residences;

WHEREAS, after thorough review and evaluation by the BAC assisted by the Technical Working Group, only Chalet Baguio submitted complete eligibility requirements and quotation;

WHEREAS, the quotation submitted by CHALET BAGUIO was determined to be responsive to the technical requirements having obtained an overall rating of 92.8% which is above the DILG R1- prescribed passing rate of 85% for lease of venue;

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

- a) To declare CHALET BAGUIO as the Single Calculated and Responsive Bidder (SCRB) with a bid amount of Three Hundred Nineteen Thousand Six Hundred Pesos (Php319,600.00);
- b) To recommend to the HOPE the approval of this recommendation and to **award the contract for lease of venue to the SCRB.**

RESOLVED, further to furnish copy of this Resolution to the **Local Government Monitoring and Evaluation Division (LGMED)** and Finance and Administrative Division (FAD) for their appropriate action.


ADOPTED: DILG Regional Office 1. October 17, 2022 via Hybrid Conference.

Certified Correct:



MARIFE M. DOCULAN
Head, BAC Secretariat

Attested by:


ATTY. CHESTER S. CAYABAS-DIWAS
BAC Member


SHARWYN M. SANGEL
BAC Member


LESLIE CAROL L. ISIP
BAC Member


LILY-ANN Z. VICTORIO
BAC Member


BENEDICTA M. BARNACHEA
End-User/BAC Vice-Chairperson/Presiding Officer

on OB
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
 Aguilá 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. 2022-10-257
 ABC: Php 327,400.00

ABSTRACT OF QUOTATION/S

MODE OF PROCUREMENT:
Lease of Venue

AOQ No. 2022-10-006
 Date : October 17, 2022
 Time: 3:30 PM

Item	Item/Description	ABC	Qty.	Unit	Chalet Baguio	Holiday Inn	Azalea Hotel and Residences
1	Meals, Snacks and Accommodation (November 3-4, 2022)	327,400.00	1	lot	319,600.00	No eligibility requirements submitted	No eligibility requirements submitted
	PR No. 2022- Date Received: PUR: Conduct of Training on Streamlining Building Permits and Certificates of Occupancy (BPCO) on November 3-4, 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.						
	Valid Business/ Mayor's Permit				/	X	X
	Latest Income/Business Tax Return/Tax Clearance Certificate				/	X	X
	PhilGeps Reg. Number				/	X	X
	Menu				/	X	X

REMARKS:

Award is hereby recommended to be given to **Chalet Baguio** which is the single calculated and responsive bid.

OTHERS:

[Signature]
SHARVYN SANGEL
 BAC Member

[Signature]
LILY ANN Z. VICTORIO
 BAC Member

[Signature]
LESLIE/CAROL L. ISIP
 BAC Member

[Signature]
ATTY. CHESTER S. AYABAS-DIWAS
 BAC Member

[Signature]
BENIGNITA M. BARNACHEA
 End-User/BAC Vice-Chairperson

[Signature]
PEDRO D. GONZALES
 BAC Chairperson

on OB

APPROVED BY:

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