

## 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 -

**FRONTIER ORTIGAS HOTEL AND RESORT CORPORATION**, a domestic corporation duly organized and existing under and by virtue of the laws of the Republic of the Philippines, with principal office at Marco Polo Hotel Ortigas Manila, Meralco Ave. Cor. Sapphire Rd. Ortigas Ctr. San Antonio, Pasig, herein represented by **RICHARD MICHAEL SIMMONS**, 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. 100-23-05-817 for the **Lease of Venue for the Capacity Development Training: "FocusED: EM at the Frontline of Climate Crisis"** for **Pasig City General Hospital** from September 28 to 29, 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 31 July 2023, the LESSEE, through its BAC, conducted a negotiation and after evaluation on 04 August 2023 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 **FRONTIER ORTIGAS HOTEL AND RESORT CORPORATION**;

**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 One Hundred Forty Thousand Pesos (Php 1,140,000.00)**;

**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 28 to 29 September 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 **FRONTIER ORTIGAS HOTEL AND RESORT CORPORATION** 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 One Hundred Forty Thousand Pesos (Php 1,140,000.00)**.

#### **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

IN WITNESS WHEREOF, the parties hereto set their hands this 16 AUG 2023  
day of \_\_\_\_\_, 2023 at Pasig City.

**CITY OF PASIG**

**FRONTIER ORTIGAS HOTEL  
AND RESORT CORPORATION**

By:

By: 

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

**RICHARD MICHAEL SIMMONS**  
Authorized Representative


**WITNESSES:**

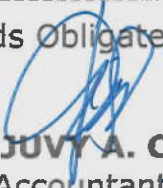
(Printed Name and Signature)

(Printed Name and Signature)

-----  
Funds Appropriated:

Funds Obligated:


  
**MS. MA. THERESA B. HERNANDEZ, CPA**  
OIC - City Budget Office

  
**MS. JUVY A. CUENCO**  
City Accountant  
100-2023-06-0266-4421

Funds Available:

Recommending Approval:

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

  
**PAULO A. CASTRO JR., MD PHD**  
City Gov't. Dept. Head II-  
Medical Director

**ACKNOWLEDGMENT**

**ACKNOWLEDGMENT**

REPUBLIC OF THE PHILIPPINES)  
City of \_\_\_\_\_ ) S.S.

PASIG CITY

BEFORE ME, a Notary Public for and in the City of PASIG CITY on this day of 16 AUG 2023, 2023, personally appeared:

Name	Government ID	Issue and Expiry Date
<b>RICHARD MICHAEL SIMMONS</b>	PE0401169	ISSUANCE DATE: JUN 29, 2014 EXPIRY DATE: JUN 29, 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. 506  
Page No. 103  
Book No. CLXXI  
Series of 2023

*Lolita*  
**ATTY. LOLITA W. MCDONOUGH-LIM**  
Notary Public until Dec. 31, 2024  
Pasig, San Juan, & Pateros M. Mla.  
Appointment No. 49 (2023-2024)  
PTR No. 0139412/Jan. 03, 2023  
BP No. 173491/10-02-2022 for the Year 2023/RSM  
MCLE Exemption No. VIII-IPD000051  
Roll No. 34423  
2<sup>nd</sup> Flr. Armal Center Velasco Ave  
Malinao, Pasig City

**ACKNOWLEDGMENT**

BEFORE ME, a Notary Public for and in the City of Pasig, on this day of SEP 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. 53  
Page No. 12  
Book No. V  
Series of 2023

*Gerardo*  
**ATTY. GERARDO P. RUBIO**  
Notary Public-Pasig City, San Juan and Pateros  
Until December 31, 2024  
ROLL NO. 84063  
IBR NO. 243415  
PTR No. 8029829  
APPOINTMENT NO. 278(2023-2024)  
MCLE EXEMPTION NO. VIII-BEP002249  
TIN NO. 298-919-755


SECRETARY'S CERTIFICATE

I, PATRICIA KIRSTEN JODI D. DOLATRE, Filipino, of legal age with office address at 23/F Multinational Bancorporation Center, 6805 Ayala Avenue, Makati City, being the duly elected and qualified Assistant Corporate Secretary of FRONTIER ORTIGAS HOTEL AND RESORT CORPORATION (the "Corporation"), a corporation organized and existing under Philippine laws, with office address at 21/F Marco Polo Ortigas Manila, Sapphire Road, Ortigas Center, Pasig City, after having been sworn in accordance with law, do hereby certify that at the Special Meeting of the Board of Directors of the Corporation held on July 7, 2023 via conference call, at which meeting a quorum was present and acting throughout, the following resolutions were unanimously approved:

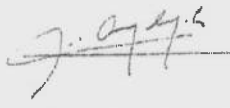
"RESOLVED, that the Board of Directors of FRONTIER ORTIGAS HOTEL AND RESORT CORPORATION (the "Corporation") appoint effective \_\_\_\_\_ as it hereby does, any one of the following company officers as its authorized representative in its transactions with the Local Government of Pasig City ("LGU Pasig") and to secure, execute, sign, submit and deliver any and all documents that may be required by the LGU Pasig:

Name and Position

Richard Michael Simmons  
(General Manager)



Marie Angeline Y. Co  
(Director of Finance)



"RESOLVED, FURTHER, that the aforementioned resolutions shall be valid and binding upon the Corporation unless and until the LGU Pasig receives a Certificate from the Corporation revoking such authority."

IN WITNESS WHEREOF, this Secretary's Certificate is signed on this 13<sup>th</sup> day of July 2023 in Makati City.

  
PATRICIA KIRSTEN JODI D. DOLATRE  
Assistant Corporate Secretary

SUBSCRIBED AND SWORN to before me this 13<sup>th</sup> day of July 2023 in Makati City, affiant personally known to me and exhibiting her Taxpayer Identification No. 724-818-143 issued by the Bureau of Internal Revenue, as competent evidence of her identity.

Doc No. 316;  
Page No. 25;  
Book No. 11;  
Series of 2023.





**PASIG**  
CITY GOVERNMENT

PROCUREMENT MANAGEMENT OFFICE

ANNEX "B"

**REQUEST FOR QUOTATION/INVITATION FOR NEGOTIATION**

<b>Date</b>	27 July 2023
<b>Project Title</b>	Lease of Venue for the Capacity Development Training: "FocusED: EM at the Frontline of Climate Crisis" – Pasig City General Hospital
<b>Mode of Procurement</b>	Negotiated Procurement (Lease of Real Property or Venue)
<b>RFQ No.</b>	100-23-05-817
<b>Approved Budget for the Contract</b>	One Million One Hundred Forty Thousand Pesos (Php 1,140,000.00)
<b>Deadline and Place for the Submission of Quotation</b>	Please submit the accomplished Quotation and required documents not later than <u>31 July 2023, 1:45 PM</u> at the Bids and Awards Committee (BAC) through the <b>Procurement Management Office (BAC Secretariat Office), 4<sup>th</sup> Floor, Pasig City Hall, San Nicolas, Pasig City.</b>  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>
<b>Date, Time and Place of the Negotiation</b>	31 July 2023, 2:00 PM, 7 <sup>th</sup> Floor, Meeting Room, Pasig City Hall
<b>TERMS</b>	The lease contract shall commence from <b>September 28, 2023 to September 29, 2023</b>
<b>NOTES</b>	<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"
Lease of Venue for the Capacity Development Training: "FocusED: EM at the Frontline of Climate Crisis" – Pasig City General Hospital under RFQ No. 100-23-05-817	
<b>TECHNICAL SPECIFICATIONS/SCOPE OF WORK</b>	
<p><b>September 28, 2023 to September 29, 2023</b></p> <p>I. Number of Days: 2 days</p> <p>II. Desired Venue and/or Function: Pasig City or nearby cities ( i.e. Manila, Taguig City, Marikina City)</p> <p>III. Type of Accommodation</p> <ul style="list-style-type: none"> <li>o Arrival : 6:00 am (September 28-29, 2023)</li> <li>o Check-out Time: 5:00 pm (September 28, 2023) &amp; 5:00 pm (September 29, 2023)</li> </ul>	
<ul style="list-style-type: none"> <li>• Can accommodate up to 350 people on day 1 and up to 250 people on day 2 (See specification on the function room lay out)</li> <li>• Proper lighting and ventilation</li> <li>• Unlimited free Internet/Wi-Fi access in all areas of the venue</li> <li>• Use of the venue for at least 11 hours</li> </ul>	
<ul style="list-style-type: none"> <li>• Function room lay out: <ul style="list-style-type: none"> <li>o Banquet or theater type for Day 1 <ul style="list-style-type: none"> <li>▪ 350 chairs arranged in banquet or theater- type manner</li> </ul> </li> <li>o 4 separate function rooms to be used simultaneously for the workshops on Day 2 <ul style="list-style-type: none"> <li>➤ <b>WORKSHOP 1 (Heartsavers):</b> <ul style="list-style-type: none"> <li>▪ 6 tables in front (standard-sized IBM tables or 46cm x 180cm x 76cm)</li> <li>▪ 50 chairs arranged in theater-type manner</li> <li>▪ 15 extra chairs for facilitators</li> <li>▪ Use of LCD projectors with a screen/ LED screen</li> <li>▪ Use of whiteboard with pen and eraser</li> <li>▪ Complete sound system set</li> <li>▪ At least two (2) extension cords</li> <li>▪ At least two (2) wireless microphones</li> <li>▪ Audio-visual lecterns</li> </ul> </li> <li>➤ <b>WORKSHOP 2 (Airway):</b> <ul style="list-style-type: none"> <li>▪ 4 tables in front (standard-sized IBM tables or 46cm x 180cm x 76cm)</li> <li>▪ 30 chairs arranged in theater-type manner</li> <li>▪ 15 extra chairs for facilitators</li> <li>▪ Use of LCD projectors with a screen/ LED screen</li> <li>▪ Use of whiteboard with pen and eraser</li> <li>▪ Complete sound system set</li> <li>▪ At least two (2) extension cords</li> <li>▪ At least two (2) wireless microphones</li> <li>▪ Audio-visual lecterns</li> </ul> </li> <li>➤ <b>WORKSHOP 3 (MCI):</b> <ul style="list-style-type: none"> <li>▪ 4 tables in front (standard-sized IBM tables or 46cm x 180cm x 76cm)</li> <li>▪ 30 chairs arranged in theater-type manner</li> <li>▪ 15 extra chairs for facilitators</li> </ul> </li> </ul> </li> </ul> </li> </ul>	



<ul style="list-style-type: none"> <li>▪ Use of LCD projectors with a screen/ LED screen</li> <li>▪ Use of whiteboard with pen and eraser</li> <li>▪ Complete sound system set</li> <li>▪ At least two (2) extension cords</li> <li>▪ At least two (2) wireless microphones</li> <li>▪ Audio-visual lecterns</li> </ul> <p>➤ WORKSHOP 4 (Triage):</p> <ul style="list-style-type: none"> <li>▪ 2 tables in front (standard-sized IBM tables or 46cm x 180cm x 76cm)</li> <li>▪ 40 chairs arranged in theater-type manner</li> <li>▪ 10 extra chairs for facilitators</li> <li>▪ Use of LCD projectors with a screen/ LED screen</li> <li>▪ Use of whiteboard with pen and eraser</li> <li>▪ Complete sound system set</li> <li>▪ At least two (2) extension cords</li> <li>▪ At least two (2) wireless microphones</li> <li>▪ Audio-visual lecterns</li> <li>▪ Two (2) tables with 10 chairs for the Secretariat (Registration Area) for days 1&amp; 2</li> <li>▪ Two (2) tables with 10 chairs for the technical team for</li> </ul>	
---	--

**Meals Requirements : September 28, 2023 to September 29, 2023**

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

- AM Snacks, managed buffet lunch or plated lunch with drinks, and PM Snacks
- Lunch : 3 main dishes (fish; chicken or beef; and vegetables), soup, rice dessert, and drinks
- AM and PM snacks: sandwich or pasta with drinks
- Free flowing coffee, tea and water, and mints

**Other Requirements:**

- Maintaining cleanliness function hall, restrooms, hallway, coffee/tea area and dining area
- Provision for backdrop for the activity
- Complementary car passes at 10% of total number of attendees
- Additional parking slots
- With 24-hour security, front-desk and housekeeping services
- Dates can be rebooked in case of emergency/ unforeseen circumstances
- Must be Persons with Disability (PWD)- friendly:
  - Easy access of comfort room
  - With ramp
  - First aid kits available when needed

**FINANCIAL PROPOSAL**

<b>Name of Project</b>	<b>Grand Total Cost for the Lease of Venue</b>
Lease of Venue for the CapDev "FocusED: EM at the Frontline of Climate Crisis" –	Php _____

Pasig City General Hospital under RFQ No. 100-23-05-817	(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. - [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**

Activity Title	CapDev "FocusED: EM at the Frontline of Climate Crisis"
----------------	---

DATE OF ACTIVITY	ESTIMATED NUMBER OF PAX	NUMBER OF DAYS	UNIT COST	BUDGET ESTIMATES
Sept. 28-29, 2023	350	1	1,900.00	665,000.00
	250	1	1,900.00	475,000.00
	TOTAL			1,140,000.00

IV. Number of Days: 2 days

V. Desired Venue and/or Function: Pasig City or nearby cities (i.e. Manila, Taguig City, Marikina City)

VI. Type of Accommodation

- o Arrival: 6:00 am (September 28-29, 2023)
- o Check-out time: 5:00 pm (September 28, 2023) & 5:00 pm (September 29, 2023)

<ul style="list-style-type: none"><li>• Can accommodate up to 350 people on day 1 and up to 250 people on day 2 (see specification on the function room layout)</li></ul>
<ul style="list-style-type: none"><li>• Proper lighting and ventilation</li></ul>
<ul style="list-style-type: none"><li>• Unlimited free internet/WIFI access in all areas of the venue</li></ul>
<ul style="list-style-type: none"><li>• Use of the venue for at least 11 hours</li></ul>
<ul style="list-style-type: none"><li>• Function room layout:<ul style="list-style-type: none"><li>o Banquet or theater type for day 1<ul style="list-style-type: none"><li>▪ 350 chairs arranged in banquet or theater-type manner</li></ul></li><li>o 4 separate function rooms to be used simultaneously for the workshops on Day 2<ul style="list-style-type: none"><li>▪ WORKSHOP 1 (<i>Heartsavers</i>):<ul style="list-style-type: none"><li>• 6 tables in front (standard-sized IBM tables or 46cm x 180cm x 76cm)</li><li>• 50 chairs arranged in theater-type manner</li><li>• 15 extra chairs for facilitators</li><li>• Use of LCD projector with a screen / LED screen</li><li>• Use of whiteboard with pen and eraser</li><li>• Complete sound system set</li><li>• At least two (2) extension cords</li><li>• At least two (2) wireless microphones</li><li>• Audio-visual lecterns</li></ul></li></ul></li></ul></li></ul>



- **WORKSHOP 2 (Airway):**
  - 4 tables in front (standard-sized IBM tables or 46cm x 180cm x 76cm)
  - 30 chairs arranged in theater-type manner
  - 15 extra chairs for facilitators
  - Use of LCD projector with a screen / LED screen
  - Use of whiteboard with pen and eraser
  - Complete sound system set
  - At least two (2) extension cords
  - At least two (2) wireless microphones
  - Audio-visual lecterns
- **WORKSHOP 3 (MCI):**
  - 4 tables in front (standard-sized IBM tables or 46cm x 180cm x 76cm)
  - 30 chairs arranged in theater-type manner
  - 15 extra chairs for facilitators
  - Use of LCD projector with a screen / LED screen
  - Use of whiteboard with pen and eraser
  - Complete sound system set
  - At least two (2) extension cords
  - At least two (2) wireless microphones
  - Audio-visual lecterns
- **WORKSHOP 4 (Triage):**
  - 2 tables in front (standard-sized IBM tables or 46cm x 180cm x 76cm)
  - 40 chairs arranged in theater-type manner
  - 10 extra chairs for facilitators
  - Use of LCD projector with a screen / LED screen
  - Use of whiteboard with pen and eraser
  - Complete sound system set
  - At least two (2) extension cords
  - At least two (2) wireless microphones
- Audio-visual lecterns
- Two (2) tables with 10 chairs for the Secretariat (Registration Area) for days 1 & 2
- Two (2) tables with 10 chairs for the technical team for days 1 & 2



**Meals Requirements:**

- September 28-29, 2023 – AM snacks, managed buffet lunch or plated lunch with drinks, and PM snacks

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

- Lunch: 3 main dishes (fish; chicken or beef; and vegetables), soup, rice, dessert, and drinks
- AM and PM snacks: sandwich or pasta with drinks
- Free flowing coffee, tea and water, and mints

**Other Requirement/s:**

- Maintaining cleanliness – function hall, restrooms, hallway, coffee/tea area, and dining area
- Provision for backdrop for the activity
- Complementary car passes at 10% of total number of attendees
- Additional parking slots needed as per availability at daily parking rates
- With 24-hours security, front desk and housekeeping services
- Dates can be rebooked in case of emergency/unforeseen circumstances
- Must be Persons with Disability (PWD)-friendly:
  - Easy access of comfort room
  - With ramp
  - First Aid kits available when needed

  
**DR. NERISSA G. SABARRE**

Chairperson  
Department of Emergency Medicine and Acute Care  
Pasig City General Hospital