

## 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 Ave., 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. **100-23-04-707** for the **Lease of Venue for the Development of Competency Framework & Competency -Based Job Descriptions for Social Sectors (OPTA)** from **22 to 23 May 2023, 13 to 14 June 2023, 20 to 21 June 2023, 04 to 05 July 2023, 18 to 19 July 2023, 08 to 09 August 2023 and 15 to 16 August 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 08 May 2023, the LESSEE, through its BAC, conducted negotiation and evaluation and found the LESSOR's quotation to be responsive;

CONTRACT NO. 100-23-04-707

**WHEREAS**, the **LESSOR** thus offered for lease to the **LESSEE** a venue, accommodations, function room, equipment, and meals in Oakridge Properties Inc. – 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 the amount of **Eight Hundred Forty Thousand Pesos Only (Php 840,000.00)**;

**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 **22 to 23 May 2023, 13 to 14 June 2023, 20 to 21 June 2023, 04 to 05 July 2023, 18 to 19 July 2023, 08 to 09 August 2023 and 15 to 16 August 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 **Eight Hundred Forty Thousand Pesos Only (Php 840,000.00)**.

#### **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.

**CONTRACT NO. 100-23-04-707**

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 MAY 2023 day of \_\_\_\_\_, 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  
100-2023-04-0289-1032

Funds Available:

Recommending Approval:

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

  
**ELVIRA R. FLORES**  
City Gov't Dept. Head II (HRDO)

**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 17 2023, 2023, personally appeared:

Name	Government ID	Issue and Expiry Date
<b>JANICE AIRENE Z. TIAMBENG</b>	Driver's License NDI-10 - 001054	JAN 01, 2024

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. 208  
Page No. 10  
Book No. 09  
Series of 2023

*Leticia M. Amon*  
**ATTY. LETICIA M. AMON**  
 Notary Public  
 Pasig, Pateros & San Juan  
 Valid Until December 31, 2023  
 Roll No. 22188  
 PTR AA No. 0112300/01-03-23  
 Lifetime IBP Member No. 04286  
 Official Receipt No. 574709, IBP Chapter  
 MCLE Compliance No. VII-0000050/6-18-2019  
 Ground Flr. Annex 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 19 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. 14  
Page No. 3  
Book No. II  
Series of 2023

*Gio Carlo C. Mendoza*  
**GIO CARLO C. MENDOZA**  
 Notary Public for Pasig, San Juan & Pateros  
 Until 31 December 2023  
 Appointment No. 129  
 PTR No. 0112750, 04 January 2023, Pasig City  
 IBP Lifetime No. 016515, Laguna  
 Roll of Attorneys No. 69172  
 MCLE Compliance No. VII-0023809  
**CONTRACT NO. 100-23-04-707**  
 Valid until 14 April 2025

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:

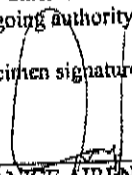
1. I am the duly elected and qualified Assistant Corporate Secretary of OAKRIDGE PROPERTIES, INC. doing business under the names and styles of Discovery Centre; Oakridge Mansion; Discovery Suites; 22 Prime; Resto 5; and Serendipity Lounge (the "Corporation"), a corporation organized and existing under 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 Airene 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 AIRENE Z. TIAMBENG

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

  
KRISTINE MARIE E. LIBERATO  
Assistant Corporate Secretary

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

Doc. No. 457;  
Page No. 95;  
Book No. IV;  
Series of 2020.

ISAIAH G. SAN MIGUEL  
Notary Public for Cities of Pasig and San Juan  
and in the Municipality of Pateros  
Appointment No. 225 (2019-2020)  
Commission Expires on December 31, 2020  
2704 East Tower, PSE Centre, Exchange Road  
Ortigas Center, 1605 Pasig City  
P/O: (65) 4681-01 01 01 01 (Manatuyong  
HS) No. 180-01079 / 04.22.19 / PPLM  
Roll of Attorneys No. 54234  
MCLE No. VI-0975655 / 04.15.19



#### REQUEST FOR QUOTATION/INVITATION FOR NEGOTIATION

Date	05 May 2023
Project Title	Lease of Venue for the Development of Competency Framework & Competency –Based Job Descriptions for Social Sectors (OPTA) – Human Resource Development Office
Mode of Procurement	Negotiated Procurement (Lease of Real Property or Venue)
RFQ No.	100-23-04-707
Approved Budget for the Contract	One Million Sixty Four Thousand Pesos (Php 1,064,000.00)
Deadline and Place for the Submission of Quotation	Please submit the accomplished Quotation and required documents not later than <u>08 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</u> , 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	<u>08 May 2023, 2:00 PM</u> , 7 <sup>th</sup> Floor, Meeting Room, Pasig City Hall
TERMS	Date of Activity: 22 to 23 May 2023, 13 to 14 June 2023, 20 to 21 June 2023, 04 to 05 July 2023, 18 to 19 July 2023, 08 to 09 August 2023 and 15 to 16 August 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 Development of Competency Framework &amp; Competency –Based Job Descriptions for Social Sectors (OPTA) under PR No. 100-223-04-707</b>	
<b>TECHNICAL SPECIFICATIONS/SCOPE OF WORK</b>	
<p>Date of activity: 22 to 23 May 2023, 13 to 14 June 2023, 20 to 21 June 2023, 04 to 05 July 2023, 18 to 19 July 2023, 08 to 09 August 2023 and 15 to 16 August 2023.</p> <p>Number of Days: 2 days/batch (Live Out)</p> <p>Desired Venue and/or Function: Within Metro Manila – Ortigas Area</p> <p>Live-out for 40 pax/Batch</p>	
<p><b>Function Room Requirements</b></p> <p>Arrival: 7:30 AM</p> <ul style="list-style-type: none"> <li>• 22 May 2023, Monday</li> <li>• 13 and 20 June 2023, Tuesday</li> <li>• 04 and 18 July 2023, Tuesday</li> <li>• 08 and 15 August 2023, Tuesday</li> </ul> <p>Departure: 6:00 PM</p> <ul style="list-style-type: none"> <li>• 23 May 2023, Tuesday</li> <li>• 14 and 21 June 2023, Wednesday</li> <li>• 05 and 19 July 2023, Wednesday</li> </ul> <p>09 and 16 August 2023, Wednesday</p> <ul style="list-style-type: none"> <li>• Can accommodate 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</li> <li>✓ Use of LCD projector and wide 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) microphones with one (1) microphone stand</li> <li>• Unlimited free access to internet / WIFI in all areas of venue</li> <li>• Use of venue for at least 10 hours</li> <li>• Two (2) table for the Secretariat (Registration Area) and technical staff</li> <li>• Mints, paper and pencil</li> </ul>	
<p><b>Meals Requirements</b></p> <p>First Meal: AM Snacks</p> <ul style="list-style-type: none"> <li>• 22 May 2023, Monday</li> <li>• 13 and 20 June 2023, Tuesday</li> <li>• 04 and 18 July 2023, Tuesday</li> <li>• 08 and 15 August 2023, Tuesday</li> </ul> <p>Last Meal: PM Snacks</p> <ul style="list-style-type: none"> <li>• 23 May 2023, Tuesday</li> <li>• 14 and 21 June 2023, Wednesday</li> </ul>	



<ul style="list-style-type: none"> <li>05 and 19 July 2023, Wednesday</li> <li>09 and 16 August 2023, Wednesday</li> </ul> <table border="1"> <thead> <tr> <th>MEALS</th> <th>Day 1</th> <th>Day 2</th> </tr> </thead> <tbody> <tr> <td>AM Snacks</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>Lunch</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>PM Snacks</td> <td>✓</td> <td>✓</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>For lunch: 3 main dish (fish; choice of meat: chicken, pork or beef and vegetables), soup, rice, dessert, drinks</li> <li>AM and PM Snacks: sandwich or pasta; with drinks</li> <li>Free flowing coffee and/or tea</li> </ul>		MEALS	Day 1	Day 2	AM Snacks	✓	✓	Lunch	✓	✓	PM Snacks	✓	✓
MEALS	Day 1	Day 2											
AM Snacks	✓	✓											
Lunch	✓	✓											
PM Snacks	✓	✓											
<p><b>Other Requirements:</b></p> <ul style="list-style-type: none"> <li>Maintaining cleanliness function hall, restrooms, hallway, coffee/tea area and dining area</li> <li>Provision for backdrop for the activity</li> <li>With appropriate parking area for at least 10 vehicles</li> <li>With 24-hour security, front-desk and housekeeping services</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>Complaint to Equal Employment Opportunity Policy (EEO/OP) <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> </ul> <p>With a passing rating of at least 90% in market analysis</p>													
<b>FINANCIAL PROPOSAL</b>													
<b>Name of Project</b>	<b>Grand Total Cost for the Lease of Venue</b>												
Lease of Venue for the Development of Competency Framework & Competency-Based Job Descriptions for Social Sectors (OPTA)	PhP _____ (Amount in Figures)												
	_____												
	(Amount in words of Grand Total Cost)												

**Additional Requirements:**

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

- 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>	<b>DEVELOPMENT OF COMPETENCY FRAMEWORK &amp; COMPETENCY-BASED JOB DESCRIPTIONS FOR SOCIAL SECTORS - Output-Process-Task Alignment (OPTA) workshops</b>
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DATE OF ACTIVITY	Estimated Number of Paxs	Number of Days	Unit Cost	Budget Estimates
May 22-23, 2023	40	2 days	1,900.00	152,000.00
June 13-14, 2023	40	2 days	1,900.00	152,000.00
June 20-21, 2023	40	2 days	1,900.00	152,000.00
July 4-5, 2023	40	2 days	1,900.00	152,000.00
July 18-19, 2023	40	2 days	1,900.00	152,000.00
August 8-9, 2023	40	2 days	1,900.00	152,000.00
August 15-16, 2023	40	2 days	1,900.00	152,000.00

- I. *Number of Days: 2 days/batch (live-out)*
- II. *Desired Venue and/or Function: within Metro Manila – Ortigas Area*
- III. *Type of Accommodation:*

- o Use of Function room

- o *Arrival* : 7:30 am (May 22, 2023)  
7:30 am (June 13 & 20, 2023)  
7:30 am (July 4 & 18, 2023)  
7:30 am (August 8 & 15, 2023)
- o *Departure* : 6:00 pm (May 23, 2023)  
6:00 pm (June 14 & 21, 2023)  
6:00 pm (July 5 & 19, 2023)  
6:00 pm (August 9 & 16, 2023)





- Can accommodate 40 paxs, flexible for group activities/workshops
- Well-lighted and well-ventilated
- Availability of audio-visual equipment with stand-by assistant:
  - Use of LCD projector with screen *Clad in a screen*
  - Use of whiteboard with whiteboard pen & eraser
  - Complete set of sound system
  - At least four (4) extension cords
  - At least two (2) wireless microphones with one (1) microphone stand.
- Unlimited free access to internet / WIFI in all areas of venue
- Use of venue for atleast 10 hours
- ~~Function room set-up: Round table set-up~~ ?
- Two (2) tables for the Secretariat (Registration Area) and Technical staff
- Mints, paper and pencil

#### Meals Requirements:

- First Meal: - AM Snacks  
(May 22, 2023)  
(June 13 & 20, 2023)  
(July 4 & 18, 2023)  
(August 8 & 15, 2023)
- Last Meal: -PM Snacks  
(May 23, 2023)  
(June 14 & 21, 2023)  
(July 5 & 19, 2023)  
(August 9 & 16, 2023)

MEALS	Day 1	Day 2
AM Snacks	✓	✓
Lunch	✓	✓
PM Snacks	✓	✓

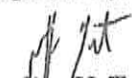
- For lunch 3 main dish (fish; choice of meat: chicken, pork or beef; and vegetables), soup, rice, dessert, drinks
- AM and PM Snacks: sandwich or pasta; with drinks
- Free flowing coffee and/or tea




**Other Requirement/s:**

- *Maintaining cleanliness-function hall, restrooms, hallway, coffee/tea area, and dining area*
- *Provision for backdrop of the activity*
- *With appropriate parking area for at least 10 vehicles*
- *With 24-hour security, front-desk and housekeeping services.*
- *Dates can be re-booked in case of emergency/unforeseen circumstances.*
- *Function room and Accommodation rooms should be on the same building*
- *Compliant to Equal Employment Opportunity Policy (EEOP)*
  - *Easy access of comfort room*
  - *With ramp*
  - *First Aid Kits available when needed*
- *With a passing rating of at least 90% in Market Analysis*

Prepared By:

  
Analiza V. Tatco  
OIC - L & D Division

Reviewed/ Approved By:

  
ELVIRA R. FLORES, MNSA, CESE  
City Human Resource Development Officer