



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

November 11, 2024

**MS. ERICKA JORGE ADVIENTO**  
Authorized Representative  
Balai Norte Hotels and Resorts Corporation  
Brgy. Panicsican, San Juan, La Union

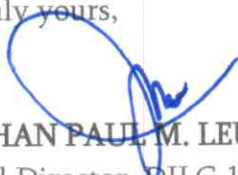
Dear Ms. Adviento:

With the attached **CONTRACT OF SERVICES** having been approved, you are hereby notified to provide **Meals and Accommodations for the Conduct of DILG Regional Decentralization Conference** on **November 15, 2024** at **Balai Norte Hotels and Resorts Corp., Brgy. Panicsican, 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:**

  
**MS. ERICKA JORGE ADVIENTO**  
Authorized Representative  
Balai Norte Hotels and Resorts Corporation  
Brgy. Panicsican, San Juan, La Union

REPUBLIC OF THE PHILIPPINES)  
**SAN FERNANDO CITY, LA UNION**

**CONTRACT OF SERVICES**



**KNOW ALL MEN BY THESE PRESENTS:**

This **CONTRACT OF SERVICE** is made and entered into this **8th 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 **BALAI NORTE HOTELS AND RESORTS CORPORATION** represented herein by **ERICKA JORGE ADVIENTO** with office address at **Barangay Panicsican, San Juan, La Union**, herein referred to as the **Second Party**.

**WITNESSETH:**

**WHEREAS**, the **FIRST PARTY** will conduct a **one ( 1 ) day** activity entitled “**Conduct of the DILG Regional Decentralization Conference**” on **November 15, 2024** at **Balai Norte Hotels and Resorts Corp., Barangay Panicsican, San Juan, 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 DILG Regional Decentralization Conference**” to be held on **November 15, 2024** at **Balai Norte Hotels and Resorts Corp., Barangay Panicsican, San Juan, La Union**, with the contract package of **ONE HUNDRED EIGHT THOUSAND PESOS ONLY (Php 108,000.00)** 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
November 15, 2024	Conduct of DILG Regional Decentralization Conference	1	Day 0 - 36 pax ( Dinner & Accommodation)	Php 64,800.00
			Day 1 – 33 pax (Breakfast, am snack, lunch & pm snack)	43,200.00
			<b>TOTAL</b>	<b>Php 108,000.00</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 CITY, LA UNION Philippines this NOV 13 2024 day of 2024.

For the First Party:

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

Witness:

  
 PERRY D. QUINTANA  
 LGOD VII  
 DUG-RO I

For the Second Party:

  
 ERICKA JORJE ADVIENTO  
 Authorized Representative  
 BALAI NORTE HOTELS AND RESORTS CORP.

Witness:

  
 MARK ANTHONY PADILLA

**CERTIFIED FUNDS AVAILABLE:**

  
 CHRISTINE JOY F. CASUGA  
 Acct. III / Regional Accountant



ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)  
~~SAN FERNANDO CITY, LA UNION~~

BEFORE ME, a Notary Public for and in SAN FERNANDO CITY, LA UNION  
NOV 13 2024, personally appeared

JONATHAN PAUL M. LEUSEN, JR., CESO III  
ERICKA JORGE ADVIENTO

TIN: 123-933-075-000

TIN: 370-481-309-000

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. 412  
Page No. 84  
Book No. RT  
Series of 321

**KEITH ANDREW G. MUSICO**  
Notary Public SN: 86 2023 until December 31, 2026  
Roll No. 58835/TIN: 407 510 531  
IBP No. 300561 Jan. 2, 2024  
PTR No. 240067 Jan. 2, 2024  
MBLE Comp. VII - 0015281 Valid until April 14, 2026  
2/F Florentino Bldg. General Luna St.,  
San Fernando City, La Union

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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

November 7, 2024

**MS. ERICKA JORGE ADVIENTO**  
Authorized Representative  
Balai Norte Hotels and Resorts Corporation  
Brgy. Panicsican, San Juan, La Union

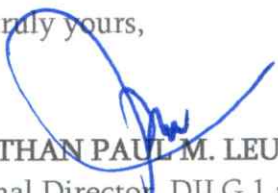
**Dear Ms. Adviento:**

We are pleased to inform you that your quotation amounting to **One Hundred Eight Thousand Pesos Only (Php108,000.00)** for the **Procurement of Meals and Accommodations for the Conduct of DILG Regional Decentralization Conference** to be held on **November 15, 2024** at **Balai Norte Hotels and Resorts Corp., Brgy. Panicsican, 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:**

  
**MS. ERICKA JORGE ADVIENTO**  
Authorized Representative  
Balai Norte Hotels and Resorts Corporation  
Brgy. Panicsican, San Juan, La Union



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

Aguilá Road, Sevilla, City of San Fernando, La Union  
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**BIDS AND AWARDS COMMITTEE (BAC)**  
**Resolution No. 2024-75**

**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 THE DILG REGIONAL DECENTRALIZATION CONFERENCE ON NOVEMBER 15, 2024**

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 **DILG Regional Decentralization Conference on November 15, 2024** with an Approved Budget for the Contract (ABC) of **One Hundred Eight Thousand Pesos (Php 108,000.00)**;

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 scheduled BAC Meeting on October 23, 2024, 2:01 PM was postponed because of the suspension of work in all the government offices in the Province of La Union due to Tropical Storm Kristine;

WHEREAS, the BAC rescheduled the opening of bids on October 29, 2024, 02:00 PM, with three (3) prospective Service Providers, namely: 1) Balai Norte Hotels and Resort Corp., 2) Awesome Hotel and 3) Villa Elita. However, only Balai Norte Hotels and Resort Corp 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	Balai Norte Hotels and Resort Corp	Php 108,000.00	With Complete Eligibility Requirements.
n/a	Awesome Hotel	N/A	Only submitted the RFQ. No other Documentary Requirement Submitted; Quote is above the ABC
n/a	Villa Elita	N/A	Received RFQ but did not submit its Quotation and eligibility requirements; Quote is above the ABC

WHEREAS, after a thorough review and evaluation of the BAC, assisted by the Technical Working Group, BALAI NORTE HOTELS AND RESORT CORP was determined to be responsive to the technical requirements having obtained an overall rating of 98.45 % 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 **Balai Norte Hotels and Resort Corp** as the **Single Calculated and Responsive Bidder (SCRB)** with a bid amount of **One Hundred Eight Thousand Pesos (Php 108,000.00)**;
- b) To recommend to the HOPE the approval of this recommendation and to **award the Contract for Lease of Venue to the SCRBS**.





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**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
**BIDS AND AWARDS COMMITTEE**  
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**BIDS AND AWARDS COMMITTEE (BAC)**  
**Resolution No. 2024-75**

**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 THE DILG REGIONAL DECENTRALIZATION CONFERENCE ON NOVEMBER 15, 2024**

RESOLVED, further that the **Local Government Capability Development Division (LGCCDD)** as End-User, be furnished a copy of this Resolution for its reference and appropriate action.

ADOPTED: DILG Regional Office 1. October 29, 2024, at the DILG R1 Annex Building.

Certified Correct by:

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

Attested by:

*-on leave-*  
**RHODORA G. SORIANO**  
 BAC Member


  
**LESLIE CAROL L. ISIP**  
 BAC Member

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

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

  
**VILGLADYS M. MAGLAYA**  
 End-User

*On Travel*  
**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: BALAI NORTE HOTELS AND RESORTS CORP

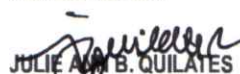
ADDRESS: SAN JUAN, LA UNION

	RATING FACTORS	WEIGHT (%)	RATING	REMARKS/ COMMENTS
<b>I.</b>	<b>Availability</b>	100	100	
<b>II.</b>	<b>Location and Site Condition</b>			
	1. Accessibility	(50)	50	
	2. Parking Space	(50)	45	
		100	95	
<b>III.</b>	<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	
<b>IV.</b>	<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)	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)	4	
	6. Client's satisfactory rating	(5)	4	
		100	97	

SUMMARY:

	RATING FACTORS	WEIGHT	RATING
<b>I.</b>	<b>Availability</b>	x (.5)	50
<b>II.</b>	<b>Location and Site Condition</b>	x (.1)	9.5
<b>III.</b>	<b>Neighborhood Data</b>	x (.05)	5
<b>IV.</b>	<b>Venue</b>	x (.35)	33.95
	<b>FACTOR VALUE</b>		<b>98.45</b>

Certified Correct:

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

Attested by:

  
**ATTY. CHESTER CAVABAO-DIWAS**  
 BAC Member

*ON LEAVE*  
**RHODORA G. SORIANO**  
 BAC Member

  
**LESLIE CAROL L. ISIP**  
 BAC Member

  
**LILY ANN Z. VICTORIO**  
 BAC Member

  
**VILGLADYS M. MAGLAYA**  
 Etd-user

*ON OFFICIAL TRAVEL*  
**BENEDICTA M. BARNACHEA**  
 BAC Vice-Chairperson/I

  
**PEDRO D. GONZALES**  
 BAC Chairperson

Approved / Disapproved:

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





RFQ NO. 2024-10-281  
 ABC: Php 108,000.00

ABSTRACT OF QUOTATION/S

MODE OF PROCUREMENT:  
 Lease of venue

AOQ No. 2024-042  
 Date : October 29, 2024  
 Time: 2:01PM

Item	Item/Description	Qty.	Unit	ABC per item	TOTAL ABC	AWESOME HOTEL		BALAI NORTE HOTELS AND RESORTS CORP		VILLA ELITA	
						OFFER PER ITEM	TOTAL OFFER	OFFER PER ITEM	TOTAL OFFER	OFFER PER ITEM	TOTAL OFFER
1	Lease of Venue and Hotel Accommodation inclusive of Meals and Snacks	36	pax	3,000.00	108,000.00	224,640		108,000.00		132,660.00	
	PR No. 2024-10-461 Date Received: 10-16-24 PUR: for the Conduct of DILG Regional Decentralization Conference on November 15, 2024					RFQ Only - above ABC				RFQ Only - above ABC	
	<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		San Juan - issued on Jan. 16, 2024 until Dec. 31, 2024		x	
	Latest Income/Business Tax Return/Tax Clearance Certificate					x		AITR 2023 - Stamp Received by BIR April 15, 2024		x	
	PhilGeps Reg. Number					x		Red - Org ID: 349683		x	
	Menu					x		/		x	
	Table of Rating Factor							98.45			

REMARKS:

Award is hereby recommended to be given to BALAI NORTE HOTELS AND RESORTS CORP which is the LOWEST calculated and responsive bid.

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

ON LEAVE  
 RHODORA G. SORIANO  
 BAC Member

LILY-ANN VICTORIO  
 BAC Member

ATTY. CHESTER S. LATABAS-DIWAS  
 BAC Member

LESLIE CAROL I. ISIP  
 BAC Member

VILGLADYS M. MAGLAYA  
 End-user

BENEDICTA M. BARNACHEA  
 BAC Vice-Chairperson

PEDRO D. GONZALES  
 BAC Chairperson

Approved by:

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