



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, 2024

JOSEPH P. PADAYAO

Sole Proprietor

Paoay Lake JLP Resort

15 Suba, Paoay, Ilocos Norte

Dear Mr. Padayao:

With the attached **CONTRACT OF SERVICES** having been approved, you are hereby notified to provide **Meals and Accommodations** for the conduct of **CY 2024 2nd Semester Regional Project Development and Management Conference** on **November 27-29, 2024** at the **Paoay Lake JLP Resort, #15 Suba, Paoay, Ilocos Norte.**

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:

JOSEPH P. PADAYAO

Sole Proprietor

Paoay Lake JLP Resort

15 Suba, Paoay, Ilocos Norte

"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)
 _____) 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 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 **PAOAY LAKE JLP RESORT** represented herein by **JOSEPH P. PADAYAO** with office address at # 15 Suba, Paoay, Ilocos Norte, herein referred to as the **Second Party**.

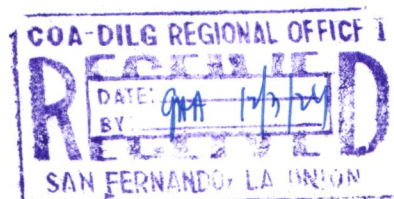
WITNESSETH:

WHEREAS, The **FIRST PARTY** will conduct a **three (3) days** activity entitled "**Conduct of CY 2024 2nd Semester Regional Project Development and Management Conference on November 27-29, 2024**" at the Paoay Lake JLP Resort, at #15 Suba, Paoay, Ilocos Norte.

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 CY 2024 2nd Semester Regional Project Development and Management Conference**" to be held on **November 27-29, 2024** at **Paoay Lake JLP Resort, at #15 Suba, Paoay, Ilocos Norte**, with the contract package of **TWO HUNDRED TWENTY THREE THOUSAND SIX HUNDRED PESOS ONLY (Php 223,600.00)** 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 Day	No. of Participants	Amount
Nov. 27-29, 2024	Conduct of CY 2024 2 nd Semester Regional Project Development and Management Conference	3	Day 1- 37pax (Accom.)	40,700.00
			-37 pax (Lunch, PM Snacks, and Dinner)	42,550.00
			Day 2- 37 pax (Breakfast to Dinner)w/ Accommodation	103,600.00
			Day 3 37 pax (Breakfast, am snacks & Lunch)	38,850.00
			TOTAL	P 225,700.00

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 2024.

For the First Party

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

For the Second Party

JOSEPH P. PADAYAO
Sole Proprietor
PAOAY LAKE JLP RESORT

Witness:

ENGR. JUSTINA J. C. GANADEN

Witness:

DIANNE D. DABALOS

CERTIFIED FUNDS AVAILABLE:

CHRISTINE JOY F. CASUGA
Acct. III / Regional Accountant

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)

Provinc of Los B...)S.S.
cs of 2008

BEFORE ME, a Notary Public for and in Los B..., this
Nov. 14, 2024, personally appeared

JONATHAN PAUL M. LEUSEN, JR., CESO III

TIN: 123-933-075-000

JOSEPH P. PADAYAO

TIN: 127-974-731

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. 42
Page No. 101
Book No. XXXX
Series of MM

ATTY. REGIE T. PASCUA
NOTARY PUBLIC FOR L.C. AND I.N.
UNTIL 12/31/2024
ROLL NO. 73591/TIN 445-869-193
IBP NO. 326601 12/11/2023
PTR NO. 2609626 01/04/2024
MCLE COMPLIANCE NO VII-0009110 04/14/2025



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LOCAL GOVERNANCE REGIONAL RESOURCE CENTER 1

Regional Office I

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NOTICE OF AWARD

November 13, 2024

JOSEPH P. PADAYAO

Sole Proprietor

Paoay Lake JLP Resort

15 Suba, Paoay, Ilocos Norte

Dear Mr. Padayao:

We are pleased to inform you that your quotation amounting to **Two Hundred Twenty Five Thousand Seven Hundred Pesos Only (Php 225,700.00)** for the **Procurement of Meals and Accommodations for the conduct of CY 2024 2nd Semester Regional Project Development and Management Conference** to be held on **November 27-29, 2024** at the **Paoay Lake JLP Resort, #15 Suba, Paoay, Ilocos Norte** 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:


JOSEPH P. PADAYAO

Sole Proprietor

Paoay Lake JLP Resort

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BIDS AND AWARDS COMMITTEE
Regional Office I

Aguila Road, Sevilla, City of San Fernando, La Union
www.region1.dilg.gov.ph

BIDS AND AWARDS COMMITTEE (BAC)
Resolution No. 2024-89

DECLARING THE SINGLE CALCULATED AND RESPONSIVE BID (SCRB) AND RECOMMENDING THE SAME TO THE HOPE TO AWARD THE CONTRACT FOR LEASE OF VENUE AND HOTEL ACCOMMODATION INCLUSIVE OF MEALS AND SNACKS FOR THE CONDUCT OF THE CY 2024 2ND SEMESTER REGIONAL PROJECT DEVELOPMENT AND MANAGEMENT CONFERENCE

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 **CY 2024 2nd Semester Regional Project Development and Management Conference** on **November 27 – 29, 2024** with an Approved Budget for the Contract (ABC) of **Two Hundred Forty Thousand Five Hundred Pesos (Php 240,500.00)**;

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 November 12, 02:01 PM, with three (3) prospective Service Providers, namely: 1) Paoay Lake JLP Resort, 2) Java Hotel and Restaurant and 3) Northview Hotel;

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

Rank	Service Provider	Bid Amount	Remarks
1	Paoay Lake JLP Resort	Php 225,700.00	With Complete Eligibility Requirements
n/a	Java Hotel and Restaurant	N/A	Submitted only the RFQ with note, "Room and Function Hall not available on the proposed date of activity". No other eligibility requirements attached
n/a	Northview Hotel	N/A	Submitted only the RFQ with note, "Unable to accommodate on the said dates". No other eligibility requirements attached

WHEREAS, after a thorough review and evaluation of the BAC, assisted by the Technical Working Group, PAOAY LAKE JLP RESORT was determined to be responsive to the technical requirements having obtained an overall rating of 98.30 % 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 **Paoay Lake JLP Resort** as the **Single Calculated and Responsive Bidder (SCRB)** with a bid amount of **Two Hundred Twenty-Five Thousand Seven Hundred Pesos (Php 225,700.00)**;
- b) To recommend to the HOPE the approval of this recommendation and to **award the Contract for Lease of Venue to the SCRBS**;

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.



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BIDS AND AWARDS COMMITTEE (BAC)
Resolution No. 2024-89

DECLARING THE SINGLE CALCULATED AND RESPONSIVE BID (SCRB) AND RECOMMENDING THE SAME TO THE HOPE TO AWARD THE CONTRACT FOR LEASE OF VENUE AND HOTEL ACCOMMODATION INCLUSIVE OF MEALS AND SNACKS FOR THE CONDUCT OF THE CY 2024 2ND SEMESTER REGIONAL PROJECT DEVELOPMENT AND MANAGEMENT CONFERENCE

ADOPTED: DILG Regional Office 1. November 12, 2024, at the DILG R1 Annex Building.

Certified Correct by:


JULIE ANN B. GUILATES
 Head, BAC Secretariat

Attested by:


RHODORA G. SORIANO
 BAC Member


LESLIE CAROL L. ISIP
 BAC Member


LILY-ANN Z. VICTORIO
 BAC Member


ATTY. CHESTERS CAYABAS-DIWAS
 BAC Member


ENGR. MICHAEL IAN U. TUPAS
 End-User

on official business
BENEDICTA M. BARNACHEA
 BAC Vice-Chairperson


PEDRO D. GONZALES
 BAC Chairperson

APPROVED/DISAPPROVED:


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

Appendix C

TABLE OF RATING FACTORS FOR LEASE OF VENUE

NAME OF SERVICE PROVIDER: PAOAY LAKE JLP RESORT

ADDRESS: PAOAY, ILOCOS NORTE

	RATING FACTORS	WEIGHT (%)	RATING	REMARKS/ COMMENTS
I.	Availability	100	100	
II.	Location and Site Condition			
	1. Accessibility	(50)	40	
	2. Parking Space	(50)	50	
		100	90	
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)	4	
	c. Security	(5)	5	
	5. Catering Services	(5)	5	
	6. Client's satisfactory rating	(5)	4	
		100	98	

SUMMARY:

	RATING FACTORS	WEIGHT	RATING
I.	Availability	x (.5)	50
II.	Location and Site Condition	x (.1)	9
III.	Neighborhood Data	x (.05)	5
IV	Venue	x (.35)	34.3
FACTOR VALUE			98.3

Certified Correct:

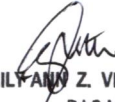

JULIE ANN B. QUILATES
 Head, BAC Secretariat

Attested by:


ATTY. CHESTER CAYABAS-DIWIAS
 BAC Member


RHODORA G. SORIANO
 BAC Member


LESLIE CAROL L. ISIP
 BAC Member


LILY ANN Z. VICTORIO
 BAC Member


ENGR. MICHAEL IAN U. TUPAS
 End-user

ON OFFICIAL TRAVEL
BENEDICTA M. BARNACHEA
 BAC Vice-Chairperson


PEDRO D. GONZALES
 BAC Chairperson

Approved / Disapproved:


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



RFQ NO. 2024-11-309
ABC: Php 240,500.00

ABSTRACT OF QUOTATION/S

MODE OF PROCUREMENT:
Lease of venue

AOQ No. 2024-11-053
Date : November 12, 2024
Time: 2:01PM


Item	Item/Description	Qty.	Unit	TOTAL ABC	PAOAY LAKE JLP RESORT	JAVA HOTEL	NORTHVIEW HOTEL
					TOTAL OFFER	TOTAL OFFER	TOTAL OFFER
1	Lease of Venue and Hotel Accommodation inclusive of Meals and Snacks	37	pax	240,500.00	225,700.00	RFQ ONLY *ROOMS AND FUNCTION HALL NOT AVAILABLE ON THIS DATE	UNABLE TO ACCOMODATE ON THE SAID DATES
	PR No. 2024-11-493 Date Received: 11-7-2024 PUR: for the conduct of the CY 2024 2nd Semester Regional Project Development and Management Conference on November 27-29, 2024						
	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				JAN 18, 2024 - DEC 31, 2024	X	X
	Latest Income/Business Tax Return/Tax Clearance Certificate				TCC SEP 18, 2024 - SEP 18, 2025	X	X
	PhilGeps Reg. Number				PLATINUM NOV 11, 2023 - NOV 12, 2024	X	X
	Menu				/	X	X
	Table of Rating Factor				98.3		

REMARKS:


Award is hereby recommended to be given to PAOAY LAKE JLP RESORT which is the Single calculated and responsive bid.


OTHERS: _____


RHODORA G. SORIANO
 BAC Member



LILY-ANN L. VICTORIO
 BAC Member


ATTY. CHESTER S. CAYABAS-DIWIAS
 BAC Member


LESLIE CAROL I. ISIP
 BAC Member


ENGR. MICHAEL IAN U. TUPAS
 End-user

on official travel
BENEDICTA M. BARNACHEA
 BAC Vice-Chairperson


PEDRO D. GONZALES
 BAC Chairperson

Approved by:


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