

## 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. 100-23-06-1457 for the **Lease of Venue for Auditing the GAD Program and Process through Gender Analysis Seminar Workshop - Inter Audit Service Unit** from September 10, 2023 to September 14, 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 16 August 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 Hundred Seventy Five Thousand Twenty Five Pesos and 46/100 (Php 175,025.46)**;

**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 September 10, 2023 to September 14, 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 Hundred Seventy Five Thousand Twenty Five Pesos and 46/100 (Php 175,025.46)**.

### **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 29 AUG 2023 day of \_\_\_\_\_, 2023 at **Pasig City**.

**CITY OF PASIG**

**FIRST PACIFIC LEADERSHIP ACADEMY INC.**

By:

By:

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

**MS. JUVY A. CUENCO**  
City Accountant  
100-2023-07-0038-1011-A50

Funds Available:

Recommending Approval:

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

**ALICIA E. CRUZ-BARAZON, CPA**  
Executive Assistant V, OIC-IAS



**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 AUG 29 2023, 2023, personally appeared:

| Name                        | Government ID                     | Issue and Expiry Date            |
|-----------------------------|-----------------------------------|----------------------------------|
| <b>NORWIN MARK T. SAYNO</b> | DRIVER'S LICENSE<br>D16-06-000125 | OCT. 26, 2022 /<br>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. 153  
Page No. 32  
Book No. I  
Series of 2023

ATTY. GERALD P. RUBIO  
Notary Public-Pasig City, San Juan and Pateros  
Until December 31, 2024  
ROLL NO. 84083  
IBF NO. 243415  
PTR No. 9004629  
APPOINTMENT NO. 276(2023-2024)  
MCLE EXEMPTION NO. VIII-BEP002249  
TIN NO. 238-919-765

**ACKNOWLEDGMENT**

BEFORE ME, a Notary Public for and in the City of Pasig, on this day of SEP 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. 386  
Page No. 79  
Book No. II  
Series of 2023

ATTY. GERALD P. RUBIO  
Notary Public-Pasig City, San Juan and Pateros  
Until December 31, 2024  
ROLL NO. 84083  
IBF NO. 243415  
PTR No. 9004629  
APPOINTMENT NO. 276(2023-2024)  
MCLE EXEMPTION NO. VIII-BEP002249  
TIN NO. 238-919-765

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 &<br>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         |

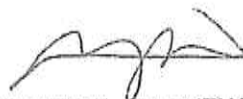
RESOLVED, FURTHER, that the above signatories, shall have the authority to execute, sign, issue, and deliver in the name and on behalf of the Corporation any and all agreements, contracts, instruments, powers of attorney, authorizations, certifications, and other documents necessary to implement and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

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: N11;  
Series of 2021.

  
 ATTY. CHRISTOPHER S. ARPON  
 Notary Public  
 For and in Pasig, Pateros and San Juan  
 Appointment No. 11 (2019-2020) January 14, 2019  
 At Pasig City until December 31, 2020  
 JPL No. 41620/IDP No. 102739 1/29/2020 RSM Chapter  
 PTR No. 6569113 1/25/2020 Pasig City  
 MCLE No. VII-0001089 10/17/20  
 401, Four Level Bldg., Ortigas Avenue, Pasig City





### ANNEX "B"

#### REQUEST FOR QUOTATION/INVITATION FOR NEGOTIATION


|  |   |
|--|---|
| Date   | 14 August 2023  |
| Project Title                                      | Lease of Venue for Auditing the GAD Program and Process Through Gender Analysis Seminar Workshop – Internal Audit Service Unit  |
| Mode of Procurement                                | Negotiated Procurement (Lease of Real Property or Venue)  |
| RFQ No.  | 100-23-06-1457  |
| Approved Budget for the Contract                   | One Hundred Seventy Five Thousand Five Hundred Pesos (Php 175,500.00)   |
| Deadline and Place for the Submission of Quotation | Please submit the accomplished Quotation and required documents not later than <u>16 August 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.<br><br>You may enclose all the documents in an envelope duly marked with the following details:<br><br>1. Title and reference number of the project (Purchase Request No.); and<br>2. Name, address and contact details (telephone/cellphone number and email address) of the bidder.  |
| Date, Time and Place of the Negotiation            | 16 August 2023, 2:00 PM, 7 <sup>th</sup> Floor, Meeting Room, Pasig City Hall   |
| TERMS  | The lease contract shall commence from <u>September 10, 2023 to September 14, 2023</u>  |
| NOTES  | <ol style="list-style-type: none"><li>1. Lessor shall submit their offer/quotation through their duly authorized representatives</li><li>2. Quotations submitted exceeding the Approved Budget for the Contract (ABC) shall be rejected.</li><li>3. The prices quoted are to be paid in Philippine Currency.</li><li>4. All prices quoted are subject to all Philippine Tax Statutes.</li><li>5. Award of contract shall be made to the lowest quotation which complies with the technical specifications and other terms and conditions stated herein.</li><li>6. The City Government of Pasig shall have the right to inspect and/or to test the real property to confirm their conformity to the technical specifications.</li><li>7. The CITY GOVERNMENT OF PASIG reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.</li></ol> |

Sir/Madame:

In accordance with the Technical Specifications, Scope of Work and General Conditions for the aforementioned project stated herewith, kindly fill up and submit your lowest proposal.

For any inquiries or clarifications, please contact the Procurement Management Office (BAC Secretariat Office) at (02) 8643-1111 local 1461 or 1462 or through email [bidsandawards@pasigcity.gov.ph](mailto:bidsandawards@pasigcity.gov.ph)

Thank you.

  
ATTY. PONCE MIGUEL D. LOPEZ  
Officer in Charge, Procurement Management Office



| Description of Service Requirement  | Offered Technical Proposal<br>Please fill in with either: "Comply" or "Not Comply" |                |                  |                |                |                |                  |           |                  |   |                  |        |                  |          |   |   |   |   |   |       |   |   |   |   |   |          |   |   |   |   |   |        |   |   |   |   |   |
|---|--|----------------|------------------|----------------|----------------|----------------|------------------|-----------|------------------|---|------------------|--------|------------------|----------|---|---|---|---|---|-------|---|---|---|---|---|----------|---|---|---|---|---|--------|---|---|---|---|---|
| <b>Lease of Venue for Auditing the GAD Program and Process through Gender Analysis Seminar Workshop under PR No. 100-23-06-1457</b>   |  |                |                  |                |                |                |                  |           |                  |   |                  |        |                  |          |   |   |   |   |   |       |   |   |   |   |   |          |   |   |   |   |   |        |   |   |   |   |   |
| <b>TECHNICAL SPECIFICATIONS/SCOPE OF WORK</b>   |  |                |                  |                |                |                |                  |           |                  |   |                  |        |                  |          |   |   |   |   |   |       |   |   |   |   |   |          |   |   |   |   |   |        |   |   |   |   |   |
| September 10, 2023 to September 14, 2023  |  |                |                  |                |                |                |                  |           |                  |   |                  |        |                  |          |   |   |   |   |   |       |   |   |   |   |   |          |   |   |   |   |   |        |   |   |   |   |   |
| I. Desired Venue and/or Function: Rizal Province  |  |                |                  |                |                |                |                  |           |                  |   |                  |        |                  |          |   |   |   |   |   |       |   |   |   |   |   |          |   |   |   |   |   |        |   |   |   |   |   |
| <b>Board and Lodging (Full Board)</b> <ul style="list-style-type: none"> <li>• For 10 pax (9 Female, 1 Male)</li> </ul> <table border="1" data-bbox="284 766 1177 873"> <thead> <tr> <th>No. of Rooms</th> <th>Room Type</th> <th>No. of Person</th> <th>Duration</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>Triple occupancy</td> <td>9 Female</td> <td>5 days, 4 nights</td> </tr> <tr> <td>1</td> <td>Single occupancy</td> <td>1 Male</td> <td>4 days, 3 nights</td> </tr> </tbody> </table> <p>Check-in Time: September 10, 2023; 2:00 PM<br/>Check-out Time: September 14, 2023; 12:00 PM</p> <ul style="list-style-type: none"> <li>• 24-hours hot and cold shower</li> <li>• Sanitized bedding, rooms, and restrooms</li> <li>• Complementary toiletries and bathrobes</li> <li>• Unlimited free access to the Internet/ Wi-Fi in the room</li> </ul>  |  | No. of Rooms   | Room Type        | No. of Person  | Duration       | 3              | Triple occupancy | 9 Female  | 5 days, 4 nights | 1 | Single occupancy | 1 Male | 4 days, 3 nights |          |   |   |   |   |   |       |   |   |   |   |   |          |   |   |   |   |   |        |   |   |   |   |   |
| No. of Rooms  | Room Type  | No. of Person  | Duration         |                |                |                |                  |           |                  |   |                  |        |                  |          |   |   |   |   |   |       |   |   |   |   |   |          |   |   |   |   |   |        |   |   |   |   |   |
| 3   | Triple occupancy   | 9 Female       | 5 days, 4 nights |                |                |                |                  |           |                  |   |                  |        |                  |          |   |   |   |   |   |       |   |   |   |   |   |          |   |   |   |   |   |        |   |   |   |   |   |
| 1   | Single occupancy   | 1 Male         | 4 days, 3 nights |                |                |                |                  |           |                  |   |                  |        |                  |          |   |   |   |   |   |       |   |   |   |   |   |          |   |   |   |   |   |        |   |   |   |   |   |
| <b>Function Room Requirements</b> <ul style="list-style-type: none"> <li>• <b>Function Room:</b><br/>September 10: 4-8 pm, 10 pax<br/>September 11-13: 8am-8pm, 10 pax<br/>September 14: 8am-12nn, 9 pax<br/>(for lectures, workshops, and break-out activities)</li> <li>• Fully air-conditioned and well- lighted</li> <li>• Classroom type, flexible enough to accommodate at least 10 pax following IATF Guidelines and flexible for group activities/ workshops</li> <li>• Availability of audio-visual equipment with a stand-by assistant: <ul style="list-style-type: none"> <li>○ At least one (1) LCD projector and one (1) widescreen</li> <li>○ At least two (2) whiteboards with whiteboard pen and eraser</li> <li>○ Complete set of sound system</li> <li>○ Available extension cords accessible for all the participants</li> <li>○ At least two (2) microphones</li> <li>○ Podium/ lectern</li> </ul> </li> <li>• Unlimited free access to the Internet/ Wi-Fi in all areas of the venue</li> <li>• One (1) extra table for the Secretariat (Registration Area and Activity Secretariat)</li> <li>• No pillars within the function hall</li> </ul> |  |                |                  |                |                |                |                  |           |                  |   |                  |        |                  |          |   |   |   |   |   |       |   |   |   |   |   |          |   |   |   |   |   |        |   |   |   |   |   |
| <b>Meals Requirements:</b> <table border="1" data-bbox="259 1849 1218 2083"> <thead> <tr> <th></th> <th>Sept. 10, 2023</th> <th>Sept. 11, 2023</th> <th>Sept. 12, 2023</th> <th>Sept. 13, 2023</th> <th>Sept. 14, 2023</th> </tr> </thead> <tbody> <tr> <td>Breakfast</td> <td>—</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>AM Snack</td> <td>—</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>Lunch</td> <td>—</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>PM Snack</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>—</td> </tr> <tr> <td>Dinner</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>—</td> </tr> </tbody> </table>  |  |                | Sept. 10, 2023   | Sept. 11, 2023 | Sept. 12, 2023 | Sept. 13, 2023 | Sept. 14, 2023   | Breakfast | —                | ✓ | ✓                | ✓      | ✓                | AM Snack | — | ✓ | ✓ | ✓ | ✓ | Lunch | — | ✓ | ✓ | ✓ | ✓ | PM Snack | ✓ | ✓ | ✓ | ✓ | — | Dinner | ✓ | ✓ | ✓ | ✓ | — |
|   | Sept. 10, 2023   | Sept. 11, 2023 | Sept. 12, 2023   | Sept. 13, 2023 | Sept. 14, 2023 |                |                  |           |                  |   |                  |        |                  |          |   |   |   |   |   |       |   |   |   |   |   |          |   |   |   |   |   |        |   |   |   |   |   |
| Breakfast   | —  | ✓              | ✓                | ✓              | ✓              |                |                  |           |                  |   |                  |        |                  |          |   |   |   |   |   |       |   |   |   |   |   |          |   |   |   |   |   |        |   |   |   |   |   |
| AM Snack  | —  | ✓              | ✓                | ✓              | ✓              |                |                  |           |                  |   |                  |        |                  |          |   |   |   |   |   |       |   |   |   |   |   |          |   |   |   |   |   |        |   |   |   |   |   |
| Lunch   | —  | ✓              | ✓                | ✓              | ✓              |                |                  |           |                  |   |                  |        |                  |          |   |   |   |   |   |       |   |   |   |   |   |          |   |   |   |   |   |        |   |   |   |   |   |
| PM Snack  | ✓  | ✓              | ✓                | ✓              | —              |                |                  |           |                  |   |                  |        |                  |          |   |   |   |   |   |       |   |   |   |   |   |          |   |   |   |   |   |        |   |   |   |   |   |
| Dinner  | ✓  | ✓              | ✓                | ✓              | —              |                |                  |           |                  |   |                  |        |                  |          |   |   |   |   |   |       |   |   |   |   |   |          |   |   |   |   |   |        |   |   |   |   |   |

|   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• For breakfast: buffet (beef, chicken, fish, pork, and vegetable viands selection)</li> <li>• For lunch and dinner: buffet, (beef, chicken, fish, pork, and vegetable viands selection)</li> <li>• AM and PM Snacks: native food, with bottomless drinks (choice of iced tea or fruit juice)</li> <li>• Free-flowing brewed coffee and tea in the function room during official use</li> <li>• Free- flowing water in the function room during official use</li> <li>• Food attendants</li> <li>• Candies, paper, and pencil</li> </ul> |  |
| <p><b>Other Requirements:</b></p> <ul style="list-style-type: none"> <li>• Maintaining cleanliness - function hall, restrooms, sleeping quarters, hallway, coffee/tea area and dining area</li> <li>• Provision for backdrop for the activity</li> <li>• With appropriate parking area for the participants and facilitators</li> <li>• With 24-hour security, front-desk and housekeeping services</li> </ul>  |  |
| <b>FINANCIAL PROPOSAL</b>   |  |
| <b>Name of Project</b>  | <b>Grand Total Cost for the Lease of Venue</b>   |
| <p><b>Lease of Venue for Auditing the GAD Program and Process through Gender Analysis Seminar Workshop under PR No. 100-23-06-1457</b></p>  | <p>PhP _____<br/> <b>(Amount in Figures)</b></p> <p>_____</p> <p>_____</p> <p><b>(Amount in words of Grand Total Cost)</b></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

|                              |   |
|------------------------------|---|
| <b>Activity Title</b>        | Auditing the GAD Program and Process through Gender Analysis Seminar Workshop |
| <b>Budget Account Code</b>   | Attributed to HRDO's Budget   |
| <b>Budget Reference Code</b> | 1000-000-2-1-47-003-002-005   |
| <b>PR Number</b>             | 100-23-06-1457  |

| DATE OF ACTIVITY  | ESTIMATED NUMBER OF PAX | NUMBER OF DAYS                                    | TOTAL ESTIMATED BUDGET |
|-------------------|-------------------------|---|------------------------|
| Sept. 10-14, 2023 | 10                      | Food and Venue<br>(5 days and 4 nights - Live in) | Php 175,000.00         |
| <b>Total</b>      |                         |   | <b>Php 175,000.00</b>  |

## I. Desired Venue and/or Function: Rizal Province

| <b>Function Room Requirements:</b>   |
|--|
| <ul style="list-style-type: none"> <li>● <b>FUNCTION ROOM:</b> <ul style="list-style-type: none"> <li>September 10: 4-8 PM, 10 pax</li> <li>September 11-13: 8 AM-8 PM, 10 pax</li> <li>September 14: 8 AM-12NN, 9 pax</li> </ul>           (for lectures, workshops, and breakout activities)         </li> <li>● Fully air-conditioned and well-lighted</li> <li>● Classroom type, flexible enough to accommodate at least 10 pax following IATF Guidelines and flexible for group activities/workshops</li> </ul> |
| <ul style="list-style-type: none"> <li>● Availability of audio-visual equipment with a stand-by assistant:           <ul style="list-style-type: none"> <li>○ At least one (1) LCD projector and one (1) widescreen</li> <li>○ At least two (2) whiteboards with whiteboard pen and eraser</li> <li>○ Complete set of sound system</li> <li>○ Available extension cords accessible for all the participants</li> <li>○ At least two (2) microphones</li> <li>○ Podium/lectern</li> </ul> </li> </ul>                 |
| <ul style="list-style-type: none"> <li>● Unlimited free access to the internet / WI-FI in all areas of the venue</li> </ul>  |
| <ul style="list-style-type: none"> <li>● One (1) extra table for the Secretariat (Registration Area and Activity Secretariat)</li> </ul>   |
| <ul style="list-style-type: none"> <li>● No pillars within the function hall</li> </ul>  |

**Meal Requirements:**

|           | Sept. 10, 2023 | Sept. 11, 2023 | Sept. 12, 2023 | Sept. 13, 2023 | Sept. 14, 2023 |
|-----------|----------------|----------------|----------------|----------------|----------------|
| Breakfast | —              | ✓              | ✓              | ✓              | ✓              |
| AM Snack  | —              | ✓              | ✓              | ✓              | ✓              |
| Lunch     | —              | ✓              | ✓              | ✓              | ✓              |
| PM Snack  | ✓              | ✓              | ✓              | ✓              | —              |
| Dinner    | ✓              | ✓              | ✓              | ✓              | —              |

- For breakfast: buffet, (beef, chicken, fish, pork, and, vegetable viands selections)
- For lunch and dinner: buffet, (beef, chicken, fish, pork, and, vegetable viands selections)
- AM and PM Snacks: native food, with bottomless drinks (choice of iced tea or fruit juice)
- Free-flowing brewed coffee and tea in the function room during official use
- Free flowing water in the function room during official use
- Food attendants
- Candies, paper, and pencil

**Board and Lodging (Full Board)**

- For 10 Pax (9 Female, 1 Male)

| No. of Rooms | Room Type        | No. of Person | Duration            |
|--------------|------------------|---------------|---------------------|
| 3            | Triple occupancy | 9 Female      | Five days, 4 nights |
| 1            | Single occupancy | 1 Male        | Four days, 3 nights |

Check-in Time: September 10, 2023; 2:00 PM  
 Check-out Time: September 14, 2023; 12:00 PM

- 24-Hours Hot and Cold Shower
- Sanitized bedding, rooms, and restrooms
- Complementary toiletries and bathrobes
- Unlimited free access to the internet / Wi-Fi in the room

| Other Requirement/s:   |
|--|
| ● Maintaining cleanliness-function hall, restrooms, sleeping quarters, hallway, coffee/tea area, and dining area |
| ● Provision for a 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:

  
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Internal Auditor II

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Internal Auditor IV

Approved by :

  
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OIC, IAS Head