

## 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 -

**FIRST PACIFIC LEADERSHIP ACADEMY, 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 Km 27, Sumulong Highway, Sta.Cruz Antipolo City, herein represented by **NORWIN MARK T. SAYNO**, 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. **100-23-05-1256** for the **Lease of Venue for the Integrated Planning on Incident Command System Position Course (ICS-PC) – Pasig City Disaster Risk Reduction and Management Office** from 23 July 2023 to 28 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 one (1) potential lessor responded;

**WHEREAS**, on 14 July 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 First Pacific Leadership Academy, Inc;

**WHEREAS**, considering all of the legal requisites, and finding the **LESSOR's** quotation to be in order, valid, and responsive, the **LESSOR** was found to have submitted the Lowest Calculated and Responsive Quotation/Proposal in the amount of **One Million Three Hundred Fifty Two Thousand Six Hundred Seventy Two Pesos and 68/100 (Php 1,352,672.68)**;

**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 23 July 2023 to 28 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 **FIRST PACIFIC LEADERSHIP ACADEMY, 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 Million Three Hundred Fifty Two Thousand Six Hundred Seventy Two Pesos and 68/100 (Php 1,352,672.68)**.

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

**CITY OF PASIG**

**FIRST PACIFIC LEADERSHIP ACADEMY, INC**

By:

By:

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

  
**NORWIN MARK T. SAYNO**  
Authorized Representative

**WITNESSES:**

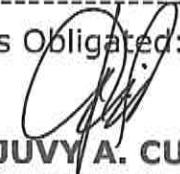
(Printed Name and Signature)

(Printed Name and Signature)

-----  
Funds Appropriated:

Funds Obligated:

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

  
**MS. JUVY A. CUENCO**  
City Accountant  
100-2023-08-0054-  
0240-01

Funds Available:

Recommending Approval:

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

  
**BRYANT MERYLL RUIZ Q. WONG**  
City Govt. Dept. Head II (PCDRMO)



**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 21 2023, 2023, personally appeared:

Name	Government ID	Issue and Expiry Date
NORWIN MARK T. SAYNO	DRIVER'S LICENSE D16-06-000125	OCT. 26, 2022 / OCT. 29, 2032

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. 321  
Page No. 76  
Book No. 21  
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 21 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. 322  
Page No. 70  
Book No. 29  
Series of 2023

ATTY. CARLOS C. ABESAMIS  
Notary Public-Pasig City  
Until December 31, 2023  
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Annex "A"

REPUBLIC OF THE PHILIPPINES)  
PASIG CITY ) S.S.

SECRETARY'S CERTIFICATE

I, WILLIAM S. PAMINTUAN, a duly elected, qualified and incumbent Corporate Secretary of FIRST PACIFIC LEADERSHIP ACADEMY, INC. (the "Corporation"), a non-stock, non-profit corporation duly organized and existing under and by virtue of the laws of the Philippines, do hereby certify that:

1. At the special meeting of the Board of Trustees of the Corporation, duly convened and held on May 27, 2020, at which meeting a quorum was present, acted throughout and voted, the following resolutions were approved and that said resolutions are in full force and effect on the date hereof:

"RESOLVED, that until otherwise specified by this Board, the Corporation is hereby authorized and empowered:

- (1) to enter into such transactions for the acquisition, sale, lease or sub-lease, donation, exchange, assignment, transfer, conveyance or disposition of any real or personal property, including rights and interests therein, of the Corporation;
- (2) to enter into contracts or agreements (including joint venture agreement) for the use, management, or administration of the properties of the Corporation;
- (3) to negotiate, enter into, agree, and execute any agreement, contract, or transaction for the management, operation, or pursuit of the business of the Corporation;
- (4) to negotiate, agree, and execute any agreement, contract or transaction pertaining to the purchase of raw materials, spare parts, machinery, equipment and other like items;
- (5) to contract services necessary for the operations of the Corporation;
- (6) to apply for permits, licenses, and authorizations with the proper government agencies or instrumentalities relative to, and in respect of, constructions, renovations and alterations or lands, buildings and other improvements thereon, as well as, for the installation and maintenance of public utilities, such as, among others, power, light, water, telephone, and communication, and such other permits, licenses or authorizations required, necessary, and/or incidental to the business of the Corporation;
- (7) to participate in the bidding by the Government Procurement Office (GPO) and Government Owned or Controlled Corporation (GOCC) as well as negotiate the terms and conditions, post/withdraw all kinds of bonds required in the bidding process

in accordance with RA 9184; execute, sign and deliver all documents required to complete the bidding process;

- (8) to acquire Tax Credit Certificates (TCCs) from customers and other entities under reasonable terms and conditions;

RESOLVED, that for the purpose of implementing the foregoing acts, the following officers are hereby authorized to act as representatives and signatories of the Corporation:

- |   |                                  |
|---|----------------------------------|
| 1. Chairman                                   | Mr. Manuel V. Pangilinan         |
| 2. President                                  | Mr. Victorico P. Vargas          |
| 3. Trustee                                    | Mr. Jose Ma. K. Lim              |
| 4. Trustee                                    | Atty. Ray C. Espinosa            |
| 5. Treasurer                                  | Ms. Betty C. Siy-Yap             |
| 6. Comptroller                                | Ms. June Cheryl A. Cabal-Revilla |
| 7. Corporate Secretary                        | Atty. William S. Pamintuan       |
| 8. Deputy General Manager & Programs Director | Ms. Kathrine D. Biason           |
| 9. Finance & Corporate Services Director      | Mr. Robert Henry M. Ramirez II   |
| 10. Head of Sales                             | Mr. Norwin Mark T. Sayno         |

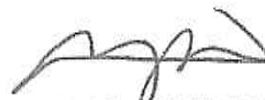
RESOLVED, FURTHER, that the above signatories, shall have the authority to execute, sign, issue, and deliver in the name and on behalf of the Corporation any and all agreements, contracts, instruments, powers of attorney, authorizations, certifications, and other documents necessary to implement and carry into effect the authority herein granted;

RESOLVED, FURTHERMORE, that the Corporate Secretary of this Corporation be, as he is hereby, authorized and directed to furnish under the seal of this Corporation certified copies of the foregoing resolution to any person, firm, corporation, or government office or agency who may desire or require the same in connection with the execution or implementation of the foregoing resolution;

RESOLVED, FINALLY, that any and all resolutions approved prior hereto for the purpose of designating certain persons as authorized signatories of the Corporation for its business transactions be, as it is hereby, deemed repealed and revoked."

- 2. Pursuant to the foregoing resolutions, Ms. Kathrine D. Biason, Mr. Robert Henry M. Ramirez II, and Mr. Norwin Mark T. Sayno, be, as they are hereby, empowered as authorized representatives and signatories of the Corporation to sign the Employer's Change of Information Form (ECIF) and Specimen Signature Form (SSF) of the Home Development Mutual Fund (HDMF), or popularly known as the "Pag-IBIG Fund".

IN WITNESS THE SIGNATURE of the undersigned as such officer of the Corporation and its corporate seal hereunto affixed on this NOV 12 2021 2021.



**WILLIAM S. PAMINTUAN**  
Corporate Secretary

NOV 12 2021

SUBSCRIBED AND SWORN TO before me in Pasig City this NOV 12 2021 2021 by William S. Pamintuan who has satisfactorily proven to me his identity through his Passport No. P2095480B issued on 05 May 2019 valid until 04 May 2029 at DFA Manila, and who personally signed the foregoing Secretary's Certificate.

Doc. No.: 197 ;  
Page No: 41 ;  
Book No: 411 ;  
Series of 2021.



**ATTY. CHRISTOPHER S. ARPON**  
Notary Public  
For and in Pasig, Paleros and San Juan  
Appointment No. 11 (2019-2020) January 14, 2019  
At Pasig City until December 31, 2020  
JAL No. 41620/IBP No. 102739 1/9/2020 RSM Chapter  
PTR No. 6569113 1/25/2020 Pasig City  
MCLE No. VII-0001089 10/17/2019  
Office: Lungsod ng Pasig, Ortigas Avenue, Pasig City





**PASIG**  
CITY GOVERNMENT

Annex "B"

PROCUREMENT MANAGEMENT OFFICE

**REQUEST FOR QUOTATION/INVITATION FOR NEGOTIATION**

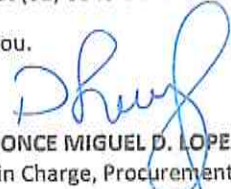
Date	13 July 2023
Project Title	Lease of Venue for the Integrated Planning on Incident Command System Position Course (ICS-PC) – Pasig City Disaster Risk Reduction and Management Office
Mode of Procurement	Negotiated Procurement (Lease of Real Property or Venue)
RFQ No.	100-23-05-1256
Approved Budget for the Contract	One Million Five Hundred Sixty Thousand Pesos (Php 1,560,000.00)
Deadline and Place for the Submission of Quotation	Please submit the accomplished Quotation and required documents not later than <u>14 July 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: <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	<u>14 July 2023, 2:00 PM</u> , 7 <sup>th</sup> Floor, Meeting Room, Pasig City Hall
TERMS	The lease contract shall commence from <u>23 July 2023 to 28 July 2023</u>
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 Integrated Planning on Incident Command System Position Course (ICS-PC) – Pasig City Disaster Risk Reduction and Management Office under PR No. 100-23-05-1256</b>																					
<b>TECHNICAL SPECIFICATIONS/SCOPE OF WORK</b>																					
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 60%;">Date of activity</th> <th style="width: 20%;">Estimated No. of Pax</th> <th style="width: 20%;">No. of Days</th> </tr> </thead> <tbody> <tr> <td>23 July 2023 (Day 0) Dinner &amp; Accommodation only for Instructors &amp; TWG</td> <td>15 pax (7 Rooms)</td> <td>1</td> </tr> <tr> <td>24 to 28 July 2023 (Day 1-5) Complete Training Package for Participants, Instructors &amp; TWG</td> <td>65 pax (35 rooms)</td> <td>5</td> </tr> </tbody> </table>	Date of activity	Estimated No. of Pax	No. of Days	23 July 2023 (Day 0) Dinner & Accommodation only for Instructors & TWG	15 pax (7 Rooms)	1	24 to 28 July 2023 (Day 1-5) Complete Training Package for Participants, Instructors & TWG	65 pax (35 rooms)	5												
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<p>Number of Days: Five (5) Days live-in seminar on 24 to 28 July 2023 and with Day 0 for instructors and TWG only on 23 July 2023</p> <p>Desired venue: Outside Pasig City hall preferably Rizal area</p> <p>Type of accommodation: Live in seminar/Twin (Double) Sharing room</p>																					
<p><b>Board and Lodging</b></p> <ul style="list-style-type: none"> <li>➤ Thirty five (35) Twin (Double) sharing room</li> <li>➤ 24 hours hot and cold shower</li> <li>➤ Sanitized beddings, rooms, and restrooms</li> </ul> <p>Arrival: Day 0, 2:00PM (15 Instructors and TWG)  Arrival: Day 1, 9:00AM (50 Participants and Instructors), room check in: 2:00PM  Check out time: Day 5, 12:00NN (Last Day) or maybe on extended hours due to some valid reasons</p>																					
<p><b>Function Room Requirements</b></p> <ul style="list-style-type: none"> <li>• Can accommodate 65 pax or more, following the IATF guidelines and flexible for group activities and workshops</li> <li>• Adjustable and comfortable class room set-up</li> <li>• Well lighted and well ventilated facility</li> <li>• Unlimited free access to internet / WIFI in all areas</li> <li>• Use of training venue for at least 8 to 10 hours</li> <li>• Twenty (20) tables – 3 each for 4 groups of participants and 2 for instructors, 2 for secretariat and 4 remaining tables for separate activity area</li> <li>• No pillars in the middle of the function room</li> <li>• Can provide at least four (4) breakout rooms or space divider</li> <li>• Availability of audio-visual equipment with stand-by personnel from hotel</li> <li>• With complete training/seminar equipment (2 LCD projector and 2 wide screen, lecterns, 4 whiteboard or easel with whiteboard pen and eraser, complete sound system, at least 2 extension cords, 5 cordless microphones and 1 microphone stand</li> </ul>																					
<p><b>Meals Requirements:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="width: 20%;">TARGET DATE</th> <th colspan="6">MEAL BREAKDOWN</th> </tr> <tr> <th style="width: 5%;">No. of PAX</th> <th style="width: 15%;">Breakfast</th> <th style="width: 15%;">AM Snacks</th> <th style="width: 15%;">Lunch</th> <th style="width: 15%;">PM Snacks</th> <th style="width: 15%;">Dinner</th> </tr> </thead> <tbody> <tr> <td>July 23, 2023, Day 0, Sunday</td> <td>15</td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">✓</td> </tr> </tbody> </table>		TARGET DATE	MEAL BREAKDOWN						No. of PAX	Breakfast	AM Snacks	Lunch	PM Snacks	Dinner	July 23, 2023, Day 0, Sunday	15					✓
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	No. of PAX	Breakfast	AM Snacks	Lunch	PM Snacks	Dinner															
July 23, 2023, Day 0, Sunday	15					✓															



July 24, 2023, Day 1, Monday	65	✓	✓	✓	✓	✓
July 25, 2023, Day 2, Tuesday	65	✓	✓	✓	✓	✓
July 26, 2023, Day 3, Wednesday	65	✓	✓	✓	✓	✓
July 27, 2023, Day 4, Thursday	65	✓	✓	✓	✓	✓
July 28, 2023, Day 5, Friday	65	✓	✓	✓	✓	

• For Breakfast: Any typical Filipino breakfast with egg. A choice between plain rice, fried rice, & bread  
 • For Lunch & Dinner: 3 Main dish a combination of fish, vegetable and choice of meat between chicken, beef and pork plus soup, rice, dessert and drinks  
 • For AM Snack and PM Snack: Any light food with drinks  
 • Food Serving: We prefer Buffet for Breakfast, Lunch and Dinner and Plated for AM and PM snacks  
 Free flowing candies, coffee and/or tea and hot and cold water throughout the training hour

**Other Requirements:**

- Provision for backdrop for the activity
- Appropriate parking area for the participants
- With 24-hour security personnel
- Maintaining cleanliness at function hall, restrooms, hallway, dining area, rooms & breakout Rooms

**FINANCIAL PROPOSAL**

Name of Project	Grand Total Cost for the Lease of Venue
<b>Lease of Venue for the Integrated Planning on Incident Command System Position Course (ICS-PC) – Pasig City Disaster Risk Reduction and Management Office under PR No. 100-23-05-1256</b>	PhP _____ <b>(Amount in Figures)</b> _____ _____ <b>(Amount in words of Grand Total Cost)</b>

**Additional Requirements:**

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

1. Mayor's/Business Permit (or a recently expired Mayor's/Business permit together with the official receipt as proof that the prospective bidder has applied for renewal within the period prescribed by the concerned local government unit subject to submission of the Mayor's Permit before the award of contract). The nature of business as stated in the Mayor's/Business Permit should at the very least be similar or related to the project to be bid.

2. Latest Income or Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (EFPS).

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

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

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

4. Accomplished and notarized Omnibus Sworn Statement. - [https://www.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

<b>5-DAYS Position Courses on Incident Command System (Level 3)</b>				
<i>NOTE: Complete LIVE-IN Training Package (Hotel Accommodation/Food &amp; Venue)</i>				
Date of Activity	Estimated No. of Pax	Number of Days	Estimated Unit Cost	Estimated Budget
July 23, 2023 (PM Arrival) – Day 0 (Dinner & Accommodation only for Instructors & TWG)	15 Pax (7 Rooms)	1	3,250.00	48,750.00
July 24-28, 2023 – Day 1 to 5 (Complete Training Package for Participants, Instructors & TWG)	65 Pax (35 Rooms)	5	4,650.00	1,511,250.00

- I. Number of Days : Five (5) Days Live-In Seminar on July 24-28, 2023 and with Day 0 for Instructors and TWG only on July 23, 2023
- II. Desired Venue : Outside Pasig City Hall preferably within Rizal area
- III. Type of Accommodation : Live-In Seminar / Twin (Double) Sharing Room

A. Board and Lodging

- Thirty (35) Twin (Double) Sharing Room ;
- 24 Hours Hot and Cold Shower;
- Sanitized Beddings, Rooms and Restrooms;
- Arrival on Day 0 - 2PM (15 Instructors & TWG);
- Arrival on Day 1 - 9AM (50 Participants and Instructors), Check-In time is 2PM; and
- Check-out time of 12 Noon on Day 5 (Last Day) or maybe on extended hours due to some valid reasons

B. Function Room Requirements

- Can accommodate 65 Pax or More, following the IATF Guidelines and flexible for group activities and workshops;
- Adjustable and Comfortable Class Room set-up;
- Well-lighted and ventilated Facility;
- Unlimited and Free access to Internet / WIFI in all areas;
- Use of Training Venue for at least 8 to 10 Hours;
- Twenty (20) Tables – 3 each for 4 Groups of Participants and 2 for Instructors, 2 for Secretariat and 4 remaining tables for separate Activity area;
- No pillars in the middle of Function Room;
- Can provide at least (4) breakout rooms or space divider;
- Availability of Audio-Visual Equipment with stand-by personnel from hotel;
- With complete Training/Seminar equipment (2 LCD Projector and 2 wide screen, Lecterns, 4 Whiteboard or Easel with Whiteboard Pen and Eraser, Complete Sound System, At least 2 extension cords, 5 Cordless Microphones and 1 Microphone stand).



C. Meal Requirements

Target Date	MEAL BREAKDOWN					
	No. of Pax	Breakfast	AM Snack	Lunch	PM Snack	Dinner
July 23, 2023 - (Day 0) Sunday	15	x	x	x	x	/
July 24, 2023 - (Day 1) Monday	65	/	/	/	/	/
July 25, 2023 - (Day 2) Tuesday	65	/	/	/	/	/
July 26, 2023 - (Day 3) Wednesday	65	/	/	/	/	/
July 27, 2023 - (Day 4) Thursday	65	/	/	/	/	/
July 28, 2023 - (Day 5) Friday	65	/	/	/	/	x

- **For BREAKFAST:** Any typical Filipino Breakfast with egg. A choice between Plain Rice, Fried Rice & Bread ;
- **For LUNCH & DINNER:** 3 Main Dish a combination of Fish, Vegetable and choice of Meat between Chicken, Beef and Pork plus Soup, Rice, Dessert and Drinks;
- **For AM-PM SNACK:** Any light Food with Drinks;
- **Food Serving:** We preferred Buffet for Breakfast, Lunch and Dinner and Plated for AM and PM Snacks
- Free flowing Candies, Coffee and/or Tea and Hot and Cold Water throughout the training hour;

D. Other Requirements

- Provision of backdrop for the activity;
- Appropriate parking area for the participants;
- 24 Hours Security personnel;
- Maintaining cleanliness at Function Hall, Restrooms, Hallway, Dining area, Rooms & Breakout Rooms

Prepared by

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