

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 14th 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 **three (3) day** activity entitled "Orientation on the Anti-Drug Abuse System (ADAS) and Anti-Illegal Drug Policies" on November 21-23, 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 and accommodation for the participants who will attend the "Orientation on the Anti-Drug Abuse System (ADAS) and Anti-Illegal Drug Policies" to be held on November 21-23, 2022 at EM Royale Hotel, Taboc, San Juan, La Union, with the contract package of FOUR HUNDRED SEVENTY NINE THOUSAND TWO HUNDRED FIFTY PESOS ONLY (Php 479,250.00) 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;

M

Melanie M. Watkins



| Proposed Schedule | Activity | No. of Days | No. of Participants | Amount |
|-------------------|---|-------------|--|---------------------------|
| Nov. 21-23, 2002 | Orientation on the Anti-Drug Abuse System (ADAS) and Anti-Illegal Drug Policies | 3 | Day 0 15pax (Dinner) 15pax Accom | Php 5,250.00 15,000.00 |
| | | | Day 1 153 pax (Breakfast, am snack, lunch, pm snack, & dinner) | 153,000.00 |
| | | | Day 1 153 pax Accom | 153,000.00 |
| | | | Day 2 153 pax Breakfast am snack, lunch, pm snack, & dinner) | 153,000.00 |
| | | | Total | 479,250.00 |


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 14th day of NOVEMBER, 2022.

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 1


MELANE M. WATKINS
Owner and Sole Proprietor
EM ROYALLE HOTEL

Witness:

Witness:

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

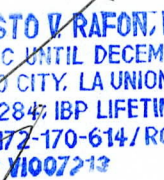
TIN: _____

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. 315
Page No. 63
Book No. 115
Series of 2022


ATTY. ERNESTO V. RAFON, Ph.D
NOTARY PUBLIC UNTIL DECEMBER, 2022
SAN FERNANDO CITY, LA UNION
PTR # 6343284; IBP LIFETIME # 106847
2022 TIN # 172-170-614/ROLL # 5088
MCLE COM.# Y1007213



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 11, 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 **Four Hundred Seventy Nine Thousand Two Hundred Fifty Pesos Only (Php 479,250.00)** for the **Procurement of Meals and Accommodation for the Orientation on the Anti-Drug Abuse System (ADAS) and Anti-Illegal Drug Policies** to be held on **November 21-23, 2022** at **EM Royale Hotel, Taboc, San Juan, La Union** has been determined to be the **Single Calculated and Responsive Bid (SCRB)**.

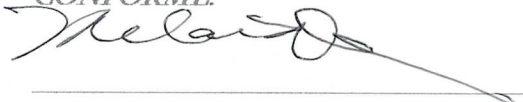
You are hereby required to formally enter into contract with us upon receipt of this Notice.

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:



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

Aguila Rd., Sevilla, San Fernando City, La Union

www.region1.dilg.gov.ph

NOTICE TO PROCEED

November 15, 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 Accommodation for the Orientation on the Anti-Drug Abuse System (ADAS) and Anti-Illegal Drug Policies** on November 21-23, 2022 at EM Royale Hotel, Taboc, San Juan, La Union.

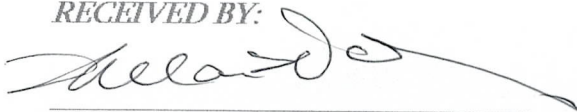
Likewise, you are responsible for performing the required services under the terms and conditions of the Contract of Services, and your submitted quotation/proposal.

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. 2022-92

**RECOMMENDING THE AWARD OF CONTRACT FOR LEASE OF VENUE TO EM ROYALLE HOTEL
FOR THE CONDUCT OF ORIENTATION ON THE ANTI-DRUG ABUSE SYSTEM (ADAS) AND ANTI-ILLEGAL DRUG POLICIES**

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 Orientation on the Anti-Drug Abuse System (ADAS) and Anti-Illegal Drug Policies on November 21-23, 2022 with an Approved Budget for the Contract (ABC) of Four Hundred Seventy Nine Thousand Two Hundred Fifty (P479,250.00);

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 Four Hundred Seventy Nine Thousand Two Hundred Fifty Pesos (P479,250.00) only;
- 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. November 10, 2022 via Hybrid Conference.

Certified Correct:



MARIFE M. DOCULAN
Head, BAC Secretariat



ATTY. CHESTER S. CAYABAS-DIWAS
BAC Member


SHARWYN M. SANGEL
BAC Member

Attested by:


LESLIE CAROL L. ISIP
BAC Member/ 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

"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
 Agulita Rd., Barangay Sevilla, City of San Fernando, La Union

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

RFQ NO. 2022-11-270
ABC: Php 479,250.00

ABSTRACT OF QUOTATION/S

MODE OF PROCUREMENT:
Lease of Venue

A0Q No. 2022-11-005
 Date : November 10, 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 21-23, 2022 | 479,250.00 | 1 | lot | 479,250.00 | No eligibility requirements and quotation submitted | No eligibility requirements and quotation submitted |
| | PR No. 2022-10-394 Date Received: October 26, 2022 | | | | | | |
| | PUR: Orientation on the Anti-Drug Abuse System (ADAS) and Anti-Illegal Drug Policies on November 21-23, 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 |
| | 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

LILYANN Z. VICTORIO
 BAC Member

LESLIE CAROL L. ISIP
 BAC Member / End User

ATTY. CHESTER S. CAYABAS-DIWAS
 BAC Member

BENEDICTA M. BARNACHEA
 BAC Vice-Chairperson

PEDRO D. GONZALES
 BAC Chairperson

APPROVED BY:

AGNES A. DE LEON, CESQ V
 OIC-Regional Director / HDPE