

CONTRACT OF LEASE

KNOW ALL MEN BY THESE PRESENTS:

This contract is made and entered in the City of Pasig, Metro Manila by and between:

THE CITY OF PASIG, a local government unit duly organized and existing under and by virtue of the laws of the Republic of the Philippines with principal office at City Hall, Caruncho Ave., Barangay San Nicolas, Pasig City, herein represented by **HON. VICTOR MA. REGIS N. SOTTO**, in his capacity as City Mayor, hereinafter referred to as the "LESSEE";

- and -

OAKRIDGE PROPERTIES, INC. a domestic corporation duly organized and existing under and by virtue of the laws of the Republic of the Philippines, with principal office at 25 ADB Avenue, San Antonio, Pasig City, herein represented by **JANICE AIRENE Z. TIAMBENG**, Authorized Representative, pursuant to the Secretary Certificate attached hereto as Annex "A" hereof, herein referred to as the "LESSOR";

Each of the LESSEE and the LESSOR may be referred to as a "PARTY" and collectively as "PARTIES".

The parties hereto represent that they possess the capacity and authority to enter into this Contract of Lease.

WITNESSETH:

WHEREAS, the LESSEE has a lease requirement for venue under Purchase Request No. **100-23-01-180** for the **Lease of Venue for the Conduct of PCLEDIO Strategic Planning** from March 2, 2023 to March 3, 2023;

WHEREAS, pursuant to Section 53.10 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 (Government Procurement Reform Act) and the Consolidated Guidelines for Alternative Methods of Procurement, the LESSEE, through its Bids and Awards Committee ("BAC"), sent Requests for Quotations to at least three (3) potential lessors, and two (2) potential lessors responded;

WHEREAS, on 20 February 2023, the LESSEE, through its BAC, conducted negotiation and evaluation and found the LESSOR's quotation to be responsive;

WHEREAS, the LESSOR thus offered for lease to the LESSEE a venue, accommodations, function room, equipment, and meals in Discovery Suites;

WHEREAS, considering all of the legal requisites, and finding the LESSOR's quotation to be in order, valid, and responsive, the LESSOR was found to have submitted the Lowest Calculated and Responsive Quotation/Proposal in

CONTRACT NO. 100-23-01-180

the amount of **One Hundred Seventy Nine Thousand Fifty Pesos (Php 179,050.00)**;

WHEREAS, the **LESSEE** accepted the **LESSOR's** offer and awarded the project to the **LESSOR** in accordance with the Implementing Rules and Regulations of Republic Act No. 9184;

NOW, THEREFORE, in view of the foregoing premises and for and in consideration of mutual covenants and undertakings, the parties hereto have agreed as follows:

ARTICLE I SUBJECT OF THE LEASE

This Contract of Lease shall cover all the items found in the Request for Quotation (RFQ) / Terms of Reference (TOR) after the conduct of Negotiation attached to this Contract as Annex "B".

ARTICLE II LEASE PERIOD

The Contract of Lease shall be for the period of March 2, 2023 to March 3, 2023.

ARTICLE III CONTRACT PRICE

In consideration for the lease to be undertaken by the LESSOR specified in Article I hereof, the CITY OF PASIG shall pay **OAKRIDGE PROPERTIES, INC.** based on the billing statement/statement of account/invoice/billing invoice/others with complete and correct supporting documents/attachments and computations in an amount not to exceed **One Hundred Seventy Nine Thousand Fifty Pesos (Php 179,050.00)**.

ARTICLE IV AMENDMENT AND EXCLUSIVITY

1. This Contract of Lease constitutes the entire agreement between the parties hereto and all previous agreements between the parties relative to the Leased Premises and ancillary services therein, are hereby superseded by this Contract of Lease.
2. The relationship of the parties shall be limited to the performance of the terms and conditions of this Contract of Lease. Nothing in this Contract of Lease shall be construed as to create a general partnership, joint venture, or agency between the parties, or to authorize any party to act as a general agent for another, or permit any party to bind the other, or to borrow money on behalf of another party, or to use credit of any party, for any purpose.
3. The Contract of Lease shall not be deemed amended or otherwise in

any manner, unless such amendment or alteration is made in writing and signed by both parties.

ARTICLE V NON-WAIVER

1. The failure or delay on the part of any party to insist upon strict performance of any of the terms, conditions, and covenants hereof, or to exercise any of its rights under this Contract of Lease, shall not be deemed a relinquishment or waiver of the enforcement of any right or remedy that said party may have nor shall it be construed as a waiver of any subsequent breach or default of the terms, conditions, and covenants herein contained, which shall be deemed in full force and effect. No waiver by a party shall be deemed to have been made unless expressed in writing and signed by the said party.

2. Any right or remedy conferred by this Contract of Lease shall not be exclusive of any other right or remedy of each party, whether under this contract or provided by or permitted by law or in equity, but each right or remedy shall be cumulative of every right or remedy available.

ARTICLE VI ADDITIONAL PROVISIONS

1. The parties hereby manifest that they shall first meet, confer and sit down together for the purpose of exploring all avenues and/or possibilities of amicably settling whatever are their differences, disputes and/or controversies that may arise in connection with any of the terms and conditions of this Contract of Lease.

2. In the event that facts and circumstances arise or are discovered which render this Contract of Lease manifestly and grossly disadvantageous to the government, as determined by the **LESSEE**, the parties hereto agree to immediately renegotiate its terms and conditions, or at the option of the **LESSEE**, terminate the same.

3. If the parties fail to amicably settle their difference, disputes, and/or controversies, the parties, waiving for this purpose any other venue, hereby agree that the courts of the City of Pasig shall be the sole and exclusive venue of any and all actions or suits between the parties, to the exclusion of all other courts and venues. This exclusive venue provision shall apply even in cases arising from the declaration of nullity of this Contract of Lease in part or in its entirety and in cases arising after or by reason of the declaration of nullity of this contract, whether in part or in its entirety.

IN WITNESS WHEREOF, the parties hereto set their hands this _____
day of ~~01 MAR 2023~~, **2023** at **Pasig City**.

CITY OF PASIG

OAKRIDGE PROPERTIES, INC.

By:

By:


HON. VICTOR MA. REGIS N. SOTTO
City Mayor


JANICE AIRENE Z. TIAMBENG
Authorized Representative

WITNESSES:

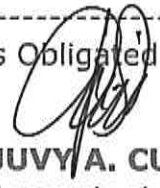
(Printed Name and Signature)

(Printed Name and Signature)

Funds Appropriated:


Funds Obligated:

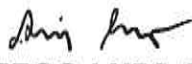

MS. MARTINELLI A. SANTIAGO
OIC - City Budget Office


MS. JUVY A. CUENCO
City Accountant
100. 20 23-00- 00 57- 1031

Funds Available:

Recommending Approval:


MS. MARITA A. CALAJE
City Treasurer


ATTY. DIEGO LUIS S. SANTIAGO
Officer in Charge, PCLEDIO

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
City of **PASIG CITY**) S.S.

BEFORE ME, a Notary Public for and in the City of **PASIG CITY**, on this day of **MAR 01 2023**, 2023, personally appeared:

Name	Government ID	Issue and Expiry Date
JANICE AIRENE Z. TIAMBENG	DRIVERS LICENSE N01-10-001054	PHILIPPINES 2024/01/31

known to me to be the same person who executed the foregoing Contract of Lease consisting of five (5) pages, and who acknowledged to me that the same is their own free and voluntary act and deed as well as the free and voluntary act and deed of the entity they duly authorized to represent.

WITNESS MY HAND AND NOTARIAL SEAL, on the date and place first above written.

Doc. No. 38
Page No. 9
Book No. 83
Series of 2023

Let Amon
ATTY. LETICIA M. AMON
 Notary Public
 Pasig, Pateros & San Juan
 Valid Until December 31, 2023
 Roll No. 22188
 PTR AA No. 0112306/01-03-23
 Lifetime IBP Member No. 04286
 Official Receipt No. 574709, IBP Chapter -
 MCLE Compliance No. VII-0000050/6-18-2019
 Ground Flr. Animal Centre, U. Velasco, Ave.,
 Malinao, Pasig City

ACKNOWLEDGMENT

BEFORE ME, a Notary Public for and in the City of Pasig, on this day of **MAR 01 2023**, 2023, personally appeared Victor Ma. Regis N. Sotto, known to me to be the same person who executed the foregoing instrument and who acknowledged to me that the same is his free and voluntary act and deed as well as that of the entity he represents.

This instrument consists of five (5) pages, including this page in which this Acknowledgement is written and duly signed by the Parties.

WITNESS MY HAND AND NOTARIAL SEAL, on the date and place first above written.

Doc. No. 112
Page No. 14
Book No. 18
Series of 2023

Carlos C. Abesamis
ATTY. CARLOS C. ABESAMIS
 Notary Public-Pasig City
 Until December 31, 2023
 ROLL NO. 43288
 IBP LIFETIME NO. 08352
 PTR NO. 9004628
 APPOINTMENT NO. 25 (2022-2023)
 MCLE COMPLIANCE NO. VI-0030466
 TIN NO. 127-509-331-00000

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

SECRETARY'S CERTIFICATE

KRISTINE MARIE E. LIBERATO, of legal age, Filipino, single, with office address at 2704 East Tower, Philippine Stock Exchange Centre, Exchange Road, Ortigas Center, Pasig City, after being duly sworn in accordance with law, depose and state, that

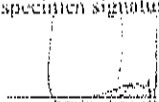
1. I am the duly elected and qualified Assistant Corporate Secretary of OAKRIDGE PROPERTIES, INC. doing business under the names and styles of Discovery Centre; Oakridge Mansion; Discovery Suites; 22 Prime; Resto 5; and Serendipity Lounge (the "Corporation"), a corporation organized and existing under the laws of the Philippines, with principal office at 25 ADB Avenue, Ortigas Center, Pasig City, Metropolitan Manila;

2. The Office of the Corporate Secretary, has custody of the Corporate records of the Corporation;

3. At the meeting of the Board of Directors of the Corporation held on 30 July 2020, at which a quorum was present and acted throughout, the following resolution was unanimously passed and approved:

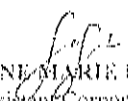
"RESOLVED, amending all previous resolutions on the subject, that OAKRIDGE PROPERTIES, INC. doing business under the names and styles of Discovery Centre; Oakridge Mansion; Discovery Suites; 22 Prime; Resto 5; and Serendipity Lounge (the "Corporation") designates Ms. Janice Airne Z. Tiambeng, the General Manager of Discovery Suites, as the Corporation's authorized representative to transact, negotiate and deal with the various government agencies, including the Bureau of Internal Revenue, Social Security System, Home Development Mutual Fund (Pag-ibig), and Philippine Health Insurance Corporation, concerning the business operations and activities of the Corporation, with full power and authority to sign, execute, endorse and deliver any and all contracts, agreements, statements, reports and such other documents and papers as may be necessary or proper to implement the foregoing authority."

4. Hereunder is the specimen signature of the Corporation's authorized signatory:



JANICE AIRNE Z. TIAMBENG

IN ATTESTATION OF THE ABOVE, this Certificate has been signed this 6th day of August 2020 at Pasig City.


KRISTINE MARIE E. LIBERATO
Assistant Corporate Secretary

SUBSCRIBED AND SWORN to before me this 6th day of August 2020 at Pasig City, affiant exhibiting to me her Community SSS No. 3424070778 and IIN 267-153-055.

Doc. No. 457;
Page No. 98;
Book No. IV;
Series of 2020.

1. The Chain of Custody Form at the end of this document shall be completed and signed by the
Notary Public

EDUARDO TAN BONGUE,
Notary Public for the Province of Pasig City,
Commission No. 201-02016-0210,
Office of the Notary Public, Office of the
Notary Public, Exchange Road, Ortigas Center,
Pasig City, Metro Manila, Philippines.
My Commission Expires on 08/31/2024
I hereby certify that the foregoing is a true and correct copy of the original document
presented to me for attestation.





REQUEST FOR QUOTATION/INVITATION FOR NEGOTIATION

Date	: 17 February 2023
Project Title	: Lease of Venue for the Conduct of PCLEDIO Strategic Planning – Pasig City Local Economic Development and Investment Office
Mode of Procurement	: Negotiated Procurement (Lease of Real Property or Venue)
RFQ No.	: 100-23-01-180
Approved Budget for the Contract	: One Hundred Ninety Eight Thousand Pesos (Php 198,000.00)
Deadline and Place for the Submission of Quotation	: Please submit the accomplished Quotation and required documents not later than <u>20 February 2023, 10:30 AM</u> at the Bids and Awards Committee (BAC) through the Procurement Management Office (BAC Secretariat Office), 4th Floor, Pasig City Hall, San Nicolas, Pasig City. You may enclose all the documents in an envelope duly marked with the following details: 1. Title and reference number of the project (Purchase Request No.); and 2. Name, address and contact details (telephone/cellphone number and email address) of the bidder.
Date, Time and Place of the Negotiation	: 20 February 2023, 11:00 AM, 7 th Floor, Meeting Room, Pasig City Hall
TERMS	: The lease contract shall commence from March 2, 2023 to March 3, 2023.
NOTES	: 1. Lessor shall submit their offer/quotation through their duly authorized representatives 2. Quotations submitted exceeding the Approved Budget for the Contract (ABC) shall be rejected. 3. The prices quoted are to be paid in Philippine Currency. 4. All prices quoted are subject to all Philippine Tax Statutes. 5. Award of contract shall be made to the lowest quotation which complies with the technical specifications and other terms and conditions stated herein. 6. The City Government of Pasig shall have the right to inspect and/or to test the real property to confirm their conformity to the technical specifications.

Sir/Madame:

In accordance with the Technical Specifications, Scope of Work and General Conditions for the aforementioned project stated herewith, kindly fill up and submit your lowest proposal.

For any inquiries or clarifications, please contact the Procurement Management Office (BAC Secretariat Office) at (02) 8643-1111 local 1461 or 1462 or through email bidsandawards@pasigcity.gov.ph

Thank you.


ATTY. PONCE MIGUEL D. LOPEZ
 Officer in Charge, Procurement Management Office

Description of Service Requirement	Offered Technical Proposal Please fill in with either: "Comply" or "Not Comply"
Lease of Venue for the Conduct of PCLEDIO Strategic Planning – Pasig City Local Economic Development and Investment Office under PR No. 100-23-01-180	
TECHNICAL SPECIFICATIONS/SCOPE OF WORK	
Live-In Workshop Arrival: March 2, 2023, Thursday, 8:00 am Room Check Out: March 3, 2023, Friday, 12:00 NN	
March 2, 2023 to March 3, 2023 Number of Days: 2 days, 1 night Type of Accommodation: Live-in for 22 pax	
March 2, 2023 to March 3, 2023 Board and Lodging (Full Board) <ul style="list-style-type: none"> ✓ One (1) Triple-Sharing Room ✓ Eight (8) Double-bed Room ✓ Three (3) Single Bed Room ✓ Complimentary Breakfast (6:00 AM to 10:00 AM) ✓ Complimentary Parking ✓ Sanitized Beddings, Rooms, and Restrooms ✓ Wireless internet connection (Wi-Fi), one account per apartment only ✓ Use of recreational facilities featuring a swimming pool and fitness center ✓ Daily replenishment of bathroom amenities ✓ Daily housekeeping service 	
Function Room Requirements <ul style="list-style-type: none"> • Can accommodate at least 22 pax, flexible for group activities/workshops • Well lighted and well ventilated • Availability of audio-visual equipment with stand-by assistant: <ul style="list-style-type: none"> ✓ Use of LCD projector with screen ✓ Use of whiteboard with whiteboard marker & eraser ✓ Complete Set of sound system ✓ At least Four (4) extension cords ✓ At least Two (2) wireless microphones with one (1) microphone stand, and ✓ Lectern • Unlimited free access to internet / WI-FI in all areas of venue • Use of venue for at least 10 hours • Function room set-up: Classroom type • One (1) table for the Secretariat (Registration Area) • Mints, paper, and pencil 	

Meals Requirements

MEALS	Day 1	Day 2
	Mar. 2, 2023	Mar. 3, 2023
Buffet Breakfast		✓
AM Snacks	✓	✓
Buffet Lunch	✓	✓
PM Snacks	✓	✓
Buffet Dinner	✓	✓

- Breakfast: Buffet Breakfast and Choice of hot coffee or hot chocolate
- AM and PM Snacks: sandwich or pasta; with drinks
- Lunch and Dinner, 2 main dishes (fish; choice of meat: chicken, pork or beef), vegetables, soup, rice, dessert and cold drinks
- Free flowing coffee and/or tea

Other Requirements:

- Maintaining cleanliness function hall, restrooms, sleeping quarters, hallway, coffee/tea area and dining area
- With appropriate parking area for at least 10 vehicles
- With 24-hour security, front-desk and housekeeping service
- Dates can be rebooked in case of emergency/unforeseen circumstances
- Compliant with Equal Employment Opportunity Policy (EEOC)
 - Easy access to the comfort room
 - With ramp
 - First aid kits available when needed

With a passing rating of at least 85% in Market Analysis

FINANCIAL PROPOSAL

Name of Project	Grand Total Cost for the Lease of Venue
Lease of Venue for the Conduct of PCLEDIO Strategic Planning – Pasig City Local Economic Development and Investment Office	PHP _____ (Amount in Figures)
	(Amount in words of Grand Total Cost)

Additional Requirements:

Together with your proposal/quotation, kindly submit the following documents:

1. Mayor's/Business Permit (or a recently expired Mayor's/Business permit together with the official receipt as proof that the prospective bidder has applied for renewal within the period prescribed by the concerned local government unit subject to submission of the Mayor's Permit before the award of contract).
2. Income Tax Return - (i) Annual ITR for the immediately preceding year; or (ii) latest submitted Quarterly ITRs together with latest available Annual ITR (If Annual ITR for the immediately preceding year is not yet available).
3. Philippine Government Electronic Procurement System (PhilGEPS) Registration Number or a valid PhilGEPS Registration Certificate;
4. Accomplished and notarized Omnibus Sworn Statement. - ([https://www.gppb.gov.ph/assets/forms/Omnibus%20Sworn%20Statement\(Revised\).docx](https://www.gppb.gov.ph/assets/forms/Omnibus%20Sworn%20Statement(Revised).docx))
5. Original or Certified True Copy of Proof of Authorization i.e. duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture or a Special Power of Attorney, in case of Sole Proprietorship.

BIDDER'S COMMITMENT:

We hereby agree and bind ourselves to the terms and conditions herein specified, to the manner of procurement and evaluation set up by the Bids and Awards Committee (BAC), to the provisions of the draft Contract of Lease and to the rules and regulations of the City Government of Pasig.

We understand that City Government of Pasig is not bound to accept the lowest or any bid it may receive.

Conforme:

Signature over printed Name

Position

Duly authorized to sign quotation/offer for and on behalf
of _____ (*Please indicate name of
company*)



TERMS OF REFERENCE

Technical Specifications

Activity Title		PCLEDIO Strategic Planning		
Date of Activity	Estimated number of pax	Number of days	Unit cost	Budget estimates
02 - 03 March 2023	22	2 days	2,500.00	110,000.00
02 - 03 March 2023	22	1 night	4,000.00	88,000.00

- I. Number of Days:** Two (2) days and One (1) Night
- II. Desired Venue and/or Function:** Pasig City
- III. Type of Accommodation:**
- Board and Lodging (Full Board)
 - One (1) Triple Sharing Room
 - Eight (8) Double-bed Room
 - Three (3) Single Bed Room
 - Complimentary Breakfast (6 am to 10 am)
 - Complimentary Parking
 - Sanitized Bedding, Rooms, and Restrooms
 - Wireless internet connection (Wi-Fi), one account per apartment only
 - Use of recreational facilities featuring a swimming pool and fitness center
 - Daily replenishment of bathroom amenities
 - Daily housekeeping service
 - Arrival: 8:00 am (March 02, 2023)
 - Check-out Time: 12:00 nn (March 03, 2023)
- IV. FUNCTION ROOM REQUIREMENTS:**
- Can accommodate at least 22 pax, flexible for group activities/ workshops
 - Well-lighted and well-ventilated
 - Availability of audio-visual equipment with a stand-by assistant:
 - Use of LCD projector with screen
 - Use of a whiteboard with a whiteboard marker & eraser
 - Complete set of sound system
 - At least four (4) extension cords
 - At least two (2) wireless microphones with one (1) microphone stand, and
 - Lectern
 - Unlimited free access to the internet / Wi-Fi in all areas of the venue
 - Use of venue for at least 10 hours
 - Function room set-up: Classroom type
 - One (1) table for the Secretariat (Registration Area)
 - Mints, paper, and pencil



PASIG

LOCAL ECONOMIC DEVELOPMENT AND
INVESTMENT OFFICE

V. MEAL REQUIREMENTS

MEALS	DAY 1 March 02, 2023	DAY 2 March 03, 2023
Buffet Breakfast		/
AM Snacks	/	/
Buffet Lunch	/	/
PM Snacks	/	/
Buffet Dinner	/	/

- Breakfast – buffet breakfast and choice of hot coffee or hot chocolate
- AM & PM Snacks – sandwich or pasta with drinks
- Lunch & Dinner – 2 main dishes (fish; choice of meat: chicken, pork, or beef), vegetables, soup, dessert, rice, and cold drinks
- Free-flowing coffee and/or tea

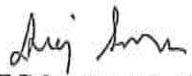
VI. OTHER REQUIREMENTS

- Maintaining cleanliness of function hall, restrooms, sleeping quarters, hallway, coffee/tea area, and dining area
- With appropriate parking area - 10 slots
- With 24-hour security, front desk, and housekeeping services
- Dates can be rebooked in case of emergency/unforeseen circumstances
- Compliant with Equal Employment Opportunity Policy (EEOP)
 - Easy access to the comfort room
 - With ramp
 - First aid kits available when needed
- With a passing rating of at least 85% in Market Analysis

Prepared by:


CRISOSTOMO IAN P. VERON CRUZ
Economist III, PCLEDIO

Reviewed and Approved by:


ATTY. DIEGO LUIS S. SANTIAGO
Officer-in-Charge, PCLEDIO