

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 3rd day of July, 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 **PROLIFIC CORPORATION (SANTIAGO COVE HOTEL & RESTAURANT)** 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 "**CY 2024 Local Government Support Fund-Support to Barangay Development Program Orientation**" on **July 15-16, 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 "**CY 2024 Local Government Support Fund-Support to Barangay Development Program (LGSF-SBDP) Orientation**" to be held on **July 15-16, 2024** at **Santiago Cove Hotel & Restaurant, Sabangan, Santiago, Ilocos Sur**, with the contract package of **TWO HUNDRED EIGHT THOUSAND TWO HUNDRED ONLY (Php 208,200.00)** 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;

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Proposed Schedule	Activity	No. of Day	No. of Participants	Amount
July 15-16, 2024	CY 2024 Local Government Support Fund-Support to Barangay Development Program (LGSF-SBDP) Orientation	2	Day 0- 20pax (Accom.)	26,000.00
			-20 pax (Dinner)	10,000.00
			Day 1- 41 pax ( Breakfast, Am snack, Lunch, Pm snack & Dinner)	69,700.00
			- 41 pax ( Accom.)	53,300.00
			Day 2 – 41pax ( Breakfast, Am snack, Lunch & pm snack)	49,200.00
			<b>TOTAL</b>	<b>P 208,200.00</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 \_\_\_\_\_, Philippines this 8 day of JULY 2024.

For the First Party

For the Second Party

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

*amb*  
VIRNA ISABEL ECRAELA  
Authorized Representative  
SANTIAGO COVE HOTEL & RESTAURANT

Witness:

Witness:

*JUSTINA W. S. SERRANO*

*JANICE ANTONIO MANZANO*

**CERTIFIED FUNDS AVAILABLE:**

*JF*

CHRISTINE JOY F. CASUGA  
Acct. III / Regional Accountant

**ACKNOWLEDGEMENT**

REPUBLIC OF THE PHILIPPINES)  
\_\_\_\_\_ )S.S.

BEFORE ME, a Notary Public for and in \_\_\_\_\_, this  
\_\_\_\_\_, personally appeared

JONATHAN PAUL M. LEUSEN, JR., CESO III

TIN: 123-933-075-000

VIRNA ISABEL ECRAELA

TIN: 740 514 443

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. 190  
Page No. 38  
Book No. VIII  
Series of 2024

*J. Padilla*  
ATTY. JEMMILYN E. PADELA  
Notary Public for City of San Fernando, La Union  
ANC No. 113-2023 valid until December 31, 2024  
Roll of Attorney's No. 84224  
IBP O.R. No. 328805 ; 12-15-2023 LA UNION CHAPTER  
PTR No. 2408883 ; 01-02-2024, San Fernando City, La Union  
MCLE Compliance No. VIII - 50001870  
(63) 0927-308-9920 [padilla\\_jemmilyn@gmail.com](mailto:padilla_jemmilyn@gmail.com)



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

July 2, 2024

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

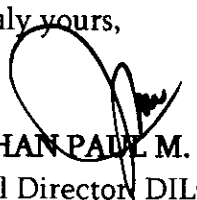
Dear Ms. Ecraela:

We are pleased to inform you that your quotation amounting to **Two Hundred Eight Thousand Two Hundred Pesos Only (Php 208,200.00)** for the **Procurement of Meals and Accommodations** for the conduct of **CY 2024 Local Government Support Fund-Support to Barangay Development Program (LGSF-SBDP) Orientation** to be held on **July 15-16, 2024** at the **Santiago Cove Hotel & Restaurant, Sabangan, Santiago, Ilocos Sur** has been determined to be the Single Calculated and Responsive Bid (SCRB).

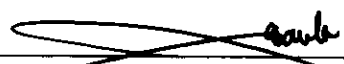
You are hereby required to formally enter into contract with us upon receipt of this Notice.

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



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## NOTICE TO PROCEED

July 4, 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 **CY 2024 Local Government Support Fund-Support to Barangay Development Program (LGSF-SBDP) Orientation** on **July 15-16, 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](http://www.region1.dilg.gov.ph)

**BIDS AND AWARDS COMMITTEE (BAC)**  
**Resolution No. 2024-40**

**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 CY 2024 LOCAL GOVERNMENT SUPPORT FUND – SUPPORT TO BARANGAY DEVELOPMENT PROGRAM (LGSF – SBDP) ORIENTATION**

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 Local Government Support Fund – Support to Barangay Development Program (LGSF – SBDP) Orientation on July 15-16, 2024** with an Approved Budget for the Contract (ABC) of **Two Hundred Eight Thousand Two Hundred Pesos (Php 208,200.00)**;

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 July 01, 2024, 02:01 PM, with three (3) prospective Service Providers, namely: 1) Vitalis White Sands, 2) Prolific Corporation (*Santiago Cove Hotel and Restaurant*) and 3) Ban-Aw Resort. Only Prolific Corporation (*Santiago Cove Hotel and Restaurant*) has submitted its bid proposal with complete eligibility requirements and with a total bid amount of Two Hundred Eight Thousand Two Hundred Pesos (Php 208,200.00);

WHEREAS, after a thorough review and evaluation of the BAC, assisted by the Technical Working Group, PROLIFIC CORPORATION (*SANTIAGO COVE HOTEL AND RESTAURANT*) was determined to be responsive to the technical requirements having obtained an overall rating of 98.0 % 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 **Prolific Corporation (*Santiago Cove Hotel and Restaurant*)** as the **Single Calculated and Responsive Bidder (SCRB)** with a bid amount of **Two Hundred Eight Thousand Two Hundred Pesos (Php 208,200.00)**;

b) To recommend to the HOPE the approval of this recommendation and to **award the Contract for Lease of Venue to the SCR.B.**

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**  
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**BIDS AND AWARDS COMMITTEE (BAC)**  
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ADOPTED: DILG Regional Office 1. July 01, 2024 via Hybrid Conference.

Certified Correct by:

**SETY ZORAYDA S. PEREZ**  
 BAC Secretariat

Attested by:

**RHODORA G. SORIANO**  
 BAC Member

**LESLIE CAROL L. ISIP**  
 BAC Member

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

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

**MARC JOHN H. GABUAT**  
 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