

## **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 -

**PRIVE PROPERTIES DEVELOPMENT 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 706, Shaw Blvd., Kapitolyo, Pasig herein represented by **MA. ANGELA CAMILLE R. DE CASTRO**, 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.

### W I T N E S S E T H :

**WHEREAS**, the LESSEE has a lease requirement for venue under Purchase Request No. **100-23-03-388** for the **Lease of Venue for the Strategic Planning of Business Permits and Licensing Department** from May 8 to 9, 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 three (3) potential lessors responded;

**WHEREAS**, on 26 April 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 **PRIVE**

**CONTRACT NO.100-23-02-388**

**PROPERTIES DEVELOPMENT INC.;**

**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 Hundred Fifty Thousand Fifty Pesos (Php 150,050.00)**;

**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 8 to 9 May 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 **PRIVE PROPERTIES DEVELOPMENT 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 Fifty Thousand Fifty Pesos (Php 150,050.00)**.

**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,

**CONTRACT NO.100-23-02-388**

MAY 03 2023


IN WITNESS WHEREOF, the parties hereto set their hands this \_\_\_\_\_ day of \_\_\_\_\_, 2023 at Pasig City.


**CITY OF PASIG**

**PRIVE PROPERTIES DEVELOPMENT INC.**

By:

By:

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

  
**MA. ANGELA CAMILLE R. DE CASTRO**  
Authorized Representative

**WITNESSES:**


(Printed Name and Signature)

(Printed Name and Signature)

Funds Appropriated:

Funds Obligated:


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

  
**MS. JUVIA A. CUENCO**  
City Accountant  
100-2023-03. 0015-1015

Funds Available:

Recommending Approval:

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

  
**MELANIE B. DE MESA**  
City Gov't. Dept. Head II- BPLO

**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 MAY 03 2023, 2023, personally appeared:

Name	Government ID	Issue and Expiry Date
<b>MA. ANGELA CAMILLE R. DE CASTRO</b>	UMID 0111-7601376-8	NONE

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. 426  
Page No. 86  
Book No. 69  
Series of 2023

*Lamon*  
**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 Fir. Armal Centre, U. Velasco, Ave.,  
 Malinao, Pasig City

**ACKNOWLEDGMENT**

BEFORE ME, a Notary Public for and in the City of Pasig, on this day of MAY 03 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. 371  
Page No. 76  
Book No. 29  
Series of 2023

*[Signature]*  
**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  
**CONTRACT NO.100-23-02-388**

SECRETARY'S CERTIFICATE

I, **TRINIDAD ANGELICA PEREZ**, of legal age, Filipino, with office address at **706 SHAW BOULEVARD PASIG CITY**, after having been sworn in accordance with law, hereby depose and say as follows:

- 1) That I am the duly elected Corporate Secretary of **PRIVE PROPERTIES DEVELOPMENT INC. - PRIVATO HOTEL ORTIGAS**, a corporation duly organized and existing and by virtue of the laws of the Republic of the Philippines, with principal office at **706 SHAW BOULEVARD PASIG CITY**;
- 2) That I am the custodian of the corporate books and records of the Bank, including the Minutes and Resolutions of its Board of Directors;
- 3) That at the Regular/Special Meeting of the Board of Directors held on **MARCH 4, 2022**, during which a quorum was present and acted throughout, the following resolution was unanimously approved:

RESOLVED, that the following officer be hereby authorized and directed to execute on behalf of the corporation any and all instruments, documents and papers necessary and proper to carry out all activities and transaction in enrolling and/or amending documents with **CITY GOVERNMENT OF PASIG**

NAME	POSITION	SPECIMEN SIGNATURE
MA. ANGELA CAMILLE DE CASTRO	SALES EXECUTIVE	

- 4) That the foregoing resolution has not been altered, modified, nor revoked; and that the same is now in full force and effect; and
- 5) That I am executing this Certificate for whatever legitimate purpose it may serve.

IN WITNESS WHEREOF, I have hereunto affixed my signature and the seal of the company on

this FEB 20 2023 day of \_\_\_\_\_ at Pasig City

  
**TRINIDAD ANGELICA PEREZ**  
Corporate Secretary

FEB 20 2023 day of \_\_\_\_\_ at Pasig City

Subscribed and sworn to me before this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_, affiant exhibiting to me his (\_\_\_\_\_) \_\_\_\_\_ Issued on \_\_\_\_\_ in \_\_\_\_\_ and her \_\_\_\_\_, which will expire on \_\_\_\_\_

Doc. No. 471 :  
Page No. 89 :  
Book No. 55 :  
Series of 7024 :

  
**ATTY. LETICIA M. AMON**  
**NOTARY PUBLIC**  
Pasig, Pateros & San Juan  
Valid Until December 31, 2023  
Roll No. 22188  
PTR AA No. 01102601-03-23  
Lifetime IBP Number No. 04286  
Official Receipt No. 574709, IBP Chapter  
MCLE Compliance No. VII-000050/6-18-2019  
Ground Flr. Armal Centre, U. Velasco, Ave.,  
Malinao, Pasig City



ANNEX "B"

REQUEST FOR QUOTATION/INVITATION FOR NEGOTIATION

Date	24 April 2023
Project Title	Lease of Venue for the Strategic Planning of Business Permits and Licensing Department
Mode of Procurement	Negotiated Procurement (Lease of Real Property or Venue)
RFQ No.	100-23-02-388
Approved Budget for the Contract	Five Hundred Thousand Pesos (Php 500,000.00)
Deadline and Place for the Submission of Quotation	Please submit the accomplished Quotation and required documents not later than <u>26 April 2023, Wednesday, 1:45 PM</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.
Date, Time and Place of the Negotiation	26 April 2023, 2:00 PM, 7 <sup>th</sup> Floor Meeting Room, Pasig City Hall
TERMS	The lease contract shall commence from <b>May 8, 2023 to May 9, 2023.</b>
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



f

Description of Service Requirement	Offered Technical Proposal Please fill in with either: "Comply" or "Not Comply"															
<b>Lease of Venue for the Strategic Planning of Business Permits and Licensing Department under PR No. 100-23-02-388</b>																
<b>TECHNICAL SPECIFICATIONS/SCOPE OF WORK</b>																
<p>Arrival: 8:00 am (May 8, 2023) Check-out Time: 12:00 nn (May 9, 2023)</p> <p><b>I. Number of Days: Two (2) days and One (1) night</b> <b>II. Desired Venue and/or Function: Pasig City</b> <b>III. Type of Accommodation:</b></p> <p>Board and Lodging (Full Board)</p> <ul style="list-style-type: none"> <li>• Six (6) single Bed Room</li> <li>• Seventeen (17) Double Bed Room</li> <li>• Complimentary breakfast (6 AM to 10 AM)</li> <li>• Complimentary Parking</li> <li>• Sanitized Bedding, Rooms and Restrooms</li> <li>• Wireless Internet Connection (Wi-Fi), one account per apartment only</li> <li>• Use of recreational facilities featuring a swimming pool and fitness center</li> <li>• Daily replenishment of bathroom amenities</li> <li>• Daily housekeeping service</li> </ul>																
<p><b>Function Room Requirements</b></p> <ul style="list-style-type: none"> <li>• Can accommodate at least 40 pax, flexible for group activities/workshops</li> <li>• Well-lighted and well-ventilated</li> <li>• Availability of Audio-visual equipment with stand-by assistant: <ul style="list-style-type: none"> <li>◦ Use of LCD projector with screen</li> <li>◦ Use of Whiteboard with whiteboard pen &amp; eraser</li> <li>◦ Complete set of sound system</li> <li>◦ At least four (4) extension cords</li> <li>◦ At least two (2) wireless microphones with one (1) microphone stand.</li> </ul> </li> <li>• Unlimited free access to internet/WIFI in all areas of venue</li> <li>• Use of venue for atleast 10 hours</li> <li>• Function room set-up: Classroom Type</li> <li>• One (1) tables for the secretariat (Registration Area) and Technical Staff</li> <li>• Mint, Paper and Pencil</li> </ul>																
<p><b>Meals Requirements</b></p> <table border="1" data-bbox="280 1857 1070 2118"> <thead> <tr> <th>MEALS</th> <th>Day 1</th> <th>Day 2</th> </tr> </thead> <tbody> <tr> <td>Buffet Breakfast</td> <td></td> <td>✓</td> </tr> <tr> <td>AM Snacks</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>Buffet Lunch</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>PM Snacks</td> <td>✓</td> <td>✓</td> </tr> </tbody> </table>	MEALS	Day 1	Day 2	Buffet Breakfast		✓	AM Snacks	✓	✓	Buffet Lunch	✓	✓	PM Snacks	✓	✓	
MEALS	Day 1	Day 2														
Buffet Breakfast		✓														
AM Snacks	✓	✓														
Buffet Lunch	✓	✓														
PM Snacks	✓	✓														

Buffet Dinner	✓	✓	
<ul style="list-style-type: none"> <li>• Breakfast- Buffet breakfast and choice of hot coffee or hot chocolate</li> <li>• AM and PM Snacks - sandwich or pasta; with drinks</li> <li>• Lunch and Dinner - 2 main dishes (fish; choice of meat: chicken, pork, or beef), vegetables, soup, rice, dessert, cold drinks</li> <li>• Free flowing coffee and/or tea</li> </ul>			
<b>Other Requirements:</b> <ul style="list-style-type: none"> <li>• Maintaining cleanliness - function hall, restrooms, sleeping quarters, hallway, coffee/tea area and dining area</li> <li>• With appropriate parking area - 10 slots</li> <li>• With 24-hour security, front-desk and housekeeping service</li> <li>• Dates can be re-booked in case of emergency/unforeseen circumstances.</li> <li>• Function room and Accommodation rooms should be on the same building</li> <li>• Compliant to Equal Employment Opportunity Policy (EEOP) <ul style="list-style-type: none"> <li>○ Easy access of comfort room</li> <li>○ With ramp</li> <li>○ First Aid Kits available when needed</li> </ul> </li> <li>• With a passing rating of at least 85% in Market Analysis</li> </ul>			
<b>FINANCIAL PROPOSAL</b>			
<b>Name of Project</b>	<b>Grand Total Cost for the Lease of Venue</b>		
<b>Lease of Venue for the Strategic Planning of Business Permits and Licensing Department under PR No. 100-23-02-388</b>	PhP _____ <b>(Amount in Figures)</b>		
	<hr/> <hr/>		
	<b>(Amount in words of Grand Total Cost)</b>		

**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). The nature of business as stated in the Mayor's/Business Permit should at the very least be similar or related to the project to be bid.
  
2. Latest Income or Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (EFPS).



In accordance with Revenue Regulation No. 3-2005, the above-mentioned tax returns shall refer to the following:

- Latest Income Tax Return (ITR) - For participants already with an Annual ITR, latest ITR shall refer to the ITR for the preceding Tax Year be it on a calendar or fiscal year. For new establishments which, therefore, have no annual ITR yet, it shall refer to the most recent quarter's ITR.
- Latest Business Tax Return - refers to the Value Added Tax (VAT) or Percentage Tax returns covering the previous six (6) months.

3. Philippine Government Electronic Procurement System (PhilGEPS) Registration Number or PhilGEPS Platinum Certificate of Registration and Membership;

4. Accomplished and notarized Omnibus Sworn Statement. - ([https://www.gppab.gov.ph/assets/forms/Omnibus%20Sworn%20Statement\(Revised\).docx](https://www.gppab.gov.ph/assets/forms/Omnibus%20Sworn%20Statement(Revised).docx))

5. 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), and to the Implementing Rules and Regulations of the Republic Act No. 9184. We further certify that we have read and agree to the Terms of Reference, if any, attached in the Request for Quotation.

We understand that the 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*)



ANNEX "B"

TERMS OF REFERENCE

Technical Specification

Activity Title		BPLD Strategic Planning		
Date of Activity	Estimated number of pax	Number of days	Unit Cost	Budget Estimates
8-9 May 2023	40	2 days	2,500.00	200,000.00
8-9 May 2023	40	1 night	4,000.00	160,000.00

- 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)
    - Six (6) Single Bed Room
    - Seventeen (17) Double-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 (May 8, 2023)
      - Check-out Time : 12:00 nn (May 9, 2023)
- IV. **FUNCTION ROOM REQUIREMENTS:**
  - Can accommodate at least 40 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 whiteboard marker and 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



V. MEAL REQUIREMENTS


MEALS	DAY 1 MAY 8, 2023	DAY 2 MAY 9, 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, hallways, 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 (EEO)
  - 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:

  
ANTONINO L. CAMUYONG III  
Procurement Officer

Reviewed and Approved by:

  
MELANIE B. DE MESA  
Head, BPLD