



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 TO PROCEED

October 3, 2024

**JOHN LESTER C. MARZO**  
Sole Proprietor  
Maykan Mangan Catering Services  
Purok 3, Barangay Sevilla,  
City of San Fernando, La Union

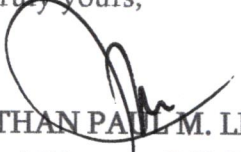
**Dear Mr. Marzo:**

With the attached **CONTRACT OF SERVICES** having been approved, you are hereby notified to provide **Meals and Snacks for the Conduct of Training on the Formulation of Standard Operating Procedures and Contingency Planning for Earthquake** on **October 7-11, 2024** at **DILG Regional Office 1, Training Hall, Aguila Rd., Brgy. Sevilla, City of San Fernando, La Union.**

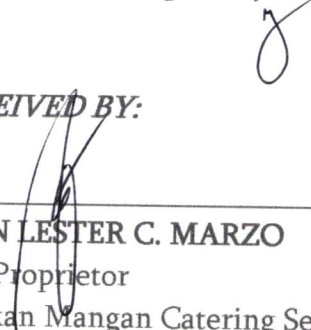
Likewise, you are responsible for performing the required services under the terms and conditions of the Contract of Services, and your submitted quotation/proposal.

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,

  
**JONATHAN PAUL M. LEUSEN, JR., CESO III**  
Regional Director, DILG 1 and  
Head of Procuring Entity

**RECEIVED BY:**

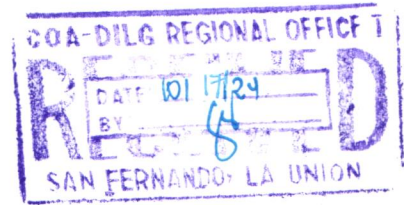
  
\_\_\_\_\_  
**JOHN LESTER C. MARZO**  
Sole Proprietor  
Maykan Mangan Catering Services  
Purok 3, Barangay Sevilla,  
City of San Fernando, La Union

REPUBLIC OF THE PHILIPPINES)

San Fernando  
La Union

) S.S.

## CONTRACT OF SERVICES



## KNOW ALL MEN BY THESE PRESENTS:

This **CONTRACT OF SERVICE** is made and entered into this **2nd day of October 2024** 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 **JONATHAN PAUL M. LEUSEN, JR., CESO III - 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 **MAYKAN MANGAN CATERING SERVICES** represented herein by **JOHN LESTER C. MARZO** with office address at Purok 3, Barangay Sevilla, City of San Fernando, La Union, herein referred to as the **Second Party**.

## WITNESSETH:

**WHEREAS**, the **FIRST PARTY** will conduct a **five (5) day** activity entitled "**Conduct of Training on the Formulation of Standard Operating Procedures and Contingency Planning for Earthquake**" on **October 7-11, 2024** at **DILG Regional Office 1, Training Hall, Aguila Rd., Brgy. Sevilla, City of San Fernando, 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 on the contents of this Contract to wit:

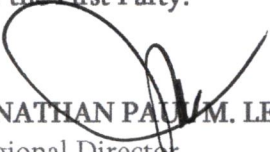
1. **THAT** the **SECOND PARTY** agrees and binds itself to the **FIRST PARTY** to provide food for the participants who will attend the "**Conduct of Training on the Formulation of Standard Operating Procedures and Contingency Planning for Earthquake**" to be held on **October 7-11, 2024** at **DILG Regional Office 1, Training Hall, Aguila Rd., Brgy. Sevilla, City of San Fernando, La Union**, with the contract package of **ONE HUNDRED FIFTY SIX THOUSAND PESOS ONLY (Php 156,000.00)** 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** 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 and accommodation at the same rate for the additional participants;

Proposed Schedule	Activity	No. of Days	No. of Participants	Amount
October 7-11, 2024	Conduct of Training on the Formulation of Standard Operating Procedures and Contingency Planning for Earthquake	5	Day 1 to 4 - 30 pax (Breakfast, am snack, lunch, pm snack, & dinner)	Php 132,000.00
			Day 5 - 30 pax (Breakfast, am snack, lunch & pm snack)	24,000.00
			<b>TOTAL</b>	<b>Php 156,000.00</b>


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 **San Fernando La Union**, Philippines this   OCT 02   day of   2024   2024.

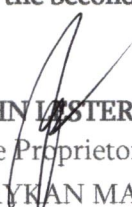
For the First Party:

  
**JONATHAN PAUL M. LEUSEN, JR., CESO III**  
 Regional Director  
 DEPARTMENT OF THE INTERIOR AND  
 LOCAL GOVERNMENT- REGION 1

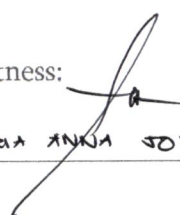
Witness:

  
**RHODORA G. SORIANO**

For the Second Party:

  
**JOHN LISTER C. MARZO**  
 Sole Proprietor  
 MAYKAN MANGAN CATERING SERVICES

Witness:

  
**MARIA ANNA JOY F. MARZO**

**CERTIFIED FUNDS AVAILABLE:**



**CHRISTINE JOY F. CASUGA**  
Acct. III / Regional Accountant

**ACKNOWLEDGEMENT**

REPUBLIC OF THE PHILIPPINES)

SAN FERNANDO CITY)S.S.

OCT 02 2024 BEFORE ME, a Notary Public for and in SAN FERNANDO CITY, this  
personally appeared

JONATHAN PAUL M. LEUSEN, JR., CESO III

TIN: 123-933-075-000

JOHN LESTER C. MARZO

TIN: 406-186-426-00000

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. 218  
Page No. 44  
Book No. 18  
Series of 2024

ATTY. ERNESTO V. RAFON Ph.D.  
NOTARY PUBLIC UNTIL DECEMBER 2024  
SAN FERNANDO CITY, LA UNION  
PTR # 24113657, IBP LIFETIME # 1068470  
2024 TIN # 172170814 / ROLL # 50981  
MCLE COM # VIII 0008675



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## NOTICE OF AWARD

October 1, 2024

**JOHN LESTER C. MARZO**

Sole Proprietor

Maykan Mangan Catering Services

Purok 3, Barangay Sevilla,

City of San Fernando, La Union

**Dear Mr. Marzo:**

We are pleased to inform you that your quotation amounting to **One Hundred Fifty Six Thousand Pesos Only (Php156,000.00)** for the **Procurement of Meals and Snacks for the Conduct of Training on the Formulation of Standard Operating Procedures and Contingency Planning for Earthquake** to be held on **October 7-11, 2024** at **DILG Regional Office 1, Training Hall, Aguila Rd., Brgy. Sevilla, City of San Fernando, La Union** has been determined to be the **Lowest Calculated and Responsive Bid (LCRB)**.

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,

  
**JONATHAN PAUL M. LEUSEN, JR., CESO III**

Regional Director, DILG 1 and

Head of Procuring Entity

**CONFORME:**

  
**JOHN LESTER C. MARZO**

Sole Proprietor

Maykan Mangan Catering Services

Purok 3, Barangay Sevilla,

City of San Fernando, La Union



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
**BIDS AND AWARDS COMMITTEE**  
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[www.region1.dilg.gov.ph](http://www.region1.dilg.gov.ph)

**BIDS AND AWARDS COMMITTEE (BAC)**  
**Resolution No. 2024-68**

**DECLARING THE LOWEST CALCULATED AND RESPONSIVE BIDDER (LCRB) AND RECOMMENDING THE SAME TO THE HOPE TO AWARD THE CONTRACT FOR THE PROCUREMENT OF MEALS AND SNACKS FOR THE CONDUCT OF TRAINING ON THE FORMULATION OF STANDARD OPERATING PROCEDURES AND CONTINGENCY PLANNING FOR EARTHQUAKE OF DILG R1**

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 meals and snacks for the **Conduct of Training on the Formulation of Standard Operating Procedures and Contingency Planning for Earthquake of DILG R1 on September 30, 2024 – October 4, 2024** under Negotiated Procurement – Small Value Procurement with an Approved Budget for the Contract (ABC) of **Two Hundred Eleven Thousand Five hundred Pesos (Php 211,500.00)**;

WHEREAS, the procurement was posted at PhilGEPS portal, DILG R1 website and conspicuous place on September 23-27, 2024;

WHEREAS, the BAC scheduled the opening of bids on September 27, 2024, 9:01AM, with four (4) prospective Service Providers, namely, a) Ella’s Food House b) New Battalla Food Hauz c) Kresan’s Canteen and d) Maykan Mangan Catering Services ;

WHEREAS, after thorough review and evaluation by the BAC assisted by the Technical Working Group, only Kresan’s Canteen and Maykan Mangan Catering Services submitted complete eligibility requirements and quotation;

WHEREAS, below is the result of the opening and evaluation of bids:

Rank	Bidder	Bid Amount	Remarks
1	Maykan Mangan Catering Services	Php 156,000.00	With Complete Eligibility Requirements
2	Kresan’s Canteen	Php 203,550.00	With Complete Eligibility Requirements
N/A	New Battalla Food Hauz	-	Only submitted signed RFQ with incomplete documentary requirements
N/A	Ella’s Food House	-	Only submitted signed RFQ with incomplete documentary requirements

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

- To declare **Maykan Mangan Catering Services** as the Lowest Calculated and Responsive Bidder (LCRB) with a quotation of **One Hundred Fifty-Six Thousand Pesos (Php 156,000.00)**; and
- To recommend to the HOPE the approval of this recommendation and award of Contract to the LCRB.



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**BIDS AND AWARDS COMMITTEE (BAC)**  
**Resolution No. 2024-68**

**DECLARING THE LOWEST CALCULATED AND RESPONSIVE BIDDER (LCRB) AND RECOMMENDING THE SAME TO THE HOPE TO AWARD THE CONTRACT FOR THE PROCUREMENT OF MEALS AND SNACKS FOR THE CONDUCT OF TRAINING ON THE FORMULATION OF STANDARD OPERATING PROCEDURES AND CONTINGENCY PLANNING FOR EARTHQUAKE OF DILG R1**

RESOLVED, to furnish the **Local Government Monitoring and Evaluation Division (LGMED)** a copy of this Resolution for its reference and appropriate action.

ADOPTED: DILG Regional Office 1 LGRRRC Hall, September 27, 2024.

Certified Correct by:

**MAICA T. LACASANDILE**  
Assistant Head, BAC Secretariat

**Attested by:**

**RHODORA G. SORIANO**  
BAC Member

**LESLIE CAROL L. ISIP**  
BAC Member

*On Official Business*  
**LILY-ANN Z. VICTORIO**  
BAC Member

*on OB*  
**ATTY. CHESTER S. CAYABAS-DIWAS**  
BAC Member

**SHEENMARK C. PAGANUAN**  
End User

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

*On Official Business*  
**PEDRO D. GONZALES**  
BAC Chairperson

APPROVED/DISAPPROVED:

**JONATHAN PAUL M. LEUSEN, JR., CESO III**  
Regional Director/ HoPE



RFQ NO. 2024-09-253  
 ABC: Php 211,500.00

ABSTRACT OF QUOTATION/S

MODE OF PROCUREMENT:  
 Negotiated - Small Value Procurement

AOQ No. 2024-040  
 Date : September 27, 2024  
 Time: 9:01AM

Item	Item/Description	ABC	Qty.	Unit	ELLA'S FOOD HOUSE	NEW BATALLA FOOD HAUZ		KRESAN'S CANTEEN		MAYKAN MANGAN CATERING SERVICES	
					total cost	Cost per Unit	Total Cost	Cost per Unit	Total Cost	Cost per Unit	Total Cost
1	Conduct of Training on Formulation of Standard Operating Procedures and Contingency Planning for Earthquake of DILG Region 1 on	211,500.00			<b>*Signed RFQ only RFQ, no documentary Req't Submitted</b>	<b>183,270</b> <b>*Incomplete documentary Req't submitted</b>		<b>203,550.00</b>		<b>156,000.00</b>	
	PR No. _____ Date Received: _____ PUR:										
	<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.										Received thru email
	Valid Business/ Mayor's Permit				x	x		CSF - Jan 18, 2024 - Dec 31, 2024			CSF - Aug 30, 2024 - Dec 31, 2024
	PhilGeps Reg. Number				x	Red - 264807		Red - 243127			Red - 405146
	Menu				x	x		/			/

REMARKS: Award is hereby recommended to be given to **MAYKAN MANGAN CATERING SERVICES**, which is the **LCRB**.

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

RHODORA G. SORIANO  
 BAC Member

on official business  
 LILY-ANN Z. VICTORIO  
 BAC Member

ATTY. CHESTER S. CAYABAS-DIWAS  
 BAC Member

LESLIE CAROL I. ISIP  
 BAC Member

SHEEN MARK C. PAGADUAN  
 End-user

BENEDICTA M. BARNACHEA  
 BAC Vice-Chairperson/ Presiding Officer

on official business  
 PEDRO D. GONZALES  
 BAC Chairperson

APPROVED BY:   
 JONATHAN P. LEUSEN, JR., CESO III  
 Regional Director / HOPE