

# 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 **HASH PEARL ANN REYES**, 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. **100-23-06-1360** for the **Lease of Venue for the Adoption and Child Care Consciousness Week; "Alternative Parental Care Training" – Pasig City Social Service & Welfare Department** from 07 July 2023 to 09 July 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 (1) potential lessor responded;

**WHEREAS**, on 30 June 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 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 **One Hundred Seventy Thousand Pesos (Php 170,000.00)**;

**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 07 July 2023 to 09 July 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 Thousand Pesos (Php 170,000.00)**.

### **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 06 JUL 2023 day of \_\_\_\_\_, 2023 at Pasig City.

**CITY OF PASIG**

**OAKRIDGE PROPERTIES, INC.**

By:

By:

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

**HASH PEARL ANN REYES**  
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  
100-2023-06-0169-7611

Funds Available:

Recommending Approval:

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

**MA. TERESA O. BRIONES**  
City Gov't Dept. Head II (CSWO)

**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 JUL 06 2023, 2023, personally appeared:

Name	Government ID	Issue and Expiry Date
HASH PEARL ANN REYES	P21346676 PASSPORT	MAY 10, 2019 / MAY 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. 91  
Page No. 20  
Book No. 28  
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 NO. VII-0030173  
TIN NO. 127-509-331-00000

**ACKNOWLEDGMENT**

BEFORE ME, a Notary Public for and in the City of Pasig, on this day of JUL 06 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.

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SECRETARY'S CERTIFICATE

JANINE T. TUTANES, of legal age, Filipino, single, with office address at 2704 East Tower, Tektite Towers, Exchange Road, Ortigas Center, Pasig City, being 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 address at No. 25 ADB Avenue, Ortigas Center, Pasig City, under oath, does hereby certify that during the meeting of the Board of Directors of the Corporation held on 08 May 2023, the following resolutions were approved:

"RESOLVED, 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') be authorized to participate in the bidding to be conducted by the City Government of Pasig for the Lease of Venue for Hotel Accommodation with Meals. For this purpose, the Corporation is hereby authorized to submit all pre-qualification papers, bid proposals, contracts and agreements, and such other papers and documents as may be required by the City Government of Pasig;

"RESOLVED, FURTHER, that the Corporation's Assistant Sales Manager, Ms. Hash Pearl Ann Reyes, be designated as the Corporation's authorized representative in the aforesaid bidding process, with full power and authority to do and perform any and all acts necessary or proper in connection with the aforesaid bidding, as well as to sign, execute and deliver any and all agreements, contracts, papers, and documents as may be necessary or proper to implement the foregoing authority."

MAY 19 2023

IN ATTESTATION OF THE ABOVE, this Certificate has been signed this \_\_\_\_ day of \_\_\_\_\_ 2023 at Pasig City.

JANINE T. TUTANES  
Assistant Corporate Secretary

MAY 19 2023

SUBSCRIBED AND SWORN to before me this \_\_\_\_ day of \_\_\_\_\_ 2023 in Pasig City, affiant exhibiting to me her Philippine Passport No. P7814866A issued on 5 July 2018 at DFA Batangas which expires on 4 July 2028 as competent evidence of her identity.

Doc. No. 442  
Page No. 90  
Book No. 133  
Series of 2023.

~~REYNALDO D. PAKAO~~  
Notary Public  
For Pasig City  
MAY 19 2023



**REQUEST FOR QUOTATION/INVITATION FOR NEGOTIATION**


Date	26 June 2023
Project Title	Lease of Venue for the Adoption and Child Care Consciousness Week; "Alternative Parental Care Training" – Pasig City Social Service & Welfare Department
Mode of Procurement	Negotiated Procurement (Lease of Real Property or Venue)
RFQ No.	100-23-06-1360
Approved Budget for the Contract	One Hundred Eighty Three Thousand Pesos (Php 183,000.00)
Deadline and Place for the Submission of Quotation	Please submit the accomplished Quotation and required documents not later than <b>30 June 2023, 11:15 AM</b> at the Bids and Awards Committee (BAC) through the Procurement Management Office (BAC Secretariat Office), <b>4<sup>th</sup> Floor</b> , Pasig City Hall, San Nicolas, Pasig City.  You may enclose all the documents in an envelope duly marked with the following details: <ol style="list-style-type: none"><li>Title and reference number of the project (Purchase Request No.); and</li><li>Name, address and contact details (telephone/cellphone number and email address) of the bidder.</li></ol>
Date, Time and Place of the Negotiation	<b>30 June 2023, 11:30 AM</b> , 7 <sup>th</sup> Floor, Meeting Room, Pasig City Hall
TERMS	The lease contract shall commence from <b>07 July 2023 to 09 July 2023</b> .
NOTES	<ol style="list-style-type: none"><li>Lessor shall submit their offer/quotation through their duly authorized representatives</li><li>Quotations submitted exceeding the Approved Budget for the Contract (ABC) shall be rejected.</li><li>The prices quoted are to be paid in Philippine Currency.</li><li>All prices quoted are subject to all Philippine Tax Statutes.</li><li>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>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>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 Adoption and Child Care Consciousness Week; "Alternative Parental Care Training" under PR No. 100-23-06-1360</b>										
<b>TECHNICAL SPECIFICATIONS/SCOPE OF WORK</b>										
<table border="1" data-bbox="261 602 954 903"> <thead> <tr> <th data-bbox="261 602 524 720">07 July 2023 to 09 July 2023</th> <th data-bbox="524 602 740 720">Estimated number of pax</th> <th data-bbox="740 602 954 720">Number of days</th> </tr> </thead> <tbody> <tr> <td data-bbox="261 720 524 838">Room accommodation</td> <td data-bbox="524 720 740 838" style="text-align: center;">8</td> <td data-bbox="740 720 954 838" style="text-align: center;">3 days, 2 nights</td> </tr> <tr> <td data-bbox="261 838 524 903">Food</td> <td data-bbox="524 838 740 903" style="text-align: center;">20</td> <td data-bbox="740 838 954 903" style="text-align: center;">3 days</td> </tr> </tbody> </table> <p data-bbox="253 951 537 983"><b>07 July 2023 to 09 July 2023</b></p> <p data-bbox="253 1002 574 1034">Number of Days: 3 days 2 nights</p> <p data-bbox="253 1051 857 1083">Type of Accommodation: Live in for 8 pax, live out for 12 pax</p>	07 July 2023 to 09 July 2023	Estimated number of pax	Number of days	Room accommodation	8	3 days, 2 nights	Food	20	3 days	
07 July 2023 to 09 July 2023	Estimated number of pax	Number of days								
Room accommodation	8	3 days, 2 nights								
Food	20	3 days								
<p data-bbox="253 1104 570 1137"><b>Board and Lodging (Full Board)</b></p> <ul style="list-style-type: none"> <li data-bbox="261 1155 662 1188">➤ One (1) Quadruple Sharing room</li> <li data-bbox="261 1190 607 1223">➤ Two (2) Twin Sharing room</li> <li data-bbox="261 1225 662 1257">➤ Buffet Breakfast (6 am to 10 am)</li> <li data-bbox="261 1260 574 1292">➤ Complimentary parking</li> <li data-bbox="261 1295 737 1327">➤ Sanitized bedding, rooms, and restroom</li> <li data-bbox="261 1330 971 1384">➤ Wireless internet connection (Wi-Fi), one account per apartment only</li> <li data-bbox="261 1387 776 1419">➤ Daily replenishment of bathroom amenities</li> <li data-bbox="261 1421 607 1454">➤ Daily housekeeping service</li> <li data-bbox="302 1456 643 1489">➤ Arrival: 8:00 am (07 July 2023)</li> <li data-bbox="302 1491 727 1524">➤ Check-out time: 2:00 pm (09 July 2023)</li> </ul>										
<p data-bbox="261 1513 565 1545"><b>Function Room Requirements</b></p> <ul style="list-style-type: none"> <li data-bbox="261 1561 979 1634">● Can accommodate 20 pax, flexible for group activities/workshops</li> <li data-bbox="261 1636 662 1669">● Well lighted and well ventilated</li> <li data-bbox="261 1671 954 1704">● Availability of audio-visual equipment with stand-by assistant</li> <li data-bbox="261 1706 721 1739">➤ Use of LCD projector and wide screen</li> <li data-bbox="261 1741 834 1774">➤ Use of whiteboard with whiteboard pen &amp; eraser</li> <li data-bbox="261 1776 651 1809">➤ Complete Set of sound system</li> <li data-bbox="261 1811 672 1843">➤ At least Four (4) extension cords</li> <li data-bbox="261 1846 979 1900">➤ At least two (2) wireless microphones with one (1) microphone stand</li> <li data-bbox="261 1903 943 1935">● Unlimited free access to internet / WIFI in all areas of venue</li> <li data-bbox="261 1938 688 1970">● Use of venue for at least 10 hours</li> <li data-bbox="261 1972 732 2005">● Function room set-up: Classroom type</li> <li data-bbox="261 2007 862 2040">● One (1) table for the Secretariat (Registration Area)</li> <li data-bbox="261 2042 597 2075">● Mints, paper, and pencil</li> </ul>										
<p data-bbox="261 2064 483 2096"><b>Meals Requirement:</b></p> <table border="1" data-bbox="302 2099 964 2153"> <thead> <tr> <th data-bbox="302 2099 516 2153">MEALS</th> <th data-bbox="516 2099 678 2153">Day 1</th> <th data-bbox="678 2099 824 2153">Day 2</th> <th data-bbox="824 2099 964 2153">Day 3</th> </tr> </thead> <tbody> <tr> <td data-bbox="302 2153 516 2161"></td> <td data-bbox="516 2153 678 2161"></td> <td data-bbox="678 2153 824 2161"></td> <td data-bbox="824 2153 964 2161"></td> </tr> </tbody> </table>	MEALS	Day 1	Day 2	Day 3						
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Buffet Breakfast (8 Pax)	✓	✓	✓
AM Snacks (20 Pax)	✓	✓	✓
Buffet Lunch (20 Pax)	✓	✓	✓
PM Snacks (20 Pax)	✓	✓	✓
Buffet Dinner (8 Pax)	✓	✓	

- Breakfast: Buffet breakfast and choice of hot coffee or hot chocolate
- AM and PM Snacks: sandwich, kakanin 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

**Other Requirements:**

- Maintaining cleanliness 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 service
- Dates can be re-booked in case of emergency/unforeseen circumstances
- Complimentary with equal employment opportunity policy (EEOP)
  - Easy access to the comfort room
  - With ramp
  - First aid kits available when needed
- With 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 Adoption and Child Care Consciousness Week; "Alternative Parental Care Training"	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). 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. -  
([http://www.gppb.gov.ph/assets/forms/Omnibus%20Sworn%20Statement\(Revised\).docx](http://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**

Activity Title	ADOPTION AND CHILD CARE CONSCIOUSNESS WEEK; "Alternative Parental Care Training"			
Date of Activity	Estimated number of pax	Number of days	Unit cost	Budget estimates
Room Accommodation July 7, 8 & 9, 2023	8	3 Days & 2 Nights	4,375.00	35,000.00
Food July 7, 8 & 9, 2023	20	3 days	7,400.00	148,000.00

- I. **Number of Days:** Three (3) days and Two (2) Night
- II. **Desired Venue and/or Function:**
- III. **Type of Accommodation:**
- Board and Lodging (Full Board)
  - One (1) Quadruple Sharing Room
  - Two (2) Twin Sharing Room
  - Buffet Breakfast (6 am to 10 am)
  - Complimentary Parking
  - Sanitized Bedding, Rooms, and Restrooms
  - Wireless internet connection (Wi-Fi), one account per apartment only
- 
- Daily replenishment of bathroom amenities
  - Daily housekeeping service
    - Arrival: 8:00 am (July 7, 2023)
    - Check-out Time: 2:00 pm (July 9, 2023)
- IV. **FUNCTION ROOM REQUIREMENTS:**
- Can accommodate at least 20 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
  - 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 July 7, 2023	DAY 2 July 8, 2023	DAY 3 July 9, 2023
Buffet Breakfast (8pax)	✓	✓	✓
AM Snacks (20pax)	✓	✓	✓
Buffet Lunch (20pax)	✓	✓	✓
PM Snacks (20pax)	✓	✓	✓
Buffet Dinner (8pax)	✓	✓	

- Breakfast – buffet breakfast and choice of hot coffee or hot chocolate
- AM & PM Snacks – sandwich, kakanin 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)
  - o Easy access to the comfort room
  - o With ramp
  - o First aid kits available when needed
- With a passing rating of at least 85% in Market Analysis

Prepared by:

**ARVIN V. JABONILLO**  
Admin Aide III

Noted by:

**MA. TERESA O. BRIONES, RSW, MSSW**  
City Gov't. Dept. Head II