



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
**LOCAL GOVERNANCE REGIONAL RESOURCE CENTER 1**

**Regional Office 1**  
Aguila Rd., Sevilla, San Fernando City, La Union  
[www.region1.dilg.gov.ph](http://www.region1.dilg.gov.ph)

## NOTICE OF AWARD

June 11, 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 Seventy Three Thousand Six Hundred Pesos Only (Php73,600.00) for the Procurement of Meals and Snacks for the Conduct of 2024 SGLGB: BADAC Functionality Audit to be held on June 14, 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)

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

## CONTRACT OF SERVICES

## KNOW ALL MEN BY THESE PRESENTS:

This CONTRACT OF SERVICE is made and entered into this 13th day of June 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:

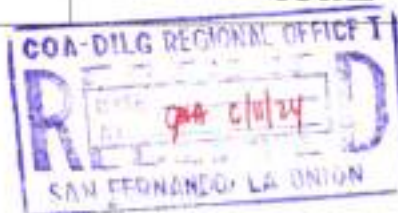
WHEREAS, the FIRST PARTY will conduct a one (1) day activity entitled "Conduct of 2024 SGLGB: BADAC Functionality Audit" on June 14, 2024 at Ynad's Place Hotel and Resort, Inc., By-Pass Road Barangay Namtutan, City of San Fernando, La Union;

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 2024 SGLGB: BADAC Functionality Audit" to be held on June 14, 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 SEVENTY THREE THOUSAND SIX HUNDRED PESOS ONLY (Php 73,600.00) 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 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
June 14, 2024	Conduct of 2024 SGLGB: BADAC Functionality Audit	1	Day 1 - 46 pax (Breakfast, am snack, lunch, pm snack, & dinner)	Php 73,600.00
			<b>TOTAL</b>	<b>Php 73,600.00</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  
PROVINCE OF LA UNION Philippines this 11<sup>th</sup> day of JUNE 2024.  
ORIENTAL CANTON CITY

For the First Party:

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

Witness:

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  
SAN FERNANDO CITY

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

JONATHAN PAUL M. LEUSEN, JR., CESO III

TIN: \_\_\_\_\_

REYNALYN BALANON-ALMOJUELA

TIN: 404-839-785-0000

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. 22  
Page No. 06  
Book No. VIII  
Series of 227

ATTY. JONATHAN M. LEUSEN, JR.  
Notary Public for the Province of La Union  
ANC No. 133-2021, valid until December 31, 2024  
Roll of Attorney's No. 84224  
IBP O.R. No. 374805 - 2024, 2023 LA UNION CHAPTER  
PTR No. 2408637, 01/02/2024, San Fernando City, La Union  
MC.T.E. Code No. VIII - 50501870  
(63) 0927-348-9222, jonathansleusen@gmail.com



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
**LOCAL GOVERNANCE REGIONAL RESOURCE CENTER 1**

**Regional Office 1**  
Agulfa Rd., Sevilla, San Fernando City, La Union  
[www.region1.dilg.gov.ph](http://www.region1.dilg.gov.ph)

**NOTICE TO PROCEED**

June 13, 2024

**REYNALYN BALANON-ALMOJUELA**

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

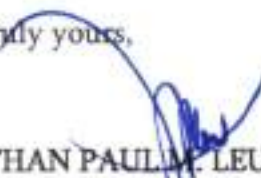
**Dear Ms. Almojuela:**

With the attached **CONTRACT OF SERVICES** having been approved, you are hereby notified to provide **Meals and Snacks** for the **Conduct of 2024 SGLGB: BADAC Functionality Audit** on **June 14, 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  
**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](http://www.region1.dilg.gov.ph)

**BIDS AND AWARDS COMMITTEE (BAC)**  
**Resolution No. 2024-29**

**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 PEACE AND ORDER COUNCIL PERFORMANCE AUDIT FOR THE CY 2024 SLGB: BADAC FUNCTIONALITY AUDIT**

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 **PEACE AND ORDER COUNCIL PERFORMANCE AUDIT FOR THE CY 2024 SLGB: BADAC FUNCTIONALITY AUDIT** on June 14, 2024 with an Approved Budget of the Contract (ABC) of **Seventy-Eight Thousand, Two Hundred Pesos (PhP 78,200.00)**;

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 June 10, 2024, 02:01 PM, with four (4) prospective Service Providers, namely: 1) Ynad's Place Hotel and Restaurant, 2) Kahuna Hotel Cafe and Restaurant, 3) Puerto de San Juan Beach Residences and Resort Hotel and, 4) Marand Resort & Spa. However, only Ynad's Place Hotel and Restaurant has submitted complete eligibility requirements with a total bid proposal of **Seventy-Three Thousand Six Hundred Pesos (PhP 73,600.00)**;

WHEREAS, after a thorough review and evaluation of the BAC assisted by the Technical Working Group, **YNAD'S PLACE HOTEL AND RESTAURANT** was determined to be responsive to the technical requirements having obtained an overall rating of 99.5% 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 Ynad's Place Hotel and Restaurant as the Single Calculated and Responsive Bidder (SCRB) with a bid amount of **Seventy-Three Thousand Six Hundred Pesos (PhP 73,600.00)**;
- b) To recommend to the HOPE the approval of this recommendation and to **award the Contract for Lease of Venue to the SCRB**.

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, June 10, 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-DIWIS**  
 BAC Member

**RUBY LOUISE C. GAGNI**  
 End-User

**BENEDICTA M. BARNACHEA**  
 BAC Vice-Chairperson

**PEDRO D. GONZALES**  
 BAC Chairperson

APPROVED/DISAPPROVED:

**JONATHAN PAUL M. LUISEN, JR., CESO III**  
 Regional Director of HOPE

## Appendix C

## TABLE OF RATING FACTORS FOR LEASE OF VENUE

NAME OF SERVICE PROVIDER: YNADS PLACE

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

  
 LESLIE CAROL L. ISP  
 BAC Member

  
 LILY ANN T. VICTORIO  
 BAC Member

  
 RUBY LOUISE D. GAGNE  
 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



RFQ NO. 2024-06-144  
 ABC Php 78,200.00

ABSTRACT OF QUOTATION/S

MODE OF PROCUREMENT  
 Source of Funds

AOQ No: 2024-019  
 Date: June 10, 2024  
 Time: 2:01 PM

Item	Item/Description	ABC	Qty	Unit	Ynad's Place Hotel and Resort	EM royalle	Puerto de San Juan	Kahuna	Marand
					TOTAL COST	TOTAL COST	TOTAL COST	TOTAL COST	TOTAL COST
1	Lease of Venue and Hotel Accommodation inclusive of Meals and Snacks for the 2024 SIGOB-BADAC Functionality Audit on June 14, 2024	78,200.00			73,600.00	Not Available	Not Available	Not Available	82,000.00
	PK No. _____ Date Received: _____ Plus: _____								Conference Hall Not Available
	<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				Jan 12, 2024 - Dec 31, 2024, issued by the City Government of San Fernando	X	X	X	X
	Latest Income/Business Tax Return/Tax Clearance Certificate				AITR FY 2023 Stamped Received by RDO 003 APRIL 13, 2024	X	X	X	X
	PhilGeps Reg. Number				Platinum May 16, 2024 - May 16, 2025	X	X	X	X
	Menu				/				
	Table of Rating Factors for Lease of Venue (posting rate of 85%)				99.5				

Award is hereby recommended to be given to **Ynad's Place Hotel and Resort**, which is the SINGLE calculated and responsive bid.

OTHER:

RICHENIA L. SERIANO  
 BAC Member

RICHENIA M. BARRACREA  
 BAC Vice-Chairperson

LEY PANG VICTORIO  
 BAC Member

ATTY CHRISTINE L. CAYANUS-UIWAS  
 BAC Member

PEDRO D. GUNGALER  
 BAC Chairperson

LESLIE MARCEL ISIP  
 BAC Member

BOB BRYAN GAGON  
 BAC Member

APPROVED BY:

JONATHAN PAUL M. RIVERA, JR., CSO III  
 Regional Director / RCPC