



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
**LOCAL GOVERNANCE REGIONAL RESOURCE CENTER 1**  
**Regional Office 1**

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

## NOTICE OF AWARD

June 5, 2024

**REYNALYN BALANON-ALMOJUELA**

Authorized Representative  
Ynad's Place Hotel and Resort Inc.  
By-Pass Road Barangay Namtutan,  
City of San Fernando, La Union

Dear Ms. Almojuela:

We are pleased to inform you that your quotation amounting to **Two Hundred Eighty Four Thousand Nine Hundred Fifty Pesos Only (Php284,950.00)** for the **Procurement of Meals and Accommodations for the Conduct of Training on Enhancing LGU Competencies on EODB Compliance** to be held on **June 25-26, 2024** at **Ynad's Place Hotel and Resort, Inc., By-Pass Road Barangay Namtutan, City of San Fernando, La Union** has been determined to be the **Single Calculated and Responsive Bid (SCRB)**.

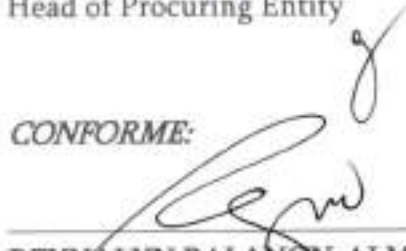
You are hereby required to formally enter into contract with us upon receipt of this Notice.

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:*

  
**REYNALYN BALANON-ALMOJUELA**  
Authorized Representative  
Ynad's Place Hotel and Resort Inc.  
By-Pass Road Barangay Namtutan,  
City of San Fernando, La Union



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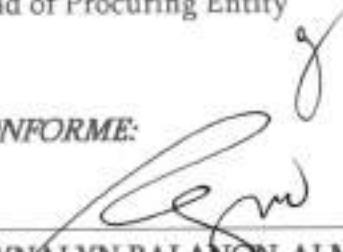
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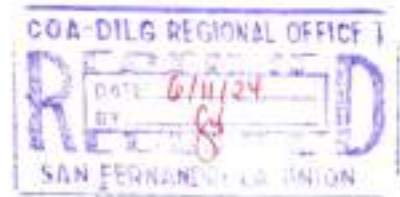
  
**JONATHAN PAUL M. LEUSEN, JR., CESO III**  
Regional Director, DILG 1 and  
Head of Procuring Entity

**CONFORME:**

  
**REYNALYN BALANON-ALMOJUELA**  
Authorized Representative  
Ynad's Place Hotel and Resort Inc.  
By-Pass Road Barangay Namtutan,  
City of San Fernando, La Union

REPUBLIC OF THE PHILIPPINES)  
SAN FERNANDO CITY L.S.G.

**CONTRACT OF SERVICES**



**KNOW ALL MEN BY THESE PRESENTS:**

This **CONTRACT OF SERVICE** is made and entered into this 6th day of June 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 **YNAD'S PLACE HOTEL AND RESORT, INC.**, represented herein by **REYNALYN BALANON-ALMOJUELA** with office address at By-Pass Road Barangay Namtutan, City of San Fernando, La Union, herein referred to as the **Second Party**.

**WITNESSETH:**

**WHEREAS**, the **FIRST PARTY** will conduct a **two (2) days** activity entitled "**Conduct of Training on Enhancing LGU Competencies on EODB Compliance on June 25-26, 2024**" at **Ynad's Place Hotel and Resort, Inc., By-Pass Road Barangay Namtutan, City of San Fernando, 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 on 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 Training on Enhancing LGU Competencies on EODB Compliance**" to be held on **June 25-26, 2024** at **Ynad's Place Hotel and Resort, Inc., By-Pass Road Barangay Namtutan, City of San Fernando, La Union**, with the contract package of **TWO HUNDRED EIGHTY FOUR THOUSAND NINE HUNDRED FIFTY PESOS ONLY (Php 284,950.00)** 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
June 25-26, 2024	Conduct of Training on Enhancing LGU Competencies on EODB Compliance	2	Day 0 - 40 pax (Accom )	Php 44,000.00
			37 pax (Dinner)	16,650.00
			Day 1 - 43 pax (Accom )	47,300.00
			50 pax (Breakfast)	20,000.00
			70 pax (Am snack, Lunch, pm snack & Dinner)	84,000.00
			Day 2 - 73 pax (Breakfast, AM Snack, Lunch)	73,000.00
			<b>TOTAL</b>	<b>Php 284,950.00</b>

- 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;
- 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;
- 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;
- 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**;
- 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**;
- 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;
- 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 FRO. CITY LA UNION, Philippines this 7<sup>th</sup> day of JUNE 2024.

For the First Party:

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

Witness:

For the Second Party:

  
**REYNALYN BALANON-ALMOJUELA**  
 Authorized Representative  
 YNAD'S PLACE HOTEL AND RESORT INC.

Witness:

**CERTIFIED FUNDS AVAILABLE**



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

**ACKNOWLEDGEMENT**

REPUBLIC OF THE PHILIPPINES)

\_\_\_\_\_ )S.S.  
SAN FERNANDO CITY, LU

07 JUN 2024 BEFORE ME, a Notary Public for and in SAN FERNANDO CITY, LU, this  
personally appeared

JONATHAN PAUL M. LEUSEN, JR., CESO III

TIN: 123-933-075-000

REYNALYN BALANON-ALMOJUELA


TIN: 482-016-161-0001

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. 453  
Page No. 91  
Book No. VII  
Series of 2024

  
**ATTY. REYNALYN ALMOJUELA, RMT**  
Notary Public for the City of San Fernando, La Union  
ANC No. 1273 (valid until December 31, 2024)  
2nd Floor, City Hall Bldg., San Fernando City, La Union  
IBP O.R. No. 2019-0001-1051 (LA UNION CHAPTER)  
TR No. 271 (2019-0001-1051), San Fernando City, La Union  
MCTE Code: LA-VII-SL76870  
(0) 092-366-xxxx | [www.rts.com.ph](http://www.rts.com.ph)





Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
**LOCAL GOVERNANCE REGIONAL RESOURCE CENTER 1**  
**Regional Office 1**

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

## NOTICE TO PROCEED

June 7, 2024

**REYNALYN BALANON-ALMOJUELA**

Authorized Representative  
Ynad's Place Hotel and Resort Inc.  
By-Pass Road Barangay Namtutan,  
City of San Fernando, La Union

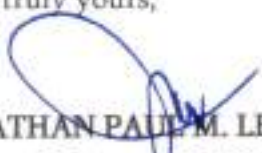
**Dear Ms. Almojuela:**

With the attached **CONTRACT OF SERVICES** having been approved, you are hereby notified to provide **Meals and Accommodations for the Conduct of Training on Enhancing LGU Competencies on EODB Compliance** on **June 25-26, 2024** at **Ynad's Place Hotel and Resort, Inc., By-Pass Road Barangay Namtutan, City of San Fernando, La Union.**

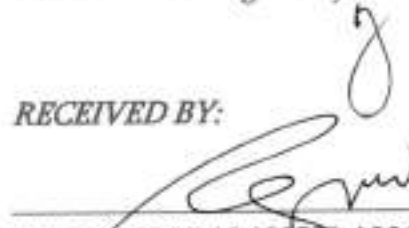
Likewise, you are responsible for performing the required services under the terms and conditions of the Contract of Services, and your submitted quotation/proposal.

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:**

  
**REYNALYN BALANON ALMOJUELA**  
Authorized Representative  
Ynad's Place Hotel and Resort Inc.  
By-Pass Road Barangay Namtutan,  
City of San Fernando, 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. 2024-25**

**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 CONDUCT OF TRAINING ON ENHANCING LGU COMPETENCIES ON EODB COMPLIANCE**

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 **TRAINING ON ENHANCING LGU COMPETENCIES ON EODB COMPLIANCE on June 25-28, 2024** with an Approved Budget of the Contract (ABC) of **Three Hundred Ten Thousand, One Hundred Fifty Pesos (Php 310,150.00)**;

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 scheduled BAC meeting on May 27, 2024 for the procurement at hand was rescheduled due to the lack of quorum;

WHEREAS, the BAC re-scheduled the opening of bids on June 4, 2024, 02:01 PM, with three (3) prospective Service Providers, namely: 1) Ynad's Place Hotel and Restaurant, 2) J&V Hotel and Resort, and 3) Aureo La Union. However, only Ynad's Place Hotel and Restaurant has submitted complete eligibility requirements with a total bid proposal of **Two Hundred Eighty-Four Thousand, Nine Hundred Fifty Pesos (Php 284,950.00)**;

WHEREAS, after a thorough review and evaluation of the BAC assisted by the Technical Working Group, **YNAD'S PLACE HOTEL AND RESTAURANT** was determined to be responsive to the technical requirements having obtained an overall rating of 99.5% which is above the DILG R1- the 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 Ynad's Place Hotel and Restaurant as the Single Calculated and Responsive Bidder (SCRB) with a bid amount of **Two Hundred Eighty-Four Thousand, Nine Hundred Fifty Pesos (Php 284,950.00)**;
- 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 that the **Local Government Monitoring and Evaluation Division** as End-User, be furnished a copy of this Resolution for its reference and appropriate action.

ADOPTED: DILG Regional Office 1, June 4, 2024, via Hybrid Conference.

Certified Correct by:

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

Attested by:

**RHODORA G. SORIANO**  
 BAC Member

**LILY ANN Z. VICTORIO**  
 BAC Member

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

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

**PEDRO D. GONZALES**  
 BAC Chairperson

**LESLIE CAROL L. ISIP**  
 BAC Member

**DEMELIZA N. MERIDA**  
 End-User

APPROVED/DISAPPROVED:

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

Appendix C  
TABLE OF RATING FACTORS FOR LEASE OF VENUE

NAME OF SERVICE PROVIDER: YNADS PLACE  
ADDRESS: BRGY NAMTUTAN, CITY OF SAN FERNANDO, LA UNION

	RATING FACTORS	WEIGHT (%)	RATING	REMARKS/ COMMENTS
I.	Availability	100	100	
II.	Location and Site Condition			
	1. Accessibility	(50)	45	
	2. Parking Space	(50)	50	
		100	95	
III.	Neighborhood Data			
	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.	Venue			
	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)	5	
	d. Space requirements	(5)	5	
	3. Facilities			
	a. Water supply and toilet	(4)	4	
	b. Lighting system	(5)	5	
	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)	5	
	4. Other requirements			
	a. Maintenance	(5)	5	
	b. Attractiveness	(5)	5	
	c. Security	(5)	5	
	5. Catering Services	(5)	5	
	6. Client's satisfactory rating	(5)	5	
		100	100	

SUMMARY:


	RATING FACTORS	WEIGHT	RATING
I.	Availability	x (.5)	50
II.	Location and Site Condition	x (.1)	9.5
III.	Neighborhood Data	x (.05)	5
IV.	Venue	x (.35)	35
	FACTOR VALUE		99.5


Certified Correct:


  
JULIE ANN B. QUILATES  
Head, BAC Secretariat

Attested by:

ON LEAVE  
ATTY. CHESTER CAYABAS-DIWAS  
BAC Member

  
RHODORA G. SORIANO  
BAC Member

  
LESLIE CAROL L. ISP  
BAC Member

  
LILY ANN Z. VICTORIO  
BAC Member

  
DEMELZA N. NERIDA  
End-user

  
BENEDICTA M. BARNACHEA  
BAC Vice-Chairperson

  
PEDRO D. GONZALES  
BAC Chairperson

Approved / Disapproved:  
  
JONATHAN PAUL M. EUSEEN, JR., CESO II  
Regional Director / HOPE





RFQ NO. 2024-05-123  
 ABC: Php 310,150.00

ABSTRACT OF QUOTATION/S

MODE OF PROCUREMENT:  
 Lease of Venue

ADQ No. 2024-015  
 Date: June 4, 2024  
 Time: 2:01 PM

Item	Item/Description	ABC	Qty.	Unit	Ynad's Place Hotel and Restaurant	J&V Hotel and Resort	Aureo La Union
					TOTAL COST	TOTAL COST	TOTAL COST
1	Lease of Venue and Hotel Accommodation inclusive of Meals and Snacks for the Training on Enhancing LGU Competencies on EODB Compliance on June 25-26, 2024	310,150.00	73	pcs	284,950.00	Not Available on the scheduled dates	-
	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.						
	Valid Business/ Mayor's Permit				Jan 12, 2024 - dec 31, 2024, issued by the City Government of San Fernando	X	X
	Latest Income/Business Tax Return/Tax Clearance Certificate				AITR FY 2023 Stamped Received by RDO 003 APRIL 13, 2024	X	X
	PhilGept. Reg. Number				Platinum May 16, 2024 - May 16, 2025	X	X
	Menu				/	X	X
	Table of Rating Factors for Lease of Venue (passing rate of 85%)				99.5		

Award is hereby recommended to be given to **Ynad's Place Hotel and Restaurant** which is the SINGLE calculated and responsive bid.

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

RINA DORA C. SORIANO  
 BAC Member

BENEDICTA M. BAHRACHISA  
 BAC Vice-Chairperson

LILY ANN G. VICTORIO  
 BAC Member

-on leave-  
 ATTY CHESTER S. CAYABAS-ONGAS  
 BAC Member

LESMIE CAROL I. BISP  
 BAC Member

DANILLO S. BISTA  
 BAC Member

APPROVED BY:

JONATHAN PAUL M. EGEN, JR., CSO III  
 Regional Director / HOD