



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**

August 20, 2024

**CORNELIA G. SANCHEZ**

Authorized Representative  
Puerto de San Juan Resort Hotel  
Ili Sur, San Juan, La Union

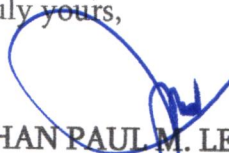
**Dear Ms. Sanchez:**

We are pleased to inform you that your quotation amounting to **Three Hundred Ninety Six Thousand Four Hundred Pesos Only (Php396,400.00)** for the **Procurement of Meals and Accommodations for the conduct of Strengthening of Local Project Monitoring Committee** to be held on **September 11-13, 2024** at **Puerto de San Juan Resort Hotel, Ili Sur, 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.

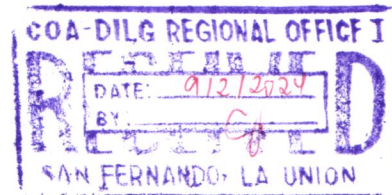
Very truly yours,

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

**CONFORME:**

  
**CORNELIA G. SANCHEZ**  
Authorized Representative  
Puerto de San Juan Resort Hotel  
Ili Sur, San Juan, La Union

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



**CONTRACT OF SERVICES**

**KNOW ALL MEN BY THESE PRESENTS:**

This **CONTRACT OF SERVICE** is made and entered into this **27th day of August, 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 -

That **PUERTO DE SAN JUAN RESORT HOTEL** represented herein by **CORNELIA G. SANCHEZ** with office address at **Ili Sur, San Juan, La Union**, herein referred to as the **Second Party**.

**WITNESSETH:**

**WHEREAS**, The **FIRST PARTY** will conduct a **three (3) days** activity entitled “**Conduct of Strengthening of Local Project Monitoring Committee**” on **September 11-13, 2024** at **Puerto de San Juan Resort Hotel, Ili Sur, 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 **Conduct of Strengthening of Local Project Monitoring Committee** to be held on **September 11-13, 2024** at **Puerto de San Juan Resort Hotel, Ili Sur, San Juan La Union**, with the contract package of **THREE HUNDRED NINETY SIX THOUSAND FOUR HUNDRED PESOS ONLY (Php 396,400.00)** 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;

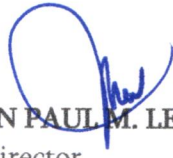
Proposed Schedule	Activity	No. of Days	No. of Participants	Amount
Sept.11-13, 2024	Conduct of Training re: Strengthening of Local Project Monitoring Committee	3	Day 0 - 46pax Dinner 46pax -Accom.	Php 18,400.00 59,800.00
			Day 1 – 86 pax (breakfast, am snack, lunch, pm snack & dinner)	120,400.00
			86pax -Accom.	111,800.00
			Day2 – 86 pax (breakfast am snack, lunch & pm snacks)	86,000.00
			<b>TOTAL</b>	<b>Php 396,400.00</b>

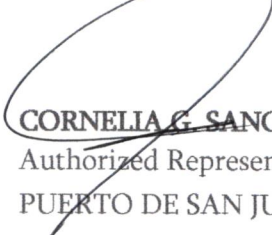
3. In case of the unforeseen incidental expenses incurred by the **FIRST PARTY**, the **FIRST PARTY** shall pay the **SECOND PARTY** the amount corresponding to it.
4. THAT, if the total number of participants exceed the foregoing guaranteed minimum number of participants, the **FIRST PARTY** shall pay 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 \_\_\_\_\_, Philippines this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

For the First Party

For the Second Party

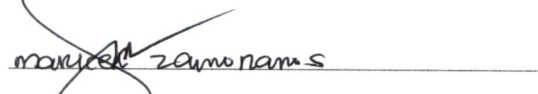
  
JONATHAN PAUL M. LEUSEN, JR., CESO III  
Regional Director  
DEPARTMENT OF THE INTERIOR AND  
LOCAL GOVERNMENT- REGION 1

  
CORNELIA G. SANCHEZ  
Authorized Representative  
PUERTO DE SAN JUAN RESORT HOTEL

Witness:

  
JUSTICE J. S. GONZALEZ

Witness:

  
MARICEL ZAMORANOS

**CERTIFIED FUNDS AVAILABLE:**

  
CHRISTINE JOY F. CASUGA  
Acct. III / Regional Accountant

**ACKNOWLEDGEMENT**

REPUBLIC OF THE PHILIPPINES)  
SAN FIDELITY, LU)S.S.

**BEFORE ME**, a Notary Public for and in SAN FIDELITY, LU, this  
27 AUG 2024, personally appeared

JONATHAN PAUL M. LEUSEN, JR., CESO III

TIN: 123-933-075-000

CORNELIA G. SANCHEZ


TIN: 139-402-375,000

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. 302  
Page No. 41  
Book No. XVIII  
Series of 2024

  
**ATTY. AILEIN GRACE L. BRAGANZA, CPA**  
AGB LEGAL AND BUSINESS SOLUTIONS  
#21 Quezon Avenue, Sevilla, San Fernando City, La Union  
Notary Public for and in the City of San Fernando, La Union  
Commission No. 152-2023, Valid Until 12/31/2025  
Reg. of Attorneys No. 72789  
IBP Official Receipt: CY 2024 No. 375608, 12/27/2023  
Professional Tax Receipt: CY 2024 No. LU 8513587, 12/14/2023  
MCLE Compliance No. VI 0019816, Valid Until 04/14/2025



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**NOTICE TO PROCEED**

August 29, 2024

**CORNELIA G. SANCHEZ**

Authorized Representative

Puerto de San Juan Resort Hotel

Ili Sur, San Juan, La Union

**Dear Ms. Sanchez:**

With the attached **CONTRACT OF SERVICES** having been approved, you are hereby notified to provide **Meals and Accommodations for the conduct of Strengthening of Local Project Monitoring Committee** on **September 11-13, 2024** at **Puerto de San Juan Resort Hotel, Ili Sur, 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,

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

Regional Director, DILG 1 and

Head of Procuring Entity

**RECEIVED BY:**

  
**CORNELIA G. SANCHEZ**

Authorized Representative

Puerto de San Juan Resort Hotel

Ili Sur, San Juan, La Union



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
**BIDS AND AWARDS COMMITTEE**  
**Regional Office I**

Aguila Road, Sevilla, City of San Fernando, La Union  
[www.region1.dilg.gov.ph](http://www.region1.dilg.gov.ph)

**BIDS AND AWARDS COMMITTEE (BAC)**  
**Resolution No. 2024-61**

**DECLARING THE SINGLE CALCULATED AND RESPONSIVE BID (SCRB) AND RECOMMENDING THE SAME TO THE HOPE TO AWARD THE CONTRACT FOR THE LEASE OF VENUE AND HOTEL ACCOMMODATION INCLUSIVE OF MEALS AND SNACKS FOR THE STRENGTHENING OF LOCAL PROJECT MONITORING COMMITTEE (LPMCS)**

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 and Hotel Accommodation inclusive of Meals and Snacks for the conduct of the **Strengthening of Local Project Monitoring Committee (LPMCs)** on **September 11 – 13, 2024** with an Approved Budget for the Contract (ABC) of **Four Hundred Forty-Four Thousand Pesos (Php 444,000.00)**;

WHEREAS, the BAC implemented the procedures prescribed for the Negotiated Procurement - Lease of Real Property and Venue for the aforesaid activity under Section 53.10 of the Revised Implementing Rules and Regulations of Republic Act No. 9184;

WHEREAS, the BAC scheduled the opening of bids on August 19, 2024, 02:01 PM, with three (3) prospective Service Providers, namely: 1) Villas Buenavista Hotel And Restaurant, 2) Awesome Hotel and 3) Puerto De San Juan Beach Resort Hotel. Only Resort and Puerto De San Juan Beach Resort Hotel has submitted its bid proposals with complete eligibility requirements;

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

Rank	Service Provider	Bid Amount	Remarks
1	Puerto De San Juan Beach Resort Hotel	Php 396,400.00	With Complete Eligibility Requirements
N/A	Villas Buenavista Hotel And Restaurant	-	Only submitted the RFQ. No other Documentary Requirement Submitted  Quotation for accommodation is beyond the required fund allocation
N/A	Awesome Hotel	-	Received RFQ but did not submit its Quotation and eligibility requirements

WHEREAS, after a thorough review and evaluation of the BAC, assisted by the Technical Working Group, PUERTO DE SAN JUAN BEACH RESORT HOTEL was determined to be responsive to the technical requirements having obtained an overall rating of 97.05 % which is above the DILG R1- prescribed passing rate of 85% for the lease of venue;

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

- a) To declare **Puerto De San Juan Beach Resort Hotel** as the **Single Calculated and Responsive Bidder (SCRB)** with a bid amount of **Three Hundred Ninety-Six Thousand Four Hundred Pesos (Php 396,400.00)**

*M*

*[Handwritten Signature]*



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
**BIDS AND AWARDS COMMITTEE**  
**Regional Office I**

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**BIDS AND AWARDS COMMITTEE (BAC)**  
**Resolution No. 2024-61**

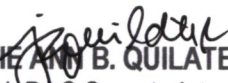
**DECLARING THE SINGLE CALCULATED AND RESPONSIVE BID (SCRB) AND RECOMMENDING THE SAME TO THE HOPE TO AWARD THE CONTRACT FOR THE LEASE OF VENUE AND HOTEL ACCOMMODATION INCLUSIVE OF MEALS AND SNACKS FOR THE STRENGTHENING OF LOCAL PROJECT MONITORING COMMITTEE (LPMCS)**

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 that the **Project Development and Management Unit (PDMU)** as End-User, be furnished a copy of this Resolution for its reference and appropriate action.

ADOPTED: DILG Regional Office 1 Conference Room, August 19, 2024.


Certified Correct by:

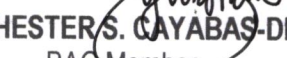
  
**JULIE ANN B. QUILATES**  
 Head, BAC Secretariat

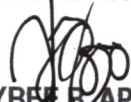
Attested by:

  
**ENGR. JOSHUA J.C. CANADEN**  
 Alternate, BAC Member

  
**LESLIE CAROL L. ISIP**  
 BAC Member

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

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

  
**JAYBEE E. APIGO**  
 End-User

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

  
**PEDRO D. GONZALES**  
 BAC Chairperson

APPROVED/DISAPPROVED:

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

Appendix C

TABLE OF RATING FACTORS FOR LEASE OF VENUE

NAME OF SERVICE PROVIDER: PUERTO DE SAN JUAN  
 ADDRESS: SAN JUAN LA UNION

	RATING FACTORS	WEIGHT (%)	RATING	REMARKS/ COMMENTS
I.	<b>Availability</b>	100	100	
II.	<b>Location and Site Condition</b>			
	1. Accessibility	(50)	45	
	2. Parking Space	(50)	50	
		100	95	
III.	<b>Neighborhood Data</b>			
	1. Sanitation and health condition	(25)	25	
	2. Police and fire station	(25)	25	
	3. Restaurant/Grocery Stores	(25)	25	
	4. Banking and Postal	(25)	25	
		100	100	
IV.	<b>Venue</b>			
	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)	4	
	d. Space requirements	(5)	5	
	3. Facilities			
	a. Water supply and toilet	(4)	4	
	b. Lighting system	(5)	4	
	c. Elevators (3rd Floor & above)/ Staircase (Compliant to Accessibility Law)	(4)	4	
	d. Fire escapes	(4)	4	
	e. Fire fighting equipment	(4)	4	
	f. Internet and Telecommunications	(4)	4	
	g. Audio visual equipment	(5)	3	
	4. Other requirements			
	a. Maintenance	(5)	5	
	b. Attractiveness	(5)	4	
	c. Security	(5)	5	
	5. Catering Services	(5)	4	
	6. Client's satisfactory rating	(5)	4	
		100	93	

SUMMARY:

	RATING FACTORS	WEIGHT	RATING
I.	<b>Availability</b>	x (.5)	50
II.	<b>Location and Site Condition</b>	x (.1)	9.5
III.	<b>Neighborhood Data</b>	x (.05)	5
IV.	<b>Venue</b>	x (.35)	32.55
	<b>FACTOR VALUE</b>		<b>97.05</b>

Certified Correct:

  
 JULIE ANN B. QUILATES  
 Head, BAC Secretariat


  
 ATTY. CHESTER CAYABAS-DIWAS  
 BAC Member

  
 LESLIE CAROL L. ISIP  
 BAC Member

  
 LILY-ANN Z. VICTORIO  
 BAC Member

  
 BENEDICTA M. BARNACHEA  
 BAC Vice-Chairperson

Attested by:

  
 ENGR. JUSHUA J.C. GANADEN  
 Alternate BAC Member

  
 JAYBEE A. NUGO  
 End-user

  
 PEDRO D. GONZALES  
 BAC Chairperson

Approved / Disapproved:

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





RFQ NO. 2024-08-216  
 ABC: Php 444,000.00

**ABSTRACT OF QUOTATION/S**

MODE OF PROCUREMENT: LEASE OF VENUE

AOQ No. 2024-036  
 Date : August 19, 2024  
 Time: 2:01PM

Item	Item/Description	ABC	Qty.	Unit	VILLAS BUENAVISTA HOTEL AND RESTAURANT	PUERTO DE SAN JUAN BEACH RESORT HOTEL	AWESOME HOTEL
					total cost	total cost	total cost
1	Lease of Venue and Hotel Accommodation inclusive of Meals and Snacks for the Strengthening of Local Project Monitoring Committee (LPMCs) on September 11-13, 2024.	444,000.00			413,600.00	396,400.00	
	PR No. _____ Date Received: _____ PUR: _____				Only submitted the RFQ. No other Documentary Requirement Submitted  Quotatin for accommodation is beyond the required fund allocation.		Received RFQ but did not submit its Quotation and eligibility requirements
	<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	Mayor's Permit (Jan. 18, 2024 - Dec. 31, 2024)	
	Latest Income/Business Tax Return/Tax Clearance Certificate				X	FY 2023 AITR (Payment on April 13, 2024)	
	PhilGeps Reg. Number				X	RED Membership (Platinum - Jun. 27, 2023 - Aug. 12, 2024) With letter to PhilGeps for renewal of	
	Menu				X	/	
	Table Factor Rating					97.05	

**REMARKS:**

Award is hereby recommended to be given to **Puerto de San Juan Beach Resort Hotel** which is the Single Calculated and Responsive Bid.

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

ENGR. JUSHUAN C. GANADEN  
 Alternate-BAC Member

BENEDICTA M. BARNACHEA  
 BAC Vice-Chairperson

LILY ANNE V. VICTORIO  
 BAC Member

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

ATTY. CHESTER S. CAYANAN-DIWAS  
 BAC Member

PEDRO D. GONZALES  
 BAC Chairperson

LESLIE CAROL I. ISIP  
 BAC Member

JAY BEE B. FIGO  
 End-user