

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 4th day 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 **Brgy. Taboc, San Juan, La Unio** herein referred to as the **Second Party**.

#### WITNESSETH:

**WHEREAS**, The **FIRST PARTY** will conduct a **two (2) days** activity entitled **“Dagyaw 2022 Open Government Townhall Meeting: “Fostering Multi-Sectoral Convergence Through Social Accountability” Dry Run and Town Hall Proper ”** on **November 8-9, 2022** at **Brgy. Taboc, 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 **“Dagyaw 2022 Open Government Townhall Meeting: “Fostering Multi-Sectoral Convergence Through Social Accountability” Dry Run and Town Hall Proper”** to be held on **November 8-9, 2022** at **Brgy. Taboc, San Juan, La Union**, with the contract package of **TWO HUNDRED SIXTY NINE THOUSAND PESOS ONLY (Php 269,000.00)** 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 8-9, 2022	Dagyaw 2022 Open Government Townhall Meeting: “Fostering Multi-Sectoral Convergence Through Social Accountability” Dry Run and Town Hall Proper	2	Day 1 - 20 pax (Breakfast, Am snack, Lunch, Pm Snack & Dinner)	Php24,000.00
			Day 2 - 150 pax (Breakfast, Am snack, Lunch, Pm Snack & Dinner)	180,000.00
			50pax - Accommodation	65,000.00
			TOTAL	269,000.00


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

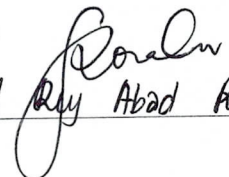
Witness:

  
 Rhetora G. Soriano


For the Second Party

  
**MELANE M. WATKINS**  
 Authorized Representative  
 EM ROYALLE HOTEL

Witness:

  
 Ronnel Rey Abad Rosales

**CERTIFIED FUNDS AVAILABLE:**

  
**MERCEDES C. LLANES**  
 AO V/ Regional Budget Officer

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)  
\_\_\_\_\_ )S.S.

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

AGNES A. DE LEON, CESO V

TIN: \_\_\_\_\_

MELANE M. WATKINS

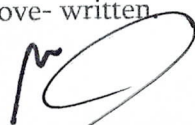
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known to me as the same persons who executed the foregoing instrument and they further acknowledged to me that the same is their free and voluntary act and deed as well as that of the entities they respectively represent herein.

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. 274  
Page No. 43  
Book No. 108  
Series of 022

  
ATTY. ERNESTO V. RAFON, Ph.D  
NOTARY PUBLIC UNTIL DECEMBER, 2022  
SAN FERNANDO CITY, LA UNION  
PTR # 6343284 / OP LIFETIME # 106847  
2022 TIN # 12 970-614 / ROLL # 5090  
MCLE COM. # V1007213





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

November 3, 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 **Two Hundred Sixty Nine Thousand Pesos Only (Php 269,000.00)** for the **Procurement of Meals and Accommodations for the Dabayaw 2022 Open Government Townhall Meeting: "Fostering Multi-Sectoral Convergence Through Social Accountability" Dry Run and Town Hall Proper** to be held on **November 8-9, 2022** at **EM Royale Hotel, Taboc, 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,

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

**CONFORME:**

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**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**  
**LOCAL GOVERNANCE REGIONAL RESOURCE CENTER 1**  
**Regional Office I**  
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[www.region1.dilg.gov.ph](http://www.region1.dilg.gov.ph)

## NOTICE TO PROCEED

November 4, 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 Accommodations for the Dagyaw 2022 Open Government Townhall Meeting: "Fostering Multi-Sectoral Convergence Through Social Accountability" Dry Run and Town Hall Proper on November 8-9, 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](http://www.region1.dilg.gov.ph)

**BIDS AND AWARDS COMMITTEE**  
**RESOLUTION NO. 2022-82**

**RECOMMENDING THE AWARD OF CONTRACT FOR LEASE OF VENUE TO EM ROYALLE HOTEL  
FOR THE CONDUCT OF DAGYAW 2022 OPEN GOVERNMENT TOWN HALL MEETING; "FOSTERING MULTI-SECTORAL  
CONVERGENCE THROUGH SOCIAL ACCOUNTABILITY" DRY RUN AND TOWN HALL PROPER**

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 Dagyaw 2022 Open Government Town Hall Meeting; "Fostering Multi-Sectoral Convergence through Social Accountability" Dry Run and Town Hall Proper on November 8-9, 2022 with an Approved Budget for the Contract (ABC) of Two Hundred Sixty-Nine Thousand Pesos (P269,000.00);

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: EM Royale Hotel, Awesome Hotel, and Kahuna Beach Resort and Spa;

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

WHEREAS, the quotation submitted by EM ROYALLE HOTEL was determined to be responsive to the technical requirements having obtained an overall rating of 92.4% 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 EM ROYALLE HOTEL as the Single Calculated and Responsive Bidder (SCRB) with a bid amount of Two Hundred Sixty-Nine Thousand Pesos (P269,000.00);
- 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. October 27, 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

  
**LARA MAE P. CASUGA**  
BAC Member/ End-User

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

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

APPROVED / DISAPPROVED:

  
**AGNES A. DE LEON, CESOV**  
OIC-Regional Director/ HOPE



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
 REGIONAL OFFICE 1  
 Aguilta Rd., Barangay Sevilla, City of San Fernando, La Union

**Document Code**  
**FM-QP-DILG-AS-RO-10-06**

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**RFQ NO. 2022-10-286**  
**ABC: Php 269,000.00**

**ABSTRACT OF QUOTATION/S**

MODE OF PROCUREMENT:  
**Lease of Venue**

**AOQ No. 2022-10-015**  
**Date : October 27, 2022**  
**Time: 02:01PM**

Item	Item/Description	ABC	Qty.	Unit	EM Royale Hotel	Awesome Hotel	Kahuna Beach Resort and Spa
1	Lease of venue and hotel accommodations inclusive of meals and snacks on November 8-9, 2022	269,000.00	1	lot	269,000.00	No eligibility requirements and quotation submitted	No eligibility requirements and quotation submitted
	PR No. 2022- 10-386 Date Received: October 24, 2022						
	PUR: Conduct of Dagyaw 2022 Open Government Town Hall Meeting: "Fostering Multi-Sectoral Convergence through Social Accountability" Dry Run and Town Hall Proper on November 8-9, 2022						
	<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
	Latest Income/Business Tax Return/Tax Clearance Certificate				/	X	X
	PhilGeeps Reg. Number				/	X	X
	Menu				/	X	X
	Table of Rating Factors for Lease of Venue (passing rate of 85%)				92.40%		

**REMARKS:**

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

**OTHERS:**

**SHARWYN M. SANGEL**  
 BAC Member

*Autin*  
**LILY-ANGEL VICTORIO**  
 BAC Member

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

*Isip*  
**LESLIE CAROL L. ISIP**  
 BAC Member

*Wanoy*  
**ATTY. CHESTER S. CAVABAS-DIWAS**  
 BAC Member

*Lara Mae P. Casuga*  
**LARA MAE P. CASUGA**  
 Expd-User

**APPROVED BY:**

*Agnes A. de Leon*  
**AGNES A. DE LEON, CESO V**  
 OIC-Regional Director / HOPE

*Pedro D. Gonzales*  
**PEDRO D. GONZALES**  
 BAC Chairperson