



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 22, 2024

VIRNA ISABEL ECRAELA
Authorized Representative
Santiago Cove Hotel & Restaurant
Sabangan, Santiago, Ilocos Sur

Dear Ms. Ecraela:

We are pleased to inform you that your quotation amounting to **One Hundred Sixty Five Thousand Pesos Only (Php165,000.00)** for the **Procurement of Meals and Accommodations for the conduct of Monitoring and Evaluation of eLGU System** to be held on **August 29-30, 2024** at **Santiago Cove Hotel & Restaurant, Sabangan, Santiago, Ilocos Sur** 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,

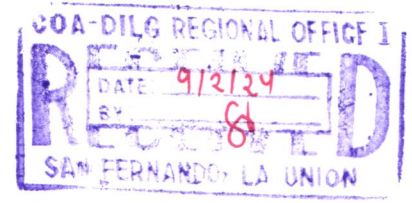
JONATHAN PAUL M. LEUSEN, JR., CESO III
Regional Director, DILG 1 and
Head of Procuring Entity

CONFORME:

VIRNA ISABEL ECRAELA
Authorized Representative
Santiago Cove Hotel & Restaurant
Sabangan, Santiago, Ilocos Sur

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 **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 Aguila Road, Sevilla Norte, City of San Fernando, La Union 2500, herein referred to as the **First Party**.

- and -

That **SANTIAGO COVE HOTEL & RESTAURANT (PROLIFIC CORPORATION)** represented herein by **VIRNA ISABEL ECRAELA** with office address at Sabangan, Santiago, Ilocos Sur, herein referred to as the **Second Party**.

WITNESSETH:

WHEREAS, The **FIRST PARTY** will conduct a **two (2) days** activity entitled "**Conduct of Monitoring and Evaluation of eLGU System**" on **August 29-30, 2024** at **Santiago Cove Hotel & Restaurant, Sabangan, Santiago, Ilocos Sur**

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 Monitoring and Evaluation of eLGU System**" to be held on **August 29-30, 2024** at **Santiago Cove Hotel & Restaurant, Sabangan, Santiago, Ilocos Sur**, with the contract package of **ONE HUNDRED SIXTY FIVE THOUSAND PESOS ONLY (Php 165,000.00)** 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** 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;

(Handwritten initials and marks)


Proposed Schedule	Activity	No. of Day	No. of Participants	Amount
August 29-30, 2024	Conduct of Monitoring and Evaluation of eLGU System	2	Day 1- 50pax (Accom.)	65,000.00
			-50pax (AM&PM Snacks, Lunch and Dinner)	55,000.00
			Day 2- 50 pax (Breakfast, Am snacks & Lunch)	45,000.00
			TOTAL	P 165,000.00

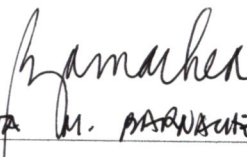
3. In case of the unforeseen incidental expenses incurred by the **FIRST PARTY**, the **FIRST PARTY** shall pay the **SECOND PARTY** the amount corresponding to it.
4. THAT, if the total number of participants exceed the foregoing guaranteed minimum number of participants, the **FIRST PARTY** shall pay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

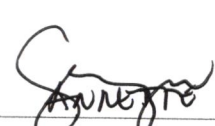
IN WITNESS WHEREOF, the parties hereto and do hereby sign this document at _____, Philippines this _____ day of _____ 2024.

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

VIRNA ISABEL ECRAELA
 Authorized Representative
 SANTIAGO COVE HOTEL & RESTAURANT

Witness:

BENEDICTA M. PARAWANA

Witness:

JANICE S. MARIANO

CERTIFIED FUNDS AVAILABLE:

Handwritten initials

CHRISTINE JOY F. CASUGA
Acct. III / Regional Accountant

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
CANDON CITY)S.S.

BEFORE ME, a Notary Public for and in ILOCOS SUR, this
28 AUG 2024, personally appeared

JONATHAN PAUL M. LEUSEN, JR., CESO III

TIN: 123-933-075-000

VIRNA ISABEL ECRAELA

TIN: 740-514-443-00000

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. 321
Page No. 66
Book No. CXV
Series of 2024

Handwritten Signature
ATTY. VINCENT AN N. TUDAYAN
Notary Public for Ilocos Sur
San Juan, Candon City, Ilocos Sur
Notarial Commission No. 05-2024
My Commission Expires on December 31, 2025
Roll No. 74669/TIN. 442-075-789
IBP No. 385558/01-02-2024/Pasig City
PTR No. 0654811/01-02-2024/Candon City, Ilocos Sur
MCLE COMPLIANCE PERIOD: FROM UNTIL APRIL 14, 2028



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

August 28, 2024

VIRNA ISABEL ECRAELA
Authorized Representative
Santiago Cove Hotel & Restaurant
Sabangan, Santiago, Ilocos Sur

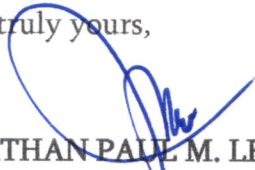
Dear Ms. Ecraela:

With the attached **CONTRACT OF SERVICES** having been approved, you are hereby notified to provide **Meals and Accommodations for the Conduct of Monitoring and Evaluation of eLGU System** on **August 29-30, 2024** at **Santiago Cove Hotel & Restaurant, Sabangan, Santiago, Ilocos Sur**.


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:


VIRNA ISABEL ECRAELA
Authorized Representative
Santiago Cove Hotel & Restaurant
Sabangan, Santiago, Ilocos Sur



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. 2024-62

DECLARING THE LOWEST CALCULATED AND RESPONSIVE BID (LCRB) 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 MONITORING AND EVALUATION OF eLGU SYSTEM ON AUGUST 29-30, 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 MONITORING AND EVALUATION OF eLGU SYSTEM ON AUGUST 29-30, 2024** with an Approved Budget for the Contract (ABC) of **One Hundred Sixty-Five Thousand Pesos (PhP 165,000.00)**;

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 BAC scheduled the opening of bids on August, 22, 2024, 2:01 PM, with three (3) prospective Service Providers, namely: 1) Santiago Cove Hotel, 2) Hotel Luna and, 3) Vitalis Villas;

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

Rank	Bidder	Bid Amount	Remarks
1	Santiago Cove	PhP 165,000.00	With complete eligibility documents/requirements
-	Hotel Luna	PhP 260,000.00	Bid exceeded the ABC
-	Vitalis Villas	-	No eligibility requirements submitted

WHEREAS, after a thorough review and evaluation of the BAC assisted by the Technical Working Group, SANTIAGO COVE HOTEL was determined to be responsive to the technical requirements having obtained an overall rating of 98% which is above the DILG R1- the 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 Santiago Cove Hotel as the Lowest Calculated and Responsive Bidder (LCRB) with a bid amount of **One Hundred Sixty-Five Thousand Pesos (PhP 165,000.00)**;
- b) To recommend to the HOPE the approval of this recommendation and to award the Contract for Lease of Venue to the LCRB.

RESOLVED, further that the **Local Government Monitoring and Evaluation Division** as End-User, be furnished a copy of this Resolution for its reference and appropriate action.

ADOPTED: DILG Regional Office 1. August 22, 2024, at the DILG R1 Training Hall.

Certified Correct by:

JULIE ANN B. QUILATES
 Head, BAC Secretariat

Attested by:

RHODORA G. SORIANO
 BAC Member

On Official Business
LESLIE CAROL L. ISIP
 BAC Member

LILY ANN Z. VICTORIO
 BAC Member

On Official Business
ATTY. CHESTER S. CAYABAS-DIWAS
 BAC Member

ALDRIN D. NOLASCO
 End-User

BENEDICTA M. BARNACHEA
 BAC Vice-Chairperson/Presiding Officer

On Official Business
PEDRO D. GONZALES
 BAC Chairperson

APPROVED/DISAPPROVED:

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

"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

Appendix C
TABLE OF RATING FACTORS FOR LEASE OF VENUE

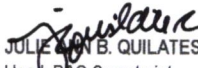
NAME OF SERVICE PROVIDER: SANTIAGO COVE
ADDRESS:

	RATING FACTORS	WEIGHT (%)	RATING	REMARKS/ COMMENTS
I.	Availability	100	100	
II.	Location and Site Condition			
	1. Accessibility	(50)	45	
	2. Parking Space	(50)	35	
		100	80	
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)	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)	8
III.	Neighborhood Data	x (.05)	5
IV	Venue	x (.35)	35
	FACTOR VALUE		98

Certified Correct:


JULIE B. QUILATES
Head, BAC Secretariat

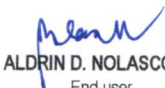
Attested by:

On Official Business
ATTY. CHESTER CAYABAS-DIWAS
BAC Member


RHODORA G. SORIANO
BAC Member

On Official Business
LESLIE CAROL L. ISIP
BAC Member


LILY-ANN Z. VICTORIO
BAC Member


ALDRIN D. NOLASCO
End-user


BENEDICTA M. BARNACHEA
BAC Vice-Chairperson

On Official Business
PEDRO D. GONZALES
BAC Chairperson

Approved / Disapproved:


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



RFQ NO. 2024-08-223
 ABC: Php 165,000.00

ABSTRACT OF QUOTATION/S

MODE OF PROCUREMENT:
 Lease of Venue


AOQ No. 2024-37
 Date : August 22, 2024, 2:01 PM
 Time: 2:01PM

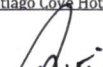
Item	Item/Description	ABC	Qty.	Unit	HOTEL LUNA	SANTIAGO COVE HOTEL	VITALIS VILLAS
					total cost	total cost	total cost
1	Lease of Venue and Hotel Accommodation inclusive of Meals and Snacks for the conduct of Monitoring and Validation of eLGU System Implementation on August 29-30, 2024	165,000.00			260,000.00	165,000.00	No Eligibility Requirements submitted
	PR No. _____ Date Received: _____ PUR: _____				10hrs only for the use of Conference Hall Room Arrangement bed sharing Exceeds the allowed ABC per Item		
	ELIGIBILITY REQUIREMENTS *In order to be eligible for this procurement, suppliers/service providers must submit together with the quotation/proposal the following eligibility requirements.				Proposal and Contract Attached		
	Valid Business/ Mayor's Permit				Vigan City - Feb 28, 2024 - Dec 31, 2024	Santiago IS - Jan 30, 2024 - Dec 31, 2024	x
	Latest Income/Business Tax Return/Tax Clearance Certificate				CoR from BIR	TCC Feb 27, 2024 - Feb 27, 2025	x
	PhilGeps Reg. Number				RED 92502	Platinum Mar 3, 2024 - Mar 3, 2025	x
	Menu				/	/	x
	Table Factor Rating					98	

REMARKS:

Award is hereby recommended to be given to Santiago Cove Hotel which is the lowest and calculated and responsive bid.


OTHERS:


 RHODORA G. SORIANO
 BAC Member


 LILY ANN Z. VICTORIO
 BAC Member

On Official Business
 ATTY. CHESTER S. CAYABAS-DIWAS
 BAC Member

On Official Business
 LESLIE CAROL I. ISIP
 BAC Member


 ALDRIN D. NOLASCO
 End-user


 BENEDICTA M. BARNACHEA
 BAC Vice-Chairperson/Presiding Officer

On Official Business
 PEDRO D. GONZALES
 BAC Chairperson

APPROVED BY:


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