

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

**CONTRACT OF SERVICES**

**KNOW ALL MEN BY THESE PRESENTS:**

This **AGREEMENT** made and entered into this 11<sup>th</sup> day of April 2023 by and between:

The **DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT REGIONAL OFFICE 1**, represented herein by **DIR. 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 **RANCHEZ EXPRESS TRAVEL AND TOURS** represented herein by **MR. ROBERT L. RANCHEZ, Manager** with business address at **#220 Brgy. Carlatan, City of San Fernando, La Union** herein referred to as the **Second Party**.

**WITNESSETH:**

**WHEREAS**, The **FIRST PARTY** will rent vehicle to support “**Van Rental to support the RLIP and Monitoring and Evaluation of Assistance to LGUs (MEALGU) Operations**” for the **CY 2023 onwards**;

**WHEREAS**, the **SECOND PARTY** has the capability to provide vehicle service for the said activity;

**NOW, THEREFORE**, for and inconsideration of the foregoing premises, the parties hereto agree on the following terms and conditions, to wit:

1. That the **Second Party** shall provide **One (1) Unit Van** with maximum of 10 seating capacity per vehicle; in good running condition including **A/C**; with unit model from 2021 to 2022 with comprehensive insurance; driver/s with good driving skills and good moral character, rentals including driver, driver’s allowance, fuel consumption and toll fees; min. of 1 unit/travel/itinerary covered, travel period starts after the award.
2. That the **First Party** agrees to pay per travel incurred based on the following, to wit:

<b>PARTICULAR</b>	<b>QTY</b>	<b>UNIT</b>	<b>ABC PER ITEM</b>
<b>PANGASINAN:</b>			
<b>DISTRICT 1:</b>			
CSF - Bolinao	1	DAY	7,500
Succeeding days / back HQ	1	DAY	4,000




<b>ILOCOS NORTE:</b>			
<b>DISTRICT 1:</b>			
District 1:			
CSF - Adams	1	DAY	13,000.00
Succeeding days / back HQ	1	DAY	4,000.00
District 2:			
CSF – Laoag City	1	DAY	10,000.00
Succeeding days / back HQ	1	DAY	4,000.00
<b>Ilocos Sur:</b>			
District 1:			
CSF - Sinait	1	DAY	8,000.00
Succeeding days / back HQ	1	DAY	4,000.00
District 2:			
CSF – Quirino	1	DAY	8,000.00
Succeeding days / back HQ	1	DAY	4,000.00
Outside Region 1:			
OS- Manila (via SCETex and TPLEX)	1	DAY	11,500.00
Succeeding Days	1	DAY	4,000.00
OS- Tagaytay	1	DAY	15,000.00
Succeeding Days	1	DAY	4,000.00


3. That the total travel costs total to **ONE HUNDRED ONE THOUSAND PESOS (P101,000.00)** only;
4. That prior to payment, the Second Party shall submit statement of account based on the travels incurred;
5. The Second Party shall be responsible for any damage for injuries or loss incurred against DILG personnel during the travel in case of vehicular accident where the van/vehicle is involved;
6. That the Second Party shall have a valid Insurance Policy particularly the Comprehensive Insurance Policy and the Third Party Liability Coverage and that the Van/Vehicle provided is duly registered to Land Transportation Office and in good condition;
7. That any Agreement made outside this contract that modifies or alters its content and/or meaning without consent or approval of the contracting parties shall produce no legal effect or it does not bind both parties;

IN WITNESS THEREOF, the parties have hereunto affixed their signatures this \_\_\_\_\_ day of April, 2023 in the City of San Fernando, La Union.

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

  
ROBERT L. RANCHEZ  
Manager  
RANCHEZ EXPRESS  
TRAVELS AND TOURS


Witness:

Witness:

  
ENGR. SHARWIN M. SANGEL  
PDMU Chief

  
\_\_\_\_\_

***CERTIFIED FUNDS AVAILABLE:***

  
MERCEDES C. LLANES  
AO V/ Regional Budget Officer

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  
\_\_\_\_\_, personally appeared

AGNES A. DE LEON, CESO V

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

MR. ROBERT L. RANCHEZ

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

Known to me and to me known to be the same persons who executed the foregoing Memorandum of Agreement, said instrument consisting of three (3) pages, including the page on which this acknowledge is written, signed in each and every page thereof by the parties and their witnesses, and acknowledged to me that the same are their free act and voluntary deed.

WITNESS MY OFFICIAL SEAL and SIGNATURE, on the date and place above- written.

*R. Galvez Rupinta*  
**ATTY. RODRIGO GALVEZ RUPINTA**  
NOTARY PUBLIC FOR THE CITY OF SAN FERNANDO, LA UNION  
A RESIDENCES/A BISTRO, P. TURCOS STREET CORNER DIVERSION ROAD  
BARANGAY TANRUL, 2900 CITY OF SAN FERNANDO, LA UNION  
NOTARY PUBLIC  
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. 61328, 03-27-2012

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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. 2023-15**

**DECLARING THE SINGLE CALCULATED AND RESPONSIVE BIDDER (SCRB) FOR THE VEHICLE RENTAL FOR MEALGU**

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 **Vehicle Rental for MEALGU** under Negotiated Procurement – Small Value Procurement with an Approved Budget for the Contract (ABC) of **One Hundred One Thousand Six Hundred Pesos (Php101,600.00)**.

WHEREAS, the procurement was posted at PhilGEPS portal, DILG R1 website and conspicuous place on **March 31-April 4, 2023**;

WHEREAS, the BAC scheduled the opening of bids on April 4, 2022;

WHEREAS, Three (3) Suppliers provided Requests for Quotation/ submitted intention to participate in the procurement activity, namely Tremor Tours, Krenz Ella Rent A Car, and Ranchez Express Travel and Tours;

WHEREAS, after thorough review and evaluation by the BAC assisted by the Technical Working Group, only Ranchez Express Travel and Tours submitted complete eligibility requirements and quotation;

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.	List of Manpower	List of Assigned Vehicles	Bid Amount
Tremor Tours	X	X	X	X	X	No eligibility requirements submitted
Krenz Ella Rent A Car	X	X	X	X	X	No eligibility requirements submitted
Ranchez Express Travel and Tours	/	/	/	/	/	Php101,000.00

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

- To declare **Ranchez Express Travel and Tours** as the Single Calculated and Responsive Bidder (SCRB) with a quotation of **One Hundred One Thousand Pesos (P101,000.00)**;
- To recommend to the HOPE the award of contract to the SCR.B.

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

ADOPTED: DILG Regional Office 1 Conference Room, April 4, 2023 via Hybrid Conference.

Certified Correct:

**ALETHEA CEDO**  
 Head, BAC Secretariat

**ATTY. CHESTER S. CAYABAS DIWAS**  
 BAC Member

**ENGR. SHARWYN M. SANGEL**  
 BAC Member

Attested by:

**LESLIE CAROL L. ISIP**  
 BAC Member

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

**SHEEN MARK C. PAGADUAN**  
 BAC Member/ End User

**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  
 Aguila Rd., Barangay Sevilla, City of San Fernando, La Union

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**RFQ NO. 2023-03-52**  
**ABC: Php 101,600.00**

**ABSTRACT OF QUOTATION/S**

MODE OF PROCUREMENT:  
**Small Value Procurement**

**AOQ No. 2023-04-10**  
**Date : April 4, 2023**  
**Time: 02:01 PM**

Item	Item/Description	ABC	Qty.	Unit	Tremor Tours	Krenz Ella Rent A Car	Ranchez Express Travel and Tours
1	Vehicle Rental for MEALGU	<b>101,600.00</b>	1	lot	No eligibility requirements	No eligibility requirements submitted.	101,000.00
	PR No. <u>2023-03-074</u> Date Received: March 3, 2023						
	PUR: Vehicle Rental for MEALGU						
	<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	/
	PhilGeps Reg. Number				X	X	/
	List of Manpower				X	X	/
	List of Assigned Vehicles				X	X	/

**REMARKS:**

Award is hereby recommended to be given to **Ranchez Express Travel and Tours** which is the single calculated and responsive bid.

**OTHERS:**

**ENGR. SHERWYN M. SANGEL**  
 BAC Member

**LILY ANN Z. VICTORIO**  
 BAC Member

**LESLIE CAROL L. ISIP**  
 BAC Member

**ATTY. CHESTER S. GAYABAS-DIWAS**  
 BAC Member

**SHEEN MARK C. PAGADUAN**  
 End User

**BENEDICTA M. BARNACHEA**  
 BAC Vice-Chairperson

**PEDRO D. GONZALES**  
 BAC Chairperson

**APPROVED BY:**

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



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

April 5, 2023

**MR. ROBERT L. RANCHEZ**

Manager

Ranchez Express Travel and Tours

San Fernando City, La Union




Dear Mr. Ranchez:

We are pleased to inform you that your quotation amounting to **One Hundred One Thousand Pesos Only (P101,000.00)** for the **Van Rental to support the RLIP and Monitoring and Evaluation of Assistance to LGUs (MEALGU) Operations** has been determined to be the Single Calculated and Responsive Bidder (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 R1 and  
Head of Procuring Entity  

**CONFORME:**

  
MR. ROBERT L. RANCHEZ

Manager

Ranchez Express Travel and Tours

San Fernando City, La Union

**"Matino, Mahusay at Maaasahan"**

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[www.region1.dilg.gov.ph](http://www.region1.dilg.gov.ph)

## NOTICE TO PROCEED

April 12, 2023

**MR. ROBERT L. RANCHEZ**

Manager

Ranchez Express Travel and Tours

San Fernando City, La Union



**Dear Mr. Ranchez:**

With the attached **CONTRACT** having been approved, you are hereby notified for the **Van Rental to support the RLIP and Monitoring and Evaluation of Assistance to LGUs (MEALGU) Operations of Project Development Monitoring Unit (PDMU) to DILG Regional Office 1, Sevilla, City of San Fernando, La Union.**


Likewise, you are responsible for performing the required services under the terms and conditions of the Contract, 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 R1 and  
Head of Procuring Entity 

**RECEIVED BY:**

  
**MR. ROBERT L. RANCHEZ**

Manager

Ranchez Express Travel and Tours

San Fernando City, La Union

**"Matino, Mahusay at Maaasahan"**

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