

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 24th day of January 2023 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 YNAD'S PLACE HOTEL AND RESORT, INC., represented herein by REYNALYN BALANON-ALMOJUELA with office address at By-Pass Road Barangay Namtutan, City of San Fernando, La Union, herein referred to as the **Second Party**.

### WITNESSETH:

WHEREAS, the FIRST PARTY will conduct a **three (3) days** activity entitled "Conduct of Training on Management of the Dead and Missing Persons" on **January 25-27, 2023** at Ynad's Place Hotel and Resort, Inc., By-Pass Road Barangay Namtutan, City of San Fernando, 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 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 Management of the Dead and Missing Persons" to be held on **January 25-27, 2023** at Ynad's Place Hotel and Resort, Inc., By-Pass Road Barangay Namtutan, City of San Fernando, La Union, with the contract package of **ONE HUNDRED SIX THOUSAND FIVE HUNDRED PESOS ONLY (Php 106,500.00)** 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
Jan.25-27, 2023	Conduct of Training on Management of the Dead and Missing Persons	3	Day 1 -3 15 pax (Breakfast, AM Snack, Lunch, PM Snack & Dinner)	Php 72,000.00
			Accommodation	34,500.00
			TOTAL	Php 106,500.00

ACKNOWLEDGEMENT

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

BEFORE ME, a Notary Public for and in SAN FERNANDO CITY LA UNION, this  
FEB 06 2023 personally appeared

AGNES A. DE LEON, CESO V TIN: \_\_\_\_\_

REYNALYN BALANON-ALMOJUELA TIN: 444 839 785 000

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. 454  
Page No. 92  
Book No. N  
Series of 2023

*Rupinta*  
**ATTY. RODRIGO GALVEZ RUPINTA**  
NOTARY PUBLIC FOR THE CITY OF SAN FERNANDO, LA UNION  
A RESIDENCES/A BISTRO, P. BURGOS STREET CORNER DIVERSION ROAD  
BARANGAY TANQUI, 2500 CITY OF SAN FERNANDO, LA UNION  
NOTARIAL COMMISSION UNTIL DECEMBER 2023  
IBP No. 255637, 12-29-2022, LA UNION CHAPTER  
PTR No. SFC 2082067, 01-03-2023, CITY OF SAN FERNANDO, LA UNION  
ROLL No. 6 1328, 03-27-2012



*u*

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 \_\_\_\_\_ 2023.

For the First Party:

For the Second Party:

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

  
 REYNALYN BALANON-ALMOJUELA  
 Authorized Representative  
 YNAD'S PLACE HOTEL AND RESORT INC.


Witness:

Witness:

\_\_\_\_\_

\_\_\_\_\_ 

*CERTIFIED FUNDS AVAILABLE:*

  
 MERCEDES C. LLANES  
 AO V/ Regional Budget Officer



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 OF AWARD

January 23, 2023

**REYNALYN BALANON-ALMOJUELA**

Authorized Representative

Ynad's Place Hotel and Resort Inc.

By-Pass Road Barangay Namtutan,

City of San Fernando, La Union

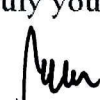
Dear Ms. Almojuela:

We are pleased to inform you that your quotation amounting to **One Hundred Six Thousand Five Hundred Pesos Only (Php 106,500.00)** for the **Procurement of Meals and Accommodation for the Conduct of Training on Management of the Dead and Missing Persons** to be held on **January 25-27, 2023** at **Ynad's Place Hotel and Resort, Inc., By-Pass Road Barangay Namtutan, City of San Fernando, 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,

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

*CONFORME:*

  
**REYNALYN BALANON-ALMOJUELA**  
Authorized Representative  
Ynad's Place Hotel and Resort Inc.  
By-Pass Road Barangay Namtutan,  
City of San Fernando, La Union



Republic of the Philippines  
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
LOCAL GOVERNANCE REGIONAL RESOURCE CENTER 1  
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[www.region1.dilg.gov.ph](http://www.region1.dilg.gov.ph)

## NOTICE TO PROCEED

January 24, 2023

**REYNALYN BALANON-ALMOJUELA**

Authorized Representative

Ynad's Place Hotel and Resort Inc.  
By-Pass Road Barangay Namtutan,  
City of San Fernando, La Union


Dear Ms. Almojuela:

With the attached **CONTRACT OF SERVICES** having been approved, you are hereby notified to provide **Meals and accommodations for the Conduct of Training on Management of the Dead and Missing Persons on January 25-27, 2023** at **Ynad's Place Hotel and Resort, Inc., By-Pass Road Barangay Namtutan, City of San Fernando, 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:**

  
REYNALYN BALANON-ALMOJUELA  
Authorized Representative  
Ynad's Place Hotel and Resort Inc.  
By-Pass Road Barangay Namtutan,  
City of San Fernando, 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](http://www.region1.dilg.gov.ph)

**BIDS AND AWARDS COMMITTEE**  
**RESOLUTION NO. 2023-05**

**RECOMMENDING THE AWARD OF CONTRACT FOR LEASE OF VENUE TO YNAD'S PLACE HOTEL AND RESORT INC. FOR THE CONDUCT OF TRAINING ON MANAGEMENT OF THE DEAD AND MISSING PERSONS**

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 the Management of the Dead and Missing on January 25-27, 2023 with an Approved Budget for the Contract (ABC) of One Hundred Fifteen Thousand Five Hundred Pesos (P115,500.00);

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 prospective bidders, namely: Kahuna Beach Resort, Awesome Hotel, Jorisan Waterfront Resort, Ynad's Place Hotel and Resort Inc., and EM Royale Hotel;

WHEREAS, after thorough review and evaluation of the BAC assisted by the Technical Working Group, only Ynad's Place Hotel and Resort Inc. submitted complete eligibility requirements and quotation;

WHEREAS, the quotation submitted by YNAD'S PLACE HOTEL AND RESORT INC. was determined to be responsive to the technical requirements having obtained an overall rating of 96.4% 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 YNAD'S PLACE HOTEL AND RESORT INC. as the Single Calculated and Responsive Bidder (SCRB) with a bid amount of One Hundred Six Thousand Five Hundred Pesos (P106,500.00);
- b) To recommend to the HOPE the approval of this recommendation and to **award the contract for lease of venue to the SCR.B.**

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. January 20, 2023 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

  
**KAREN C. CASTILLO**  
 BAC Member/End User

  
**SHARWYN W. SANGEL**  
 BAC Member

on OB  
**LILY-ANN Z. VICTORIO**  
 BAC Member

  
**BENEDICTA M. BARNACHEA**  
 BAC Vice Chairperson/Presiding Officer

on OB  
**PEDRO D. GONZALES**  
 BAC Chairperson

APPROVED / DISAPPROVED:

  
**AGNESIA DE LEON, CESO V**  
 OIC-Regional Director/ HOPE

**"Matino, Mahusay at Maaasahan"**

Tel. Nos. (072) 888 2108 • 888 2289 • 888 2294 • 888 3106  
 888 7695 • 607 1245 • 607 1531 • 607 4467 to 70



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.	Eff. Date	Page
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RFQ NO. 2023-01-17  
 ABC: Php 115,500.00

ABSTRACT OF QUOTATION/S

MODE OF PROCUREMENT:  
**Lease of Venue**  
 AOQ No. 2023-01-02  
 Date : January 20, 2023  
 Time: 02:30 PM

Item	Item/Description	ABC	Qty.	Unit	Kahuna Beach Resort	Awesome Hotel	Jorisan Waterfront Resort	Ynad's Place Hotel and Resort Inc.	EM Royale
1	Lease of Venue inclusive of meals and snacks	115,500.00	1	lot	Not available on preferred dates	No eligibility requirements submitted	No eligibility requirements submitted	106,500.00	Rooms not available on said dates
	<b>TOTAL</b>	115,500.00							
	REF: PR No. 2023-01-013 Date Received: January 16, 2023  PUR: For the Conduct of Training on Management of the Dead and Missing Persons on January 25-27, 2023								
	<b>ELIGIBILITY REQUIREMENTS</b>								
	*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	X	/	X
	Latest Income/Business Tax Return/Tax Clearance Certificate				X	X	X	/	X
	PhilGeps Reg. Number				X	X	X	/	X
	Menu				X	X	X	/	X

REMARKS:

Award is hereby recommended to be given to **Ynad's Place Hotel and Resort Inc.** which is the single calculated and responsive bid.

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

SHARWYN M. SANGEL  
 BAC Member

on OB  
 LILY-ANN Z. VICTORIO  
 BAC Member

ATTY CHESTER S. CAYABAS-DIWAS  
 BAC Member

LESLIE CAROL I. ISIP  
 BAC Member

KAREN C. CASTILLO  
 BAC Member/End-User

BENEDICTA M. BARNACHEA  
 BAC Vice-Chairperson

on OB  
 PEDRO D. GONZALES  
 BAC Chairperson

APPROVED BY:  
  
 AGNES A. DE LEON, CESO V  
 OIC-Regional Director/In-Charge of Office

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

NAME OF SERVICE PROVIDER: YNAD'S PLACE HOTEL AND RESORT, INC.

ADDRESS: City of San Fernando, 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)	50	
		100	100	
III.	Neighborhood Data			
	1. Sanitation and health condition	(25)	20	
	2. Police and fire station	(25)	15	
	3. Restaurant/Grocery Stores	(25)	20	Restaurant within the resort
	4. Banking and Postal	(25)	15	
		100	70	
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)	3	
	b. Lighting system	(5)	3	
	c. Elevators	(4)	4	Not applicable
	d. Fire escapes	(4)	4	
	e. Fire fighting equipment	(4)	4	
	f. Internet and Telecommunications	(4)	3	
	g. Audio visual equipment	(5)	4	
	4. Other requirements			
	a. Maintenance	(5)	5	Newly-constructed resort
	b. Attractiveness	(5)	4	
	c. Security	(5)	5	
	5. Catering Services	(5)	5	
	6. Client's satisfactory rating	(5)	5	Highly recommended by other government agencies
		100	94	

**SUMMARY:**

	RATING FACTORS	WEIGHT	RATING
I.	Availability	x (.5)	50
II.	Location and Site Condition	x (.1)	10
III.	Neighborhood Data	x (.05)	3.5
IV	Venue	x (.35)	32.9
<b>FACTOR VALUE</b>			<b>96.4</b>

Certified Correct:

*MMD*  
**MARIFE M. DOCULAN**  
 Head, BAC Secretariat

*[Signature]*  
**ATTY. CHESTER CAYABAS-DIWAS**  
 BAC Member

*[Signature]*  
**SHARWYN M. BANGEL**  
 BAC Member

*[Signature]*  
**BENEDICTA M. BARNACHEA**  
 BAC Vice-Chairperson

Attested by:

*[Signature]*  
**LESLIE CAROL L. ISIP**  
 BAC Member

*[Signature]*  
**LILY-ANN Z. VICTORIO**  
 BAC Member

*[Signature]*  
**KAREN C. CASTILLO**  
 BAC Member/ End-User

on OB

**PEDRO D. GONZALES**  
 BAC Chairperson

Approved / Disapproved:

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