

## 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 -

**ASTORIA PLAZA SUITES**, a domestic corporation duly organized and existing under and by virtue of the laws of the Republic of the Philippines, with principal office at Amber Ave., Corner Lukban, San Antonio, Pasig City, herein represented by **CHRISTIAN JOSEPH M. BERNARDO**, 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. **100-23-02-290** for the **Lease of Venue for the Contingency Planning Course - Pasig City Disaster Risk Reduction and Management Office** from **March 20, 2023 to March 24, 2023** and **April 24, 2023 to April 28, 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 03 March 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 **ASTORIA PLAZA SUITES**;

CONTRACT NO.100-23-02-290

**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 the amount of **One Million Seven Hundred Forty Six Thousand Pesos (Php 1,746,000.00)**;

**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 20, 2023 to March 24, 2023** and **April 24, 2023 to April 28, 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 **ASTORIA PLAZA SUITES** 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 Million Seven Hundred Forty Six Thousand Pesos (Php 1,746,000.00)**;

#### **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 17  
day of MAR, 2023 at Pasig City.

**CITY OF PASIG**

**ASTORIA PLAZA SUITES**

By:

By:

  
**HON. VICTOR MA. REGIS N. SOTTO**  
City Mayor

  
**CHRISTIAN JOSEPH M. BERNARDO**  
Authorized Representative

**WITNESSES:**

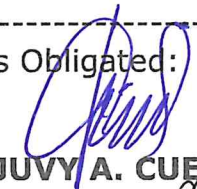
(Printed Name and Signature)

(Printed Name and Signature)

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Funds Appropriated:

Funds Obligated:

  
**MS. MARTINELLI A. SANTIAGO**  
OIC - City Budget Office

  
**MS. JUVY A. CUENCO**  
City Accountant  
100-2023-02-0014-9940-02

Funds Available:

Recommending Approval:

  
**MS. MARITA A. CALAJE**  
City Treasurer

  
**BRYANT MERYLL RUIZ Q. WONG**  
Dept. Head II - PCDRMO

**ACKNOWLEDGMENT**

REPUBLIC OF THE PHILIPPINES)  
City of QUEZON CITY ) S.S.

BEFORE ME, a Notary Public for and in the City of QUEZON CITY, on this day of MAR 17 2023, 2023, personally appeared:

Name	Government ID	Issue and Expiry Date
<b>CHRISTIAN JOSEPH M. BERNARDO</b>	<b>DRIVER'S LICENSE</b>	<b>9/19/2023</b>

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. 383  
Page No. 77  
Book No. XXV  
Series of 2023

**ATTY. ELISEO S. CALMA, JR.**  
Notary Public for Q.C. / Until Dec. 31, 2024  
Roll No. 30183  
PTR No. 40071720 / Jan. 08, 2023 / Q.C.  
IBP No. 257225, Jan. 01, 2023  
MCLE Comp. No. VII-0006924 (09/21/2021-04/14/2025)  
Adm. Matter No. NP-062 (2022-2023)  
20 Kamagong St., Sapamanai Vill. East Fairview Q.C.  
TIN: 138-541-197-000

**ACKNOWLEDGMENT**

BEFORE ME, a Notary Public for and in the City of Pasig, on this day of MAR 17 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. 209  
Page No. 49  
Book No. 18  
Series of 2023

**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



ANNEX "A"

SECRETARY'S CERTIFICATE

That I, MICHAEL T. NG, am the duly elected Corporate Secretary of Millennium Properties and Brokerage Inc. (hereinafter called the "Corporation"), a domestic corporation duly organized and existing under and by virtue of the laws of the Philippines, with office address at 15 J. Escrivá Drive, Pasig City and in my capacity as such do hereby certify that at the Special Meeting of the Board of Directors held on November 28, 2022 the following resolutions were adopted:

RESOLVED, That the Corporation, Millennium Properties and Brokerage Inc., be authorized as its hereby authorized representative, CHRISTIAN JOSEPH M. BERNARDO, to communicate, transact, and collect payment on behalf of the corporation to PASIG CITY HALL under the name of Millennium Properties and Brokerage Inc. or Astoria Plaza;

RESOLVED FURTHER, That the representative, CHRISTIAN JOSEPH M. BERNARDO, be authorized and empowered as he is hereby authorized and empowered to collect and follow-up with the Pasig City Hall, any and all papers, instruments and agreements, required to execute the foregoing transaction as may be necessary to effect the above - described transaction, under such terms and conditions as said representative may deem most beneficial to the Corporation;

RESOLVED FURTHER AND FINALLY, That this authorization shall remain valid and effective unless otherwise revoked or modified by a subsequent Board Resolution.


IN WITNESS WHEREOF, I have hereunto set my signature this

MAR 03 2023 at QUEZON CITY

  
MICHAEL T. NG  
Corporate Secretary

SUBSCRIBED AND SWORN to before me, this day of MAR 03 2023 at QUEZON CITY, affiant exhibiting to me his Driver's License No. N084-84-005999 issued on December 31, 2017 and expiring on December 31, 2022 at LTO Quezon City.

Doc. No. 3571  
Page No. 511  
Book No. Xxii  
Series of 2023

  
ATTY. ELISEO S. CALMA, JR.  
Notary Public for Q.C. (Until Dec. 31, 2024)  
Notary Public 88  
PTR No. 4007172D/Jan. 03, 2023/Q.C.  
BP No. 257225, Jan. 01, 2023  
MCLE Comp. No. VR-0006924(09/21/2021-04/14/2025)  
Adm. Matter No. NP-062(2022-2023)  
20 Kamagong St., Sapananai Vill. East Fairview Q.C.  
Tel: 138-541-197-000



PROCUREMENT MANAGEMENT OFFICE

ANNEX "B"

REQUEST FOR QUOTATION/INVITATION FOR NEGOTIATION

<b>Date</b>	: 01 March 2023
<b>Project Title</b>	: Lease of Venue for the Contingency Planning Training Course - Pasig City Disaster Risk Reduction and Management Office
<b>Mode of Procurement</b>	: Negotiated Procurement (Lease of Real Property or Venue)
<b>RFQ No.</b>	: 100-23-02-290
<b>Approved Budget for the Contract</b>	: Two Million Five Hundred Twenty Thousand Pesos (Php 2,520,000.00)
<b>Deadline and Place for the Submission of Quotation</b>	: Please submit the accomplished Quotation and required documents not later than <u>03 March 2023, 10:15 AM</u> at the Bids and Awards Committee (BAC) through the <b>Procurement Management Office (BAC Secretariat Office), 4<sup>th</sup> Floor, Pasig City Hall, San Nicolas, Pasig City.</b>  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.
<b>Date, Time and Place of the Negotiation</b>	: 03 March 2023, (Friday) 10:30 AM, 7 <sup>th</sup> Floor, Meeting Room, Pasig City Hall
<b>TERMS</b>	: The lease contract shall commence from <b>March 20, 2023 to March 24, 2023</b> and <b>April 24, 2023 to April 28, 2023</b>
<b>NOTES</b>	: 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"
<b>Lease of Venue for Contingency Planning Training Course - Pasig City Disaster Risk Reduction and Management Office under PR No. 100-23-02-290</b>	
<b>TECHNICAL SPECIFICATIONS/SCOPE OF WORK</b>	
<p><b>Procurement Title</b> 2 batches 4-day Contingency Planning Training Course Target Dates: Batch 1 - (March 20-24, 2023) Batch 2 - (April 24-28, 2023)</p> <p><b>Location/ Desired Venue</b> Outside Pasig City Hall within Metro Manila</p> <p><b>Type of Accommodation</b> Live- in seminar with Twin Sharing Accommodation</p> <p><b>Board and Lodging</b></p> <ul style="list-style-type: none"> <li>- Twin sharing rooms, sanitized beddings, rooms and restroom</li> <li>- Air-conditioned</li> <li>- 24 hours hot and cold shower</li> <li>- Arrival: <ul style="list-style-type: none"> <li>• <b>Batch 1</b></li> </ul> </li> </ul> <p>Day 0: March 20, 2023 (Monday) at 2:00 PM for 10 pax Day 1: March 21, 2023 (Tuesday) at 2:00 PM for 40 participants</p> <ul style="list-style-type: none"> <li>- Check out</li> </ul> <p>Day 5: March 24, 2023 (Friday) at 12:00 NN for 50 persons</p> <ul style="list-style-type: none"> <li>-Arrival: <ul style="list-style-type: none"> <li>• <b>Batch 2</b></li> </ul> </li> </ul> <p>Day 0: April 24, 2023 (Monday) at 2:00 PM for 10 pax Day 1: April 25, 2023 (Tuesday) at 2:00 PM for 40 participants</p> <ul style="list-style-type: none"> <li>-Check out</li> </ul> <p>Day 5: April 28, 2023 (Friday) at 12 NN for 50 persons</p>	



<p><b>Function Room</b></p> <ul style="list-style-type: none"> <li>- Free flowing coffee and tea</li> <li>- Use of function hall for the duration of the training (at least 12 hours per day) and must be spacious enough to meet minimum health standards for 50 persons; class room set –up for tables and chairs with secretariat tables and chair at the back</li> <li>- Availability of extension cords, audio- visual equipment with at least 4 microphones and stand- by personnel/ technician from the hotel</li> <li>- 2 whiteboard and 4 easel stand (or any similar stand)</li> <li>-allow the working team to set up the venue the afternoon or night before the morning of Day 1</li> </ul>																																					
<p><b>Meals Requirements</b></p> <table border="1"> <thead> <tr> <th></th> <th>Breakfast</th> <th>AM Snack</th> <th>Lunch</th> <th>PM Snack</th> <th>Dinner</th> </tr> </thead> <tbody> <tr> <td>Day 0 (10 pax)</td> <td></td> <td></td> <td></td> <td></td> <td>✓</td> </tr> <tr> <td>Day 1 (50 pax)</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>Day 2 (50 pax)</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>Day 3 (50 pax)</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>Day 4 (50 pax)</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>- AM and PM Snack: any light food with drinks</li> <li>- Breakfast: Typical Filipino breakfast with choice of plain rice, fried rice and bread</li> <li>- Lunch and Dinner: 3 viands with a combination of vegetable and fish and choice of meat (chicken, beef, pork), soup, rice dessert and drink</li> </ul>			Breakfast	AM Snack	Lunch	PM Snack	Dinner	Day 0 (10 pax)					✓	Day 1 (50 pax)	✓	✓	✓	✓	✓	Day 2 (50 pax)	✓	✓	✓	✓	✓	Day 3 (50 pax)	✓	✓	✓	✓	✓	Day 4 (50 pax)	✓	✓	✓	✓	✓
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<p><b>Other Requirements:</b></p> <ul style="list-style-type: none"> <li>- With available free parking enough for the participants</li> <li>- With 24 hour security, front desk and housekeeping services</li> <li>- Provision of backdrop for the activity with the program title</li> <li>- Maintaining of cleanliness of function hall, restrooms, hallway, and dining area</li> </ul>																																					
<p><b>FINANCIAL PROPOSAL</b></p>																																					
<p><b>Name of Project</b></p>	<p><b>Grand Total Cost for the Lease of Venue</b></p>																																				
<p><b>Lease of Venue for Contingency Planning Training Course- Pasig City Disaster Risk Reduction and Management Office under PR No. 100-23-02-290</b></p>	<p>PhP _____</p> <p><b>(Amount in Figures)</b></p> <hr/> <hr/>																																				
	<p><b>(Amount in words of Grand Total Cost)</b></p>																																				

**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

### A. PROCUREMENT TITLE

2 batches 4 day Contingency Planning Training Course

Target Dates:

Batch 01 March 20-24, 2023

Batch 02 April 24-28, 2023

### B. LOCATION/ DESIRED VENUE

Outside Pasig City Hall within Metro Manila

### C. TYPE OF ACCOMMODATION

Live-in seminar with twin sharing accommodation

#### I. Board and Lodging

- Twin sharing rooms, Sanitized beddings, rooms and restroom
- Air-conditioned
- 24 hours hot and cold shower

- Arrival

Batch 01

Day 0: March 20, 2023 (Monday) at 02:00 pm for 10 pax

Day 1: March 21, 2022 (Tuesday) at 02:00pm for 40 participants

Check-out

Day 5: March 24 (Friday) at 12 noon for 50 persons

- Arrival

Batch 02

Day 0: April 24, 2023 (Monday) at 02:00 pm for 10 pax

Day 1: April 25, 2022 (Tuesday) at 02:00pm for 40 participants

Check-out

Day 5: April 28 (Friday) at 12 noon for 50 persons

#### II. Function Room

- Free flowing coffee and tea
- Use of Function hall for the duration of the training (at least 12 hrs per day) and must be spacious enough to meet minimum health standards for 50 persons; Class room set-up for tables and chairs with secretariat tables and chair at the back
- Availability of extension cords, audio visual equipment with at least 4 microphones and stand-by personnel/ technician from the hotel
- Projector and projector screen
- 2 Whiteboard and 4 Easel Stand (or any similar stand)
- Allow the working team to set up the venue the afternoon or night before the morning of Day 1

#### III. Meal

	Breakfast	AM Snack	Lunch	PM Snack	Dinner
Day 0, 10 pax	x	x	x	x	☑
Day 1, 50 pax	☑	☑	☑	☑	☑
Day 2, 50 pax	☑	☑	☑	☑	☑
Day 3, 50 pax	☑	☑	☑	☑	☑
Day 4, 50 pax	☑	☑	☑	☑	☑



**PASIG**  
UNRAVELLED AND PRESERVED


Disaster Risk Reduction and Management Office

- AM and PM Snack Any light food with drinks
- Breakfast: Typical Filipino Breakfast with a choice of plain rice, fried rice and bread
- Lunch and dinner: 3 Viands with a combination of vegetable and fish and choice of meat (chicken, beef, pork), soup, rice, dessert and drink

IV. Other

- With available free parking enough for the participants
- With 24 hour security, front desk and housekeeping services
- Provision of backdrop for the activity with the program title
- Maintaining of cleanliness of function hall, restrooms, hallway, and dining area

Prepared by:

  
**BRYANT MERYLL RUIZ Q. WONG, RN, EMT, MPM**  
*City Government Department Head II*