

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. **100-23-05-1280** for the **Lease of Venue for the Series of Activities for the Updating of the Risk-Informed and Gender-Responsive Zoning Ordinance of the City of Pasig - City Planning and Development Office** from **11 July 2023 to 12 July 2023, 15 September 2023 and 30 October 2023 to 31 October 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 lessor responded;

WHEREAS, on 23 June 2023, the LESSEE, through its BAC, conducted negotiation and evaluation and found the LESSOR's quotation to be responsive;

CONTRACT NO. 100-23-05-1280

WHEREAS, the **LESSOR** thus offered for lease to the **LESSEE** a venue, accommodations, function room, equipment, and meals in **Millennium Properties and Brokerage Incorporated-Chardonnay by Astoria**;

WHEREAS, considering all of the legal requisites, and finding the **LESSOR's** quotation to be in order, valid, and responsive, the **LESSOR** was found to have submitted the Lowest Calculated and Responsive Quotation/Proposal in the amount of **One Million Two Hundred Fifty Six Thousand Pesos (Php 1,256,000.00)**;

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 **11 July 2023 to 12 July 2023, 15 September 2023 and 30 October 2023 to 31 October 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** within Forty Five (45) days after each completed event from the billing statement/statement of account/invoice/billing invoice/others with complete and correct supporting documents/attachments and computations in an amount not to exceed **One Million Two Hundred Fifty Six Thousand Pesos (Php 1,256,000.00)**.

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

CONTRACT NO. 100-23-05-1280

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 07 JUL 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)

Funds Appropriated:

Funds Obligated:

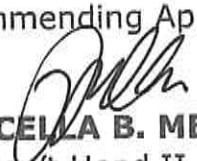

MS. MARTINELLI A. SANTIAGO
OIC - City Budget Office


MS. JUVY A. CUENCO
City Accountant
100-2629-05-0797-101

Funds Available:

Recommending Approval:


MS. MARITA A. CALAJE
City Treasurer


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

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
City of _____) S.S.

MEZON CITY

BEFORE ME, a Notary Public for and in the City of _____, on this day of _____, 2023, personally appeared:

JUL 07 2023

Name	Government ID	Issue and Expiry Date
CHRISTIAN JOSEPH M. BERNARDO	DRIVER'S LICENSE DL-99-213 546	9/19/23

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. 178
Page No. 08
Book No. 111
Series of 2023

ATTY. ELISEO S. CALMA, JR.
Notary Public for Q.C. (Until Dec. 31, 2024)
Roll No. 50183
PTR No. 40071791 (Jan. 03, 2023/Q.C.)
IBP No. 257225, Jan. 01, 2023
MCLE Comp. No. VII-0006924(09/21/2021-04/14/2025)
Adm. Matter No. NP-062(2022-2023)
20 Kamagong St., Sapananai 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 JUL 07 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. 41
Page No. 10
Book No. 28
Series of 2023

ATTY. CARLOS CABESAMIS
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


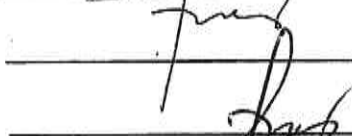

CONTRACT NO. 100-23-05-1280

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.Escriva Drive, Pasig City and in my capacity as such do hereby certify that at the Special Meeting of the Board of Directors held on May 29, 2023 the following resolutions were adopted:

RESOLVED, That the Corporation, Millennium Properties and Brokerage Inc. be authorized as it is hereby authorized representatives, 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, the following are the designated Authorized Representatives to carry out any and/or all of the provided above:

NAME	SPECIMEN SIGNATURE
CHERIE ANN N. ORPRECIO	
YANICE CALANGIAN	
CHRISTIAN JOSEPH M. BERNARDO	

RESOLVED FURTHER, That the above mentioned representatives, be authorized and empowered as he is hereby authorized and empowered to file and follow-up with the Pasig City Hall, any and all papers, instruments and agreements, required to execute the foregoing application as may be necessary to effect the above - described transaction, under such terms and conditions as said representatives 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 JUN 23, 2023 at QUEZON CITY


MICHAEL T. NG
Corporate Secretary

SUBSCRIBED AND SWORN to me this JUN 23, 2023 at QUEZON CITY affiant exhibited to me his Passport I.D. P7686830B to expire on December 31, 2031.

JUN 23, 2023
ATTY. ELISEO S. CALMA, JR.
Notary Public for Q.C. / Until Dec. 31, 2024
Roll No. 50183
PTR No. 40971720 / Jan. 03, 2023 / Q.C.
IBF No. 257225 / Jan. 01, 2023
MCLE Comp. No. Notary Public / 21/2021-04/14/2025)
Adm. Matter No. NP-062(2022-2023)
20 Kamagong St., Sapamanai Vill. East Fairview Q.C.
TIN: 138-541-197-000

Doc. No. MA
Page No. 66
Book No. XVIX
Series of 2023.



REQUEST FOR QUOTATION/INVITATION FOR NEGOTIATION

Date	22 June 2023
Project Title	Lease of Venue for the Series of Activities for the Updating of the Risk-Informed and Gender-Responsive Zoning Ordinance of the City of Pasig – City Planning and Development Office
Mode of Procurement	Negotiated Procurement (Lease of Real Property or Venue)
RFQ No.	100-23-05-1280
Approved Budget for the Contract	One Million Five Hundred Forty Thousand Pesos (Php 1,540,000.00)
Deadline and Place for the Submission of Quotation	Please submit the accomplished Quotation and required documents not later than <u>23 June 2023, 1:45 PM</u> at the Bids and Awards Committee (BAC) through the Procurement Management Office (BAC Secretariat Office), <u>4th 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>23 June 2023, 2:00 PM</u> , 7 th Floor, Meeting Room, Pasig City Hall
TERMS	The lease contract shall commence from 11 July 2023 to 12 July 2023, 15 September 2023 and 30 October 2023 to 31 October 2023.
NOTES	<ol style="list-style-type: none"> Lessor shall submit their offer/quotation through their duly authorized representatives Quotations submitted exceeding the Approved Budget for the Contract (ABC) shall be rejected. The prices quoted are to be paid in Philippine Currency. All prices quoted are subject to all Philippine Tax Statutes. Award of contract shall be made to the lowest quotation which complies with the technical specifications and other terms and conditions stated herein. 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. 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.

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

Caruncho Avenue, Barangay San Nicolas, Pasig City 1600 Metro Manila



OFFICE OF THE CITY ENGINEER

Description of Service Requirement	Offered Technical Proposal Please fill in with either: "Comply" or "Not Comply"																
Lease of Venue for the Series of Activities for the Updating of the Risk-Informed and Gender-Responsive Zoning Ordinance of the City of Pasig under PR No. 100-23-05-1280																	
TECHNICAL SPECIFICATIONS/SCOPE OF WORK																	
<table border="1"> <thead> <tr> <th data-bbox="256 647 493 701">DATE OF ACTIVITY</th> <th data-bbox="493 647 695 701">ESTIMATED NUMBER OF PAX</th> <th data-bbox="695 647 971 701">NUMBER OF DAYS</th> </tr> </thead> <tbody> <tr> <td data-bbox="256 701 493 924" rowspan="2">11-12 July 2023</td> <td data-bbox="493 701 695 795">90</td> <td data-bbox="695 701 971 795">Food and venue for participants (2 days – Live Out)</td> </tr> <tr> <td data-bbox="493 795 695 924">30</td> <td data-bbox="695 795 971 924">Accommodation and dinner for secretariat & facilitators (2 days, 1 night – Live In)</td> </tr> <tr> <td data-bbox="256 924 493 978">15 September 2023</td> <td data-bbox="493 924 695 978">100</td> <td data-bbox="695 924 971 978">Food, venue (1 Day – Live Out)</td> </tr> <tr> <td data-bbox="256 978 493 1193" rowspan="2">30-31 October, 2023</td> <td data-bbox="493 978 695 1072">90</td> <td data-bbox="695 978 971 1072">Food and venue for participants (2 days – Live Out)</td> </tr> <tr> <td data-bbox="493 1072 695 1193">30</td> <td data-bbox="695 1072 971 1193">Accommodation and dinner for secretariat & facilitators (2 days, 1 night – Live In)</td> </tr> </tbody> </table>	DATE OF ACTIVITY	ESTIMATED NUMBER OF PAX	NUMBER OF DAYS	11-12 July 2023	90	Food and venue for participants (2 days – Live Out)	30	Accommodation and dinner for secretariat & facilitators (2 days, 1 night – Live In)	15 September 2023	100	Food, venue (1 Day – Live Out)	30-31 October, 2023	90	Food and venue for participants (2 days – Live Out)	30	Accommodation and dinner for secretariat & facilitators (2 days, 1 night – Live In)	
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	30	Accommodation and dinner for secretariat & facilitators (2 days, 1 night – Live In)															
Desired Venue and/or Function: Outside Pasig City Hall, Around Ortigas Center																	
<p>Board and Lodging (full Board)</p> <p>11 July 2023 to 12 July 2023 (30 Pax) Fifteen (15) Double-Sharing rooms – 1 night Check in time: 2:00 PM (July 11, 2023) Check out time: 12:00 PM (July 12, 2023)</p> <p>30 October 2023 to 31 October 2023 (30 Pax) Fifteen (15) Double-Sharing rooms – 1 night Check in time: 2:00 PM (October 30, 2023) Check out time: 12:00 PM (October 31, 2023)</p> <ul style="list-style-type: none"> • 24 hours hot and cold shower • Sanitized beddings, rooms and restrooms • Complementary toiletries and bathrobes • Unlimited free access to internet/WIFI in the room 																	
<p>Function Room Requirements</p> <ul style="list-style-type: none"> • FUNCTION ROOMS: (7:00 am to 6:00 pm) for lecture and workshop activities (breakout activities) • Fully air-conditioned and well-lighted • Round table set-up, flexible enough to accommodate at least 120 pax following the IATF guidelines and flexible for group activities/workshops 																	

- Availability of audio-visual equipment with stand-by assistant:
 - At least two (2) LCD projectors and two (2) wide screen or 1 big LED screen
 - At least one (1) whiteboard with whiteboard pen & eraser
 - Complete set of sound system
 - At least Ten (10) extension cord, accessible to all participants
 - At least three (3) microphones with two (2) microphone stand, and
 - Podium/lectern
- Unlimited free access to internet/WiFi in all areas of venue
- Two (2) tables for secretariat (Registration area and activity secretariat) and two (2) tables inside the function room for facilitators
- No pillars within the function hall
- The function room must be located in the same building as the accommodation rooms

Meals Requirements:

	11 JULY 2023		12 JULY 2023	
	90 pax	30 pax	90 pax	30 pax
Breakfast				✓
AM Snacks	✓	✓	✓	✓
Lunch	✓	✓	✓	✓
PM Snacks	✓	✓	✓	✓
Dinner		✓		

15 SEPTEMBER 2023	
	100 pax
Breakfast	
AM Snacks	✓
Lunch	✓
PM Snacks	✓
Dinner	

	30 OCTOBER 2023		31 OCTOBER 2023	
	90 pax	30 pax	90 pax	30 pax
Breakfast				✓
AM Snacks	✓	✓	✓	✓
Lunch	✓	✓	✓	✓
PM Snacks	✓	✓	✓	✓
Dinner		✓		

- For breakfast: 2 main dishes, rice, bread, choice of hot tea/ chocolate or coffee
- For lunch: buffet set-up

<ul style="list-style-type: none"> • 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) • AM and PM Snacks (plated): 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 	
<p>Other Requirements:</p> <ul style="list-style-type: none"> • Maintaining cleanliness function hall, restrooms, sleeping quarters, hallway, coffee/tea area and dining area • Provision for backdrop for the activity • With appropriate parking area for the participants and facilitators • With 24-hour security, front-desk and housekeeping services. 	
FINANCIAL PROPOSAL	
Name of Project	Grand Total Cost for the Lease of Venue
Lease of Venue for the Series of Activities for the Updating of the Risk-Informed and Gender-Responsive Zoning Ordinance of the City of Pasig	<p>PHP _____</p> <p>(Amount in Figures)</p> <p>_____</p> <p>_____</p> <p>(Amount in words of Grand Total Cost)</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>	SERIES OF ACTIVITIES FOR THE UPDATING OF THE RISK-INFORMED AND GENDER-RESPONSIVE ZONING ORDINANCE OF THE CITY OF PASIG
<i>Budget Account Code</i>	5-02-99-990
<i>Budget Reference Code</i>	1000-000-2-1-09-001-003-000
<i>PR Number</i>	100-23-05-1280

DATE OF ACTIVITY	Estimated Number of Pax	Number of Days	Total Estimated Budget
July 11-12, 2023	90	Food and Venue for Participants (2 days-Live out)	Php 360,000.00
	30	Accommodation and Dinner for secretariat & facilitator (2 days, 1 night - Live in)	Php 300,000.00
September 15, 2023	100	Food, Venue (1 day - Live out)	Php 220,000.00
October 30-31, 2023	90	Food and Venue For Participants (2 days-Live out)	Php 360,000.00
	30	Accommodation and Dinner for secretariat & facilitator (2 days, 1 night - Live in)	Php 300,000.00
Total			Php 1,540,000.00

I. *Desired Venue and/or Function:* Outside Pasig City Hall, around Ortigas Center

Function Room Requirements:

- **FUNCTION ROOMS:** (7:00am to 6:00pm) for lecture and workshop activities (breakout activities)
- Fully air-conditioned and well-lighted
- Round table set-up, flexible enough to accommodate at least 120pax following the IATF Guidelines and flexible for group activities/workshops

Function Room Requirements:	
•	Availability of audio-visual equipment with stand-by assistant:
•	At least two (2) LCD projectors and two (2) wide screens or 1 big LED Screen
•	At least one (1) white board with whiteboard pen & eraser
•	Complete set of sound system
•	At least ten (10) extension cords, accessible to all participants
•	At least three (3) microphones with two (2) microphone stand, and
•	Podium/lectern
•	Unlimited free access to internet / WI-FI in all areas of venue
•	Two (2) tables for the Secretariat (Registration Area and Activity Secretariat) and two (2) tables inside the function room for facilitators
•	No pillars within the function hall
•	The function room must be located in the same building as the accommodation rooms

Meals Requirements									
	July 11, 2023		July 12, 2023		September 15, 2023	October 30, 2023		October 31, 2023	
	90 pax	30 pax	90 pax	30 pax	100 pax	90 pax	30 pax	90 pax	30 pax
Breakfast				✓					✓
AM Snack	✓	✓	✓	✓	✓	✓	✓	✓	✓
Lunch	✓	✓	✓	✓	✓	✓	✓	✓	✓
PM Snack	✓	✓	✓	✓	✓	✓	✓	✓	✓
Dinner		✓					✓		

- For breakfast: 2 main dishes, rice, bread, choice of hot tea/chocolate or coffee
- For lunch: buffet set –up
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)
- AM and PM Snacks (plated): 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

Board and Lodging (Full Board)	
•	July 11-12, 2023 (30 pax) Fifteen (15) Double-Sharing rooms – 1 night Check-in Time: 2:00 PM (July 11, 2023) Check-out Time: 12:00 PM (July 12, 2023)
•	October 30-31, 2023 (30 pax) Fifteen (15) Double-Sharing rooms – 1 night Check-in Time: 2:00 PM (October 30, 2023) Check-out Time: 12:00 PM (October 31, 2023)

Board and Lodging (Full Board)
• 24-Hours Hot and Cold Shower
• Sanitized Beddings, rooms and restrooms
• Complementary toiletries and bathrobes
• Unlimited free access to internet /WIFI in the room

Other Requirement/s:
• Maintaining cleanliness-function hall, restrooms, sleeping quarters, hallway, coffee/tea area, and dining area
• Provision for backdrop for the activity
• With appropriate free parking area for the participants and facilitators
• With 24-hour security, front-desk and housekeeping services.

Prepared by:


LYSIEL S. BACSAL
 Administrative Aide VI

Reviewed/Approved By:


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

05/29/2023
 lsb/my documents/workshops/2023_TORs/TOR-ZO Workshops