

## **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 -

**MILLENNIUM PROPERTIES AND BROKERAGE INCORPORATED.**, a domestic corporation duly organized and existing under and by virtue of the laws of the Republic of the Philippines, with principal office at 352 Capt. H. Javier St. Oranbo, 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. **100-23-04-740** for the **Lease of Venue for the Conduct of 2<sup>nd</sup> City Development Council (CDC) Meeting on 23 May 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 one (1) potential lessors responded;

**WHEREAS**, on 05 May 2023, the **LESSEE**, through its BAC, conducted negotiation and evaluation and found the **LESSOR's** quotation to be responsive;

**CONTRACT NO. 100-23-04-740**

**WHEREAS**, the **LESSOR** thus offered for lease to the **LESSEE** a venue, accommodations, function room, equipment, and meals in Astoria Plaza 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 the amount of **Two Hundred Eighty Thousand Five Hundred Pesos (Php 280,500.00)**;

**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 on 23 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 **MILLENNIUM PROPERTIES AND BROKERAGE INCORPORATED.**, 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 **Two Hundred Eighty Thousand Five Hundred Pesos (Php 280,500.00)**.

#### **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.

**CONTRACT NO. 100-23-04-740**

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 MAY 2023 day of \_\_\_\_\_, 2023 at Pasig City.

**CITY OF PASIG**

**MILLENNIUM PROPERTIES AND  
BROKERAGE INCORPORATED.**

By:

By:

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

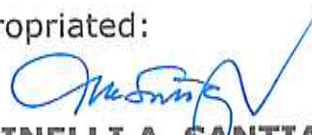
  
**CHRISTIAN JOSEPH M. BERNARDO**  
Authorized Representative

WITNESSES:

(Printed Name and Signature)

(Printed Name and Signature)

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Funds Appropriated:

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


Funds Obligated:

  
**MS. JUYYA A. CUENCO**  
City Accountant  
100-2023-04-0222-1041

Funds Available:

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

Recommending Approval:

  
**PRISCELLA B. MEJILLANO**  
City Gov't Dept. Head II (CPDO)

**CONTRACT NO. 100-23-04-740**

**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 MAY 17, 2023, 2023, personally appeared:

Name	Government ID	Issue and Expiry Date
<b>CHRISTIAN JOSEPH M. BERNARDO</b>	<b>DRIVER'S LICENSE</b> <b>D16-99-213546</b>	<b>9/19/23</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. AK  
Page No. 25  
Book No. XXXIX  
Series of 2023

**ATTY. ELISEO S. CALMA, JR.**  
Notary Public for Q.C. / Until Dec. 31, 2024  
Roll No. 50183  
PTR No. 400717210 / Jan. 03, 2023 / Q.C.  
IBP No. 257925, Jan. 01, 2023  
MCLE Comp. No. VII-0006924(09/21/2021-04/14/2025)  
Adm. Matter No. NF-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 MAY 18 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. 217  
Page No. 45  
Book No. 24  
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

**CONTRACT NO. 100-23-04-740**

SECRETARY'S CERTIFICATE

Annex "A"

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.

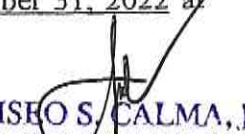
IN WITNESS WHEREOF, I have hereunto set my signature this

~~MAY 05 2023~~ at ~~QUEZON CITY~~

  
MICHAEL T. NG  
Corporate Secretary

~~QUEZON CITY~~ SUBSCRIBED AND SWORN to before me, this day of MAY 05 2023 at \_\_\_\_\_, 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. 171  
Page No. 55  
Book No. XXIV  
Series of 2023

  
ATTY. ELISEO S. CALMA, JR.  
Notary Public for Q.C. / Until Dec. 31, 2024  
Notary Public 88  
PTR No. 40071720 / Jan. 03, 2023 / Q.C.  
TBP No. 257225, Jan. 01, 2023  
JAL Comp. No. VII-0006924(09/21/2021-04/14/2025)  
Adm. Matter No. NP-062(2022-2023)  
20 Kamagong St., Sapaanai Vill. East Fairview Q.C.  
TEL: 138-541-197-000



**REQUEST FOR QUOTATION/INVITATION FOR NEGOTIATION**


Date	02 May 2023
Project Title	Lease of Venue for the Conduct of the 2 <sup>nd</sup> City Development Council (CDC) Meeting – City Planning and Development Office
Mode of Procurement	Negotiated Procurement (Lease of Real Property or Venue)
RFQ No.	100-23-04-740
Approved Budget for the Contract	Two Hundred Ninety Seven Thousand Pesos (Php 297,000.00)
Deadline and Place for the Submission of Quotation	Please submit the accomplished Quotation and required documents not later than <u>05 May 2023, 1:45 PM</u> at the Bids and Awards Committee (BAC) through the Procurement Management Office (BAC Secretariat Office), <u>4<sup>th</sup> Floor, Pasig City Hall, San Nicolas, Pasig City</u> .  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	05 May 2023, 2:00 PM, 7 <sup>th</sup> Floor, Meeting Room, Pasig City Hall
TERMS	The lease contract shall commence on 23 May 2023.
NOTES	<ol style="list-style-type: none"><li>1. Lessor shall submit their offer/quotation through their duly authorized representatives</li><li>2. Quotations submitted exceeding the Approved Budget for the Contract (ABC) shall be rejected.</li><li>3. The prices quoted are to be paid in Philippine Currency.</li><li>4. All prices quoted are subject to all Philippine Tax Statutes.</li><li>5. Award of contract shall be made to the lowest quotation which complies with the technical specifications and other terms and conditions stated herein.</li><li>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.</li><li>7. The CITY GOVERNMENT OF PASIG reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.</li></ol>

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](mailto: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 the Conduct of the 2<sup>nd</sup> City Development Council (CDC) Meeting – City Planning and Development Office under PR No. 100-23-04-740</b>	
<b>TECHNICAL SPECIFICATIONS/SCOPE OF WORK</b>	
<p>23 May 2023</p> <p>Number of Days: 1 day</p> <p>Desired Venue and/or Function: Within Pasig City</p> <p>Type of Accommodation: Live-out for 165 pax</p>	
<p><b>Function Room Requirements</b></p> <ul style="list-style-type: none"> <li>• LARGE FUNCTION ROOM (11:00 AM to 5:00 PM)</li> <li>• Fully air-conditioned and well lighted</li> <li>• Classroom type, flexible enough to accommodate at least 180 pax following the IATF Guidelines and flexible for group activities/workshops</li> <li>• Availability of audio-visual equipment with stand-by assistant</li> <li>• LCD/LED projector and large LCD/LED Screen/Wall (Full HD with estimated size of not less than 7m X 4m; preferably projection if from the rear-side of the screen if LCD)</li> <li>• At least one (1) white board with whiteboard pen &amp; eraser</li> <li>• Complete set of sound system with technical assistant during the entire activity</li> <li>• Extensions cords that are available/accessible by the participants</li> <li>• At least five (5) microphones with two (2) microphone stands, if wireless, with charging/battery provision</li> <li>• Podium/lectern</li> <li>• Unlimited and stable free access to internet / WIFI in all areas of venue</li> <li>• Complete chairs and tables set-up with covers and simple centerpiece</li> <li>• Two (2) tables for the Secretariat (Registration Area and Activity Secretariat) and two (2) tables inside the function room for facilitators</li> <li>• Presidential table (good for 10 pax) below the platform/stage</li> <li>• NO PILLARS WITHIN THE FUNCTION HALL</li> <li>• Good soundproofing of hall, there will be no/very minimal noise coming from the adjacent events hall</li> </ul>	
<p><b>Meals Requirements</b></p> <p><b>LUNCH : Plated</b></p> <p><b>PM Snack: Plated</b></p> <ul style="list-style-type: none"> <li>• For lunch: 3 main dishes (fish; choice of meat: chicken, pork, or beef; and vegetables), soup, rice, dessert, bottomless drinks (choice of iced tea or mango juice)</li> <li>• PM Snacks: native food, with bottomless drinks (choice of iced tea or mango juice)</li> <li>• Free flowing brewed coffee and tea</li> <li>• Food attendants</li> <li>• Candies, paper and pencil</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>• Free alcohol and paper towels</li> <li>• Provision for backdrop for the activity</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 Conduct of the 2<sup>nd</sup> City Development Council (CDC) Meeting – City Planning and Development Office</b>	<p>PhP _____</p> <p><b>(Amount in Figures)</b></p> <p>_____</p> <p>_____</p> <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). 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.gppb.gov.ph/assets/forms/Omnibus%20Sworn%20Statement\(Revised\).docx](https://www.gppb.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)*



## TERMS OF REFERENCE

### Technical Specifications

<i>Activity Title+</i>	2 <sup>nd</sup> DEVELOPMENT COUNCIL MEETING FOR 2023
<i>Budget Reference Code</i>	1000-000-2-1-09-005-001-000
<i>Purchase Request No.</i>	100-23-04-740

DATE OF ACTIVITY	Estimated Number of Pax	Number of Days	Total Estimated Budget
May 23, 2023	165 pax	Food (Lunch, PM Snack) and Venue (Live-out)	Php 297,000.00

- I. *Number of Days: 1 day*
- II. *Desired Venue and/or Function: Within Pasig City*

Function Room Requirements:
<ul style="list-style-type: none"><li>• <i>LARGE FUNCTION ROOM: May 23, 2023 (11:00 am to 5:00pm)</i></li><li>• <i>Fully airconditioned and well-lighted</i></li><li>• <i>Classroom type, flexible enough to accommodate at least 180 pax following the IATF Guidelines and flexible for group activities/workshops</i></li></ul>
<ul style="list-style-type: none"><li>• <i>Availability of audio-visual equipment with stand-by assistant</i></li><li>• <i>LCD/LED projector and large LCD/LED Screen/Wall (Full HD with estimated size of not less than 7m X 4m; preferably projection if from the rear-side of the screen if LCD )</i></li><li>• <i>At least one (1) white board with whiteboard pen &amp; eraser</i></li><li>• <i>Complete set of sound system with technical assistant during the entire activity</i></li><li>• <i>Extensions cords that are available/accessible by all the participants</i></li><li>• <i>At least five (5) microphones with two (2) microphone stands, if wireless, with charging/battery provision</i></li><li>• <i>Podium/lectern</i></li></ul>
<ul style="list-style-type: none"><li>• <i>Unlimited and stable free access to internet / WI-FI in all areas of venue</i></li><li>• <i>Complete chairs and tables set-up with covers and simple centerpiece</i></li><li>• <i>Two (2) tables for the Secretariat (Registration Area and Activity Secretariat) and two (2) tables inside the function room for facilitators</i></li><li>• <i>Presidential table (good for 10 pax) below the platform/stage</i></li><li>• <i>NO PILLARS WITHIN THE FUNCTION HALL</i></li><li>• <i>Good soundproofing of hall, there will be no/very minimal noise coming from the adjacent events hall</i></li></ul>



LUNGSOD NG  
**PASIG**

UNYAKSAP ANG PAKIKI-ASA

TANGGAPAN NG PAGPAPLANO AT  
PAGPAPAUNLAD NG LUNGSOD

**Meals Requirements**

*Lunch - Plated*


*PM Snack - Plated*

- *For lunch: 3 main dishes (fish; choice of meat: chicken, pork or beef; and vegetables), soup, rice, dessert, bottomless drinks (choice of iced tea or mango juice)*
- *PM Snacks: native food, with bottomless drinks (choice of iced tea or mango juice)*
- *Free flowing brewed coffee and tea*
- *Free Flowing water in the function room during official use*
- *Food attendants*
- *Candies, paper and pencil*

**Other Requirement/s:**


- *Maintaining cleanliness-function hall, restrooms, sleeping quarters, hallway, coffee/tea area, and dining area*
- *Free alcohol and paper towels*
- *Provision for backdrop for the activity*

Prepared by:

  
LYSIEL S. BACSAL  
Administrative Aide VI

Reviewed/Approved By:

FOR:

  
ENP. PRISCELLA B. MEJILLANO, MGM  
CGDH II - City Planning and Development  
Coordinator