



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 12, 2024

REYNALYN BALANON-ALMOJUELA

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

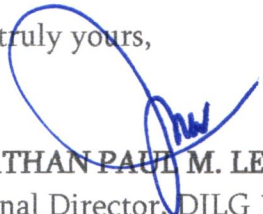
Dear Ms. Almojuela:

With the attached **CONTRACT OF SERVICES** having been approved, you are hereby notified to provide **Meals and Accommodations for the Conduct of Conduct of the Regional Roll-Out of the Barangay Information Management System (BIMS) for Barangay Secretaries of Region 1 on November 27-29, 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,

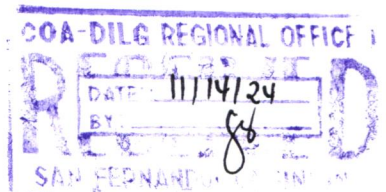

JONATHAN PAUL M. LEUSEN, JR., CESO III
Regional Director, DILG 1 and
Head of Procuring Entity

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)
PROVINCE OF LA UNION
SAN FERNANDO CITY

CONTRACT OF SERVICES



KNOW ALL MEN BY THESE PRESENTS:

This **CONTRACT OF SERVICE** is made and entered into this **11th 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 -

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 **three (3) days** activity entitled **"Conduct of the Regional Roll-Out of the Barangay Information Management System (BIMS) for Barangay Secretaries of Region 1"** on **November 27-29, 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 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 the Regional Roll-Out of the Barangay Information Management System (BIMS) for Barangay Secretaries of Region 1"** to be held on **November 27-29, 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 **FIVE HUNDRED FIFTY FIVE THOUSAND SIX HUNDRED FIFTY PESOS ONLY (Php 555,650.00)** 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 |
|-------------------|---|-------------|---|-----------------------|
| Nov.27-29, 2024 | Conduct of the Regional Roll-Out of the Barangay Information Management System (BIMS) for Barangay Secretaries of Region 1 | 3 | Day 1 - 19 pax (Accom., Breakfast, am snack, lunch, pm snack, & dinner) | Php 51,300.00 |
| | | | Day 2 - 19 pax (Accom., Breakfast, am snack, lunch, pm snack, & dinner) | 51,300.00 |
| | | | 159 pax – live-out (Am snacks, lunch, pm snacks & dinner) | 190,800.00 |
| | | | Day 3 - 19 pax (Breakfast, am snack, lunch, pm snack, & dinner) | 29,450.00 |
| | | | 194 pax – live-out (Am snacks, Lunch, Pm snacks& Dinner) | 232,800.00 |
| | | | TOTAL | Php 555,650.00 |

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 1st 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

Witness:


FRANCOIS E. CASICA

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)

PROVINCE OF LA UNION)S.S.
SAN FERNANDO CITY

PROVINCE OF LA UNION
SAN FERNANDO CITY

BEFORE ME, a Notary Public for and in _____, this
_____, personally appeared

JONATHAN PAUL M. LEUSEN, JR., CESO III

TIN: 123-933-075-000

REYNALYN BALANON-ALMOJUELA

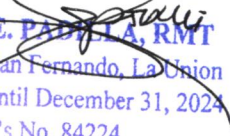
TIN: 444-839-785-000 /

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. 166
Page No. 36
Book No. XI
Series of 2024


ATTY. JEMMILYN E. PADILLA, RMT
Notary Public for City of San Fernando, La Union
ANC No. 113-2023 valid until December 31, 2024
Roll of Attorney's No. 84224
IBP O.R. No. 328806 ; 12-15-2023 LA UNION CHAPTER
PTR No. 2408383 ; 01-02-2024; San Fernando City, La Union
MCLE Compliance No. VIII - S0001870
(63) 0927-308-9920 padillajemmilyn@gmail.com



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 OF AWARD

November 8, 2024

REYNALYN BALANON-ALMOJUELA

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

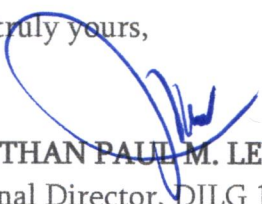

Dear Ms. Almojuela:

We are pleased to inform you that your quotation amounting to **Five Hundred Fifty Five Thousand Six Hundred Fifty Pesos Only (Php555,650.00)** for the **Procurement of Meals and Accommodations for the Conduct of the Regional Roll-Out of the Barangay Information Management System (BIMS) for Barangay Secretaries of Region 1** to be held on **November 27-29, 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).

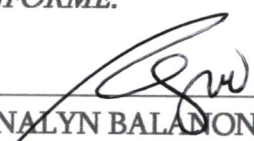
You are hereby required to formally enter into contract with us upon receipt of this Notice.

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



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

BIDS AND AWARDS COMMITTEE (BAC)
Resolution No. 2024-77

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 REGIONAL ROLL-OUT OF THE BIMS FOR BARANGAY SECRETARIES OF REGION 1

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 **Regional Roll-out of the BIMS for the Barangay Secretaries of Region 1 on November 27 – 29, 2024** with an Approved Budget for the Contract (ABC) of **Six Hundred Five Thousand Two Hundred Pesos (Php 605,200.00)**;

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 05, 02:01 PM, with three (3) prospective Service Providers, namely: 1) Marand Resort and Spa, 2) Puerto de San Juan Beach Resort Hotel and 3) Ynad's Place Hotel and Resort.

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

| Rank | Service Provider | Bid Amount | Remarks |
|------|---------------------------------------|----------------|---|
| 1 | Ynad's Place Hotel and Resort | Php 555,650.00 | With Complete Eligibility Requirements |
| n/a | Puerto de San Juan Beach Resort Hotel | N/A | Did not submit its latest income/ business tax return or Tax Clearance Certificate and Menu. Service provider declared unavailability on the proposed schedule. |
| n/a | Marand Resort and Spa | N/A | Did not submit its latest income/ business tax return or Tax Clearance Certificate and Menu. |

WHEREAS, after a thorough review and evaluation of the BAC, assisted by the Technical Working Group, YNAD'S PLACE HOTEL AND RESORT was determined to be responsive to the technical requirements having obtained an overall rating of 99.50 % 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 **Ynad's Place Hotel and Resort** as the **Single Calculated and Responsive Bidder (SCRB)** with a bid amount of **Five Hundred Fifty-Five Thousand Six Hundred Fifty Pesos (Php 555,650.00)**



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DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
BIDS AND AWARDS COMMITTEE
Regional Office I

Aguila Road, Sevilla, City of San Fernando, La Union
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BIDS AND AWARDS COMMITTEE (BAC)
Resolution No. 2024-77

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 REGIONAL ROLL-OUT OF THE BIMS FOR BARANGAY SECRETARIES OF REGION 1

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 **Regional Information and Communication Technology Unit (RICTU)** as End-User, be furnished a copy of this Resolution for its reference and appropriate action.

ADOPTED: DILG Regional Office 1. November 05, 2024, at the DILG R1 Annex Building.

Certified Correct by:


JULIE ANN B. QUILATES
 Head, BAC Secretariat

Attested by:


RHODORA G. SORIANO
 BAC Member

On leave
LESLIE CAROL L. ISIP
 BAC Member


LILY-ANN Z. VICTORIO
 BAC Member


ATTY. CHESTER S. CAYABAS-DIWAS
 BAC Member


PRAYANDLEO E. CAHIGA
 End-User

On official business
BENEDICTA M. BARNACHEA
 BAC Vice-Chairperson


PEDRO D. GONZALES
 BAC Chairperson

APPROVED/DISAPPROVED:


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

TABLE OF RATING FACTORS FOR LEASE OF VENUE

NAME OF SERVICE PROVIDER: Ynad's Place Hotel and Resort Inc.
 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:


 ATTY. CHESTER CAYABAS DIWAS
 BAC Member



 RHODORA G. SORIANO
 BAC Member

on leave
 LESLIE CAROL L. ISIP
 BAC Member


 LILY-ANN Z. VICTORIO
 BAC Member


 PRAYANDLEO E. CAHIGA
 End-user

on official business
 BENEDICTA M. BARNACHEA
 BAC Vice-Chairperson


 PEDRO D. GONZALES
 BAC Chairperson

Approved / Disapproved:


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



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
 REGIONAL OFFICE 1
 Aguila Rd., Barangay Sevilla, City of San Fernando, La Union

RFQ NO. 2024-10-289
 ABC: Php 605,200.00

ABSTRACT OF QUOTATION/S

MODE OF PROCUREMENT:
 Lease of venue


AOQ No. 2024-11-044
 Date : November 5, 2024
 Time: 2:01PM

| Item | Item/Description | ABC | Qty. | Unit | ABC per item | TOTAL ABC | MARAND | PUERTO DE SAN JUAN | YNAD'S PLACE HOTEL AND RESORT |
|------|--|-----|------|------|--------------|-----------|---|--|---|
| | | | | | | | TOTAL OFFER | TOTAL OFFER | TOTAL OFFER |
| 1 | Lease of Venue and Hotel Accommodation inclusive of Meals and Snacks | | | | | | 605,200.00 | 644,300.00 | 555,650.00 |
| | PR No. 2024-10-461 Date Received: 10-16-24 PUR: Lease of Venue and Hotel Accommodation inclusive of Meals and Snacks for the Conduct of the Regional Roll-out of the BIMS for Barangay Secretaries of Region 1 on Nov 27-29 | | | | | | | *not Available on the following dates. | |
| | 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 | | | | | | Permit to Engage in business issued on Feb 5, 2024 valid until Dec 31, 2024 | Jan 18, 2024 - Dec 31, 2024 | Jan 12, 2024 - Dec 31, 2024 |
| | Latest Income/Business Tax Return/Tax Clearance Certificate | | | | | | x | x | TCC - Mar 18, 2024 - Mar 18, 2025 AITR FY 2023 Received by RDO 3 on Apr 30, 2024 |
| | PhilGeps Reg. Number | | | | | | RED Membership *No Philgeps Number indicated | Platinum Membership Aug 29, 2024 - Aug 29, 2025 | Platinum Membership May 16, 2024 - May 16, 2025 |
| | Menu | | | | | | x | x | / |
| | Table of Rating Factor | | | | | | | | 99.5% |

REMARKS:

Award is hereby recommended to be given to YNAD'S PLACE HOTEL AND RESORT which is the Single calculated and responsive bid.

OTHERS:


 RHODORA G. SORIANO
 BAC Member



 LILY-ANN Z. VICTORIO
 BAC Member


 ATTY. CHESTER S. LAVABAI-DIWAS
 BAC Member

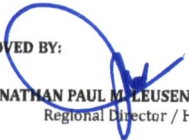
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 PRAYANDLEO E. CAHIGA
 End-user

on official travel
 BENEDICTA M. BARNACHEA
 BAC Vice-Chairperson


 PEDRO D. GONZALES
 BAC Chairperson

APPROVED BY:


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