



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

MELANE M. WATKINS

Sole Proprietor

EM Royale Hotel

Taboc, San Juan, La Union

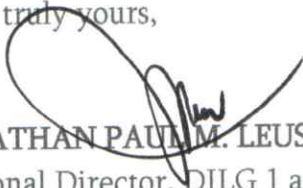

Dear Ms. Watkins:

With the attached **CONTRACT OF SERVICES** having been approved, you are hereby notified to provide **Meals and Accommodations for the Conduct of CY 2024 Subaybayani Awarding for DILG and LGUs of Region1** on November 18-19, 2024 at EM Royale Hotel, Taboc, 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:



MELANE M. WATKINS

Sole Proprietor

EM Royale Hotel

Taboc, San Juan, 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 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 EM ROYALLE HOTEL represented herein by MELANE M. WATKINS with office address at Taboc, San Juan, La Union, herein referred to as the Second Party.

WITNESSETH:

WHEREAS, The FIRST PARTY will conduct a two (2) days activity entitled Conduct of CY 2024 Subaybayani Awarding for DILG and LGUs of Region I on November 18-19, 2024 at EM Royale Hotel, Taboc, 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 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 CY 2024 Subaybayani Awarding for DILG and LGUs of Region I to be held on November 18-19, 2024 at EM Royale Hotel, Taboc, San Juan, La Union, with the contract package of THREE HUNDRED THREE THOUSAND SIX HUNDRED PESOS ONLY (Php 303,600.00) 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;


Proposed Schedule	Activity	No. of Days	No. of Participants	Amount
Nov 18-19, 2024	Conduct of CY 2024 Subaybayani Awarding for DILG and LGUs of Region I	2	Day 1- 34pax – (Breakfast, AM&PM Snacks, Lunch, Dinner)	Php 57,800.00
			Accom.	44,200.00
			Day 2 -168 pax (Breakfast, AM&PM Snacks, Lunch)	201,600.00
			TOTAL	Php303,600.00

Melanie M. Watkins

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;
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 14 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 I

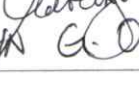
Witness:


ENGR. JOSHUA J. GANADEN

For the Second Party


MELANE M. WATKINS
 Sole Proprietor
 EM ROYALLE HOTEL

Witness:


PAMELA G. DEBANDA

CERTIFIED FUNDS AVAILABLE:


CHRISTINE JOY F. CASUGA
 Acct. III / Regional Accountant

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)

PROVINCE OF LA UNION
SAN FERNANDO CITY

BEFORE ME, a Notary Public for and in PROVINCE OF LA UNION
SAN FERNANDO CITY, this
NOV 14 2024, personally appeared

JONATHAN PAUL M. LEUSEN, JR., CESO III

TIN: 123-933-075-000

MELANE M. WATKINS

TIN: 711-716-941-000

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. 489
Page No. 98
Book No. X1
Series of 2024

ATTY. JEMMILYN E. PADILLA, RMT
Notary Public for City of San Fernando, La Union
ANC No. 113-2023, valid until Dec 31, 2024
Roll of Attorney's No. 84224
IBP O.R. No. 328805 ; 12-15-2023 LA UNION CHAPTER
PTR No. 2408883 ; 01-09-2024; San Fernando City, La Union
MCLE Compliance No. VIII - S0001870
(63) 0927-308-9920 padillajemmilyn@gmail.com

Melanie Watkins



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 13, 2024

MELANE M. WATKINS

Sole Proprietor

EM Royale Hotel

Taboc, San Juan, La Union

Dear Ms. Watkins:

We are pleased to inform you that your quotation amounting to **Three Hundred Three Thousand Six Hundred Pesos Only (Php303,600.00)** for the **Procurement of Meals and Accommodations** for the **Conduct of CY 2024 Subaybayani Awarding for DILG and LGUs of Region1** to be held on **November 18-19, 2024** at **EM Royale Hotel, Taboc, 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:



MELANE M. WATKINS

Sole Proprietor

EM Royale Hotel

Taboc, 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

BIDS AND AWARDS COMMITTEE (BAC)
Resolution No. 2024-87

DECLARING THE SINGLE CALCULATED AND RESPONSIVE BID (SCRB) AND RECOMMENDING 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 SUBAYBAYANI AWARDS FOR DILG AND LGUS 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 **CY 2024 Subaybayani Awarding for DILG and LGUs of Region 1** on **November 18 – 19, 2024** with an Approved Budget for the Contract (ABC) of **Three Hundred Three Thousand Six Hundred Pesos (Php 303,600.00)**;

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) EM Royale Hotel and Beach Resort, 2) Villas Buenavista Hotel and Restaurant and 3) Puerto De San Juan Beach Resort Hotel;

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

Rank	Service Provider	Bid Amount	Remarks
1	EM Royale Hotel and Beach Resort	Php 303,600.00	With Complete Eligibility Requirements
n/a	Villas Buenavista Hotel and Restaurant	N/A	Submitted only the RFQ. No other eligibility requirements attached
n/a	Puerto De San Juan Beach Resort Hotel	N/A	Submitted only the RFQ with note, "Venue not available on the proposed date of activity. No other eligibility requirements attached

WHEREAS, after a thorough review and evaluation of the BAC, assisted by the Technical Working Group, EM ROYALLE HOTEL AND BEACH RESORT was determined to be responsive to the technical requirements having obtained an overall rating of 98.66 % 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:

To declare **EM Royale Hotel and Beach Resort** as the **Single Calculated and Responsive Bidder (SCRB)** with a bid amount of **Three Hundred Three Thousand Six Hundred Pesos (Php 303,600.00)**;

- a) 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.

Page 1 of 2





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

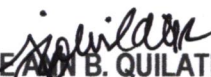
Aguila Road, Sevilla, City of San Fernando, La Union
www.region1.dilg.gov.ph

BIDS AND AWARDS COMMITTEE (BAC)
Resolution No. 2024-87

DECLARING THE SINGLE CALCULATED AND RESPONSIVE BID (SCRB) AND RECOMMENDING 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 SUBAYBAYANI AWARDS FOR DILG AND LGUS OF REGION 1

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


Certified Correct by:


JULIE ANN B. QUILATES
 Head, BAC Secretariat

Attested by:


RHODORA G. SORIANO
 BAC Member


LESLIE CAROL L. ISIP
 BAC Member


LILY-ANN Z. VICTORIO
 BAC Member


ATTY. CHESTER S. 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. LEUSEN, JR., CESO III
 Regional Director/ HoPE

Appendix C

TABLE OF RATING FACTORS FOR LEASE OF VENUE

NAME OF SERVICE PROVIDER: AWESOME HOTEL
 ADDRESS: San Juan, 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	(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)	3.8	
	c. Security	(5)	5	
	5. Catering Services	(5)	5	
	6. Client's satisfactory rating	(5)	3.8	
		100	97.6	

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)	34.16
	FACTOR VALUE		98.66

Certified Correct:


 JULIE 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
 Eng-user

On Official Business
 BENEDICTA M. BARNACHEA
 BAC Vice-Chairperson


 PEDRO D. GONZALES
 BAC Chairperson

Approved / Disapproved:


 JONATHAN PAUL M. ROSEN, 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. 2024-11-308
ABC: Php 303,600.00

ABSTRACT OF QUOTATION/S

MODE OF PROCUREMENT:
Lease of venue

AOQ No. 2024-11-054
Date : November 12, 2024
Time: 2:01PM

Item	Item/Description	Qty.	Unit	ABC per item	TOTAL ABC	EM ROYALE	VILLA BUENAVISTA	PUERTO DE SAN JUAN
						TOTAL OFFER	TOTAL OFFER	TOTAL OFFER
1	Lease of Venue and Hotel Accommodation inclusive of Meals and Snacks					303,600.00	RFQ ONLY	*NOT AVAILABLE ON THE SAID DATES
	PR No. 2024-11-494 Date Received: 11-7-2024 PUR: for the conduct of the CY 2024 Subaybayani Awarding for DILG and LGUs of Region 1 on November 18 - 19, 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					FEB 28, 2024 - DEC 31, 2024	x	x
	Latest Income/Business Tax Return/Tax Clearance Certificate					AITR FY 2023 - AUTHORIZED ACKNOWLEDGEMENT RECEIPT - COMPUTER	x	x
	PhilGeps Reg. Number					RED 267639	x	x
	Menu					/	x	x
	Table of Rating Factor					98.66		

REMARKS:

Award is hereby recommended to be given to EM ROYALLE which is the Single calculated and responsive bid.

OTHERS: _____

RHOJORA G. SORIANO
 BAC Member

LILY-ANN Z. VICTORIO
 BAC Member

ATTY. CHESTER S. CAYABAC-DIWAS
 BAC Member

LESLIE CAROL I. ISIP
 BAC Member

ENGR. MICHAEL IAN UTUPAS
 End-user

on official travel
BENEDICTA M. BARNACHEA
 BAC Vice-Chairperson

PEDRO D. GONZALES
 BAC Chairperson

APPROVED BY:

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