



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

August 20, 2024

MICHELLE MENDOZA
 Authorized Representative
 Dagupan Village Hotel
 Lucao District, Dagupan City
 Pangasinan

Dear Ms. Mendoza:

We are pleased to inform you that your quotation amounting to **Four Hundred Ninety Two Thousand Eight Hundred Pesos Only (Php492,800.00)** for the **Procurement of Meals and Accommodations for the conduct of the Municipal Water Supply and Sanitation Master Plan (MWSSP) Phase 2: Sector Planning** to be held on **September 3-6, 2024** at **Dagupan Village Hotel, Lucao District, Dagupan City, Pangasinan** 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:

MICHELLE MENDOZA
 Authorized Representative
 Dagupan Village Hotel
 Lucao District, Dagupan City
 Pangasinan

Subscribed and sworn to before me on **AUG 30 2024**
 in Dagupan City.

ATTY. ALBINO V. GONZALES
 Notary Public
 until December 31, 2024
 SNC NP 23-2023 Dagupan
 IBP Lite No. 04143 Roll No. 29604
 A.B. Fernandez Ave., Dagupan City
 PTR No. 1495159 Dagupan City 1/04/24

Doc. No. 309
 Page No. 81
 Book No. 18411
 Series of 2024

REPUBLIC OF THE PHILIPPINES)

Dagupan City) S.S.**CONTRACT OF SERVICES****KNOW ALL MEN BY THESE PRESENTS:**

This **CONTRACT OF SERVICE** is made and entered into this **27th day of August, 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 Aguilá Road, Sevilla Norte, City of San Fernando, La Union 2500, herein referred to as the **First Party**.

- and -

That **DAGUPAN VILLAGE HOTEL** represented herein by **MICHELLE MENDOZA** with office address at **Lucao District, Dagupan City, Pangasinan**, herein referred to as the **Second Party**.

WITNESSETH:

WHEREAS, The **FIRST PARTY** will conduct a **four (4) days** activity entitled "**Conduct of the Municipal Water Supply and Sanitation Master Plan (MWSSP) Phase 2: Sector Planning**" on **September 3-6, 2024** at **Dagupan Village Hotel, Lucao District, Dagupan City, Pangasinan**.

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 the Municipal Water Supply and Sanitation Master Plan (MWSSP) Phase 2: Sector Planning** to be held on **September 3-6, 2024** at **Dagupan Village Hotel, Lucao District, Dagupan City, Pangasinan**, with the contract package of **FOUR HUNDRED NINETY TWO THOUSAND EIGHT HUNDRED PESOS ONLY (Php 492,800.00)** 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 Days	No. of Participants	Amount
Sept. 3-6, 2024	Conduct of the Municipal Water Supply and Sanitation Master Plan (MWSSP) Phase 2: Sector Planning	4	Day 0 – 32 pax (Dinner & Accom)	Php 56,640.00
			Day 1 – 58 pax (breakfast, am snack, lunch, pm snack & dinner)	95,120.00
			58pax -Accom.	75,400.00
			Day 2 — 58 pax (breakfast, am snack, lunch, pm snack & dinner)	95,120.00
			58pax -Accom.	75,400.00
			Day 3 — 58 pax (breakfast, am snack, lunch, pm snack& Dinner)	95,120.00
			TOTAL	Php 492,800.00

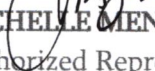
3. In case of the unforeseen incidental expenses incurred by the **FIRST PARTY**, the **FIRST PARTY** shall pay the **SECOND PARTY** the amount corresponding to it.
4. THAT, if the total number of participants exceed the foregoing guaranteed minimum number of participants, the **FIRST PARTY** shall pay 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
Dagupan City, Philippines this **AUG 30** day **2024**.

For the First Party

For the Second Party

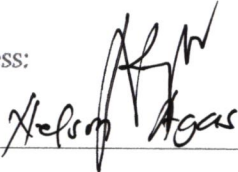

JONATHAN PAUL M. LEUSEN, JR., CESO III
Regional Director
DEPARTMENT OF THE INTERIOR AND
GOVERNMENT- REGION 1


MICHELLE MENDOZA
Authorized Representative
DAGUPAN VILLAGE HOTEL

Witness:


JUSTUS J.C. ESCUDERO

Witness:


NELSON AGAS

CERTIFIED FUNDS AVAILABLE:


CHRISTINE JOY F. CASUGA
Acct. III / Regional Accountant

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
Dagupan City)S.S.

BEFORE ME, a Notary Public for and in Dagupan City, this
AUG 30 2024, personally appeared

JONATHAN PAUL M. LEUSEN, JR., CESO III

TIN: 123-933-075-000

MICHELLE MENDOZA

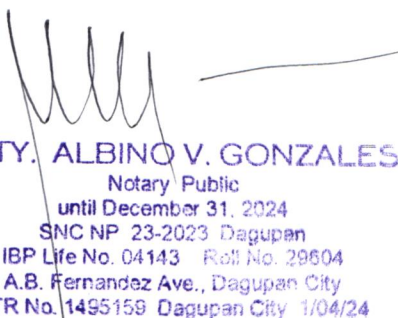
TIN: 99-2-092-729-000

MADE 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.

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Book No. DX111
Series of 2024


ATTY. ALBINO V. GONZALES
Notary Public
until December 31, 2024
SNC NP 23-2023 Dagupan
IBP Life No. 04143 Roll No. 29604
A.B. Fernandez Ave., Dagupan City
PTR No. 1495159 Dagupan City 1/04/24



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DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
LOCAL GOVERNANCE REGIONAL RESOURCE CENTER 1
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NOTICE TO PROCEED

August 29, 2024

MICHELLE MENDOZA
 Authorized Representative
 Dagupan Village Hotel
 Lucao District, Dagupan City
 Pangasinan

Dear Ms. Mendoza:

With the attached **CONTRACT OF SERVICES** having been approved, you are hereby notified to provide **Meals and Accommodations for the conduct of Municipal Water Supply and Sanitation Master Plan (MWSSP) Phase 2: Sector Planning on September 3-6, 2024 at Dagupan Village Hotel, Lucao District, Dagupan City, Pangasinan.**


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:



MICHELLE MENDOZA
 Authorized Representative
 Dagupan Village Hotel
 Lucao District, Dagupan City
 Pangasinan

Subscribed and sworn to before me this **AUG 30 2024**
 in Dagupan City.

Doc. No. 400
 Page No. 81
 Book No. XXVII
 Series of 2024



ATTY. ALBINO V. GONZALES
 Notary Public
 until December 31, 2024
 SNC NP 23-2023 Dagupan
 IBP Life No. 04143 Roll No. 29604
 A.B. Fernandez Ave., Dagupan City
 PTR No. 1495159 Dagupan City 1/04/24



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. 2024-58

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 MUNICIPAL WATER SUPPLY AND SANITATION MASTER PLAN (MWSSP) PHASE 2: SECTOR PLANNING

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 **Preparation of Municipal Water Supply and Sanitation Master Plan (MWSSP) Phase 2: Sector Planning** on **September 03 – 06 , 2024** with an Approved Budget for the Contract (ABC) of **Five Hundred Four Thousand Two Hundred Pesos (Php 504,200.00)**;

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 August 19, 2024, 02:01 PM, with three (3) prospective Service Providers, namely: 1) The Village Royale, 2) Dagupan Village Hotel and 3) Lenox Hotel. Only Dagupan Village Hotel 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	Dagupan Village Hotel	Php 492,800.00	With Complete Eligibility Requirements
n/a	Lenox Hotel	-	Incomplete Eligibility Requirements
n/a	The Village Royale	-	Only submitted the RFQ with remarks, "Rooms Not Available on Sep. 3-5, 2024". No other documentary requirements were Submitted.

WHEREAS, after a thorough review and evaluation of the BAC, assisted by the Technical Working Group, **DAGUPAN VILLAGE HOTEL** was determined to be responsive to the technical requirements having obtained an overall rating of 97.75 % 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 **Dagupan Village Hotel** as the **Single Calculated and Responsive Bidder (SCRB)** with a bid amount of **Four Hundred Ninety-Two Thousand Eight Hundred Pesos (Php 492,800.00)**
- b) To recommend to the HOPE the approval of this recommendation and to **award the Contract for Lease of Venue to the SCRБ.**

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.



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. 2024-58

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 MUNICIPAL WATER SUPPLY AND SANITATION MASTER PLAN (MWSSP) PHASE 2: SECTOR PLANNING

ADOPTED: DILG Regional Office 1 Conference Room, August 19, 2024.

Certified Correct by:


JULIE ANN B. QUILATES
 Head, BAC Secretariat

Attested by:


ENGR. JOSHUA J.C. GANADEN
 Alternate, BAC Member


LESLIE CAROL L. ISIP
 BAC Member


LILY ANN Z. VICTORIO
 BAC Member



ATTY. CHESTER S. CAYABAS-DIWAS
 BAC Member


JAYBEE D. APIGO
 End-User


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: DAGUPAN VILLAGE HOTEL

ADDRESS: Dagupan City

	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)	3	
	c. Security	(5)	5	
	5. Catering Services	(5)	4	
	6. Client's satisfactory rating	(5)	3	
		100	95	

SUMMARY:

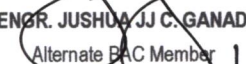
	RATING FACTORS	WEIGHT	RATING
I.	Availability	x (.5)	50
II.	Location and Site Condition	x (.1)	9.5
III.	Neighborhood Data	x (.05)	5
IV	Venue	x (.35)	33.25
	FACTOR VALUE		97.75

Certified Correct:


JULIE ANN B. QUILATES
 Head, BAC Secretariat


Attested by:


ATTY. CHESTER CAYABAS-DIWAS
 BAC Member


ENGR. JUSHUA JJ C. GANADEN
 Alternate BAC Member


LESLIE CAROL L. ISIP
 BAC Member


LILY ANN Z. VICTORIO
 BAC Member


JAYBEE B. APIGO
 End-user


BENEDICTA M. BARNACHEA
 BAC Vice-Chairperson/End-User


PEDRO D. GONZALES
 BAC Chairperson

Approved / Disapproved:


JONATHAN PAUL M. LEUSEN, 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

Document Code		
FM-QP-DILG-AS-RO-10-06		
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RFQ NO. 2024-08-211
 ABC: Php 504,200.00

ABSTRACT OF QUOTATION/S

MODE OF PROCUREMENT: LEASE OF VENUE

AOQ No. 2024-034
 Date : August 19, 2024
 Time : 2:01PM

Item	Item/Description	ABC	Qty.	Unit	THE VILLAGE ROYALLE	DAGUPAN VILLAGE HOTEL	LENOX HOTEL
					total cost	total cost	total cost
1	Lease of Venue and Hotel Accommodation inclusive of Meals and Snacks for the Training on the Preparation of Municipal Water Supply and Sanitation Master Plan (MWSSP) Phase 2: Sector Planning on September 03-06, 2024	504,200.00				492,800.00	538,480.00
	PR No. _____ Date Received: _____ PUR:				Only submitted the RFQ with remarks, "Rooms Not Available on Sep. 3-5, 2024". No other Documentary Requirement Submitted.		
	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				X	Mayor's Permit (Feb. 22, 2024 - Dec. 31, 2024)	Mayor's Permit (May 14, 2024 - Dec. 31, 2024)
	Latest Income/Business Tax Return/Tax Clearance Certificate				X	with FY 2023 AITR Tax Clearance Certificate (June 21, 2024 - June 21, 2025)	X
	PhilGeps Reg. Number				X	RED Membership (Platinum - Jun. 19, 2023 - Jun. 19, 2024) On-Call Payment Slip for Platinum Membership dated Aug. 16, 2024	Platinum Membership (July 10, 2024 - July 10, 2025)
	Menu				X	/	
	Table Factor Rating					97.75	

REMARKS:

Award is hereby recommended to be given to **Dagupan Village Hotel** which is the Single Calculated and Responsive Bid.

OTHERS: _____

ENGR. JOSHUA N. C. GANADEN
 Alternate-BAC Member

 BENEDICTA M. BARNACHEA
 BAC Vice-Chairperson

LILY-ANN L. VICTORIO
 BAC Member

ATTY. CHESTER S. CAYREAS-DIWAS
 BAC Member

LESLIE CAROL I. ISIP
 BAC Member

JAYNE B. PANG
 BAC Member

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

PEDRO D. GONZALES
 BAC Chairperson