

## 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 -

**TWIN LAKES HOTEL 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 Dayap Itaas, Laurel, Batangas, herein represented by **ROWENA R. SAMONTE**, 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. 100-23-05-1300 for the **Lease of Venue for the Conduct of Capacity Building for the Department Heads and Technical Staff in Updating all Sectoral Database as Inputs to Plan Updating for City Planning and Development Office** from August 30, 2023 to September 03, 2023;

**WHEREAS**, pursuant to Section 53.10 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 (Government Procurement Reform Act) and the Consolidated Guidelines for Alternative Methods of Procurement, the **LESSEE**, through its Bids and Awards Committee ("BAC"), sent Requests for Quotations to at least three (3) potential lessors, and two (2) potential lessors responded;

**WHEREAS**, on 18 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 **TWIN LAKES HOTEL 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 **Four Million Two Hundred Forty Nine Thousand Nine Hundred Pesos (Php 4,249,900.00)**;

**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 August 30, 2023 to September 03, 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 **TWIN LAKES HOTEL 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 **Four Million Two Hundred Forty Nine Thousand Nine Hundred Pesos (Php 4,249,900.00)**.

### **ARTICLE IV AMENDMENT AND EXCLUSIVITY**

1. This Contract of Lease constitutes the entire agreement between the parties hereto and all previous agreements between the parties relative to the Leased Premises and ancillary services therein, are hereby superseded by this Contract of Lease.
2. The relationship of the parties shall be limited to the performance of

the terms and conditions of this Contract of Lease. Nothing in this Contract of Lease shall be construed as to create a general partnership, joint venture, or agency between the parties, or to authorize any party to act as a general agent for another, or permit any party to bind the other, or to borrow money on behalf of another party, or to use credit of any party, for any purpose.

3. The Contract of Lease shall not be deemed amended or otherwise in any manner, unless such amendment or alteration is made in writing and signed by both parties.

#### **ARTICLE V NON-WAIVER**

1. The failure or delay on the part of any party to insist upon strict performance of any of the terms, conditions, and covenants hereof, or to exercise any of its rights under this Contract of Lease, shall not be deemed a relinquishment or waiver of the enforcement of any right or remedy that said party may have nor shall it be construed as a waiver of any subsequent breach or default of the terms, conditions, and covenants herein contained, which shall be deemed in full force and effect. No waiver by a party shall be deemed to have been made unless expressed in writing and signed by the said party.

2. Any right or remedy conferred by this Contract of Lease shall not be exclusive of any other right or remedy of each party, whether under this contract or provided by or permitted by law or in equity, but each right or remedy shall be cumulative of every right or remedy available.

#### **ARTICLE VI ADDITIONAL PROVISIONS**

1. The parties hereby manifest that they shall first meet, confer and sit down together for the purpose of exploring all avenues and/or possibilities of amicably settling whatever are their differences, disputes and/or controversies that may arise in connection with any of the terms and conditions of this Contract of Lease.

2. In the event that facts and circumstances arise or are discovered which render this Contract of Lease manifestly and grossly disadvantageous to the government, as determined by the **LESSEE**, the parties hereto agree to immediately renegotiate its terms and conditions, or at the option of the **LESSEE**, terminate the same.

3. If the parties fail to amicably settle their difference, disputes, and/or controversies, the parties, waiving for this purpose any other venue, hereby agree that the courts of the City of Pasig shall be the sole and exclusive venue of any and all actions or suits between the parties, to the exclusion of all other courts and venues. This exclusive venue provision shall apply even in cases arising from the declaration of nullity of this Contract of Lease in part or in its

entirety and in cases arising after or by reason of the declaration of nullity of this contract, whether in part or in its entirety.

IN WITNESS WHEREOF, the parties hereto set their hands this 29 AUG 2023 day of \_\_\_\_\_, 2023 at **Pasig City**.

**CITY OF PASIG**

**TWIN LAKES HOTEL INC.**

By:

By:

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

  
**ROWENA R. SAMONTE**  
Authorized Representative


**WITNESSES:**

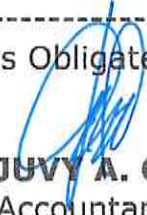
(Printed Name and Signature)

(Printed Name and Signature)

-----  
Funds Appropriated:


Funds Obligated:


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

  
**MS. JUVY A. CUENCO**  
City Accountant  
100-2023-05-0448-1032

Funds Available:

Recommending Approval:

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

  
**ENP. PRISCELLA B. MEJILLANO, MGM**  
City Gov't. Dept. Head II



**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>ROWENA R. SAMONTE</b>	PASSPORT ID P90506041B	Feb. 24, 2022- Feb. 24, 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. 54  
Page No. 12  
Book No. I  
Series of 2023

ATTY. **GERARDO P. RUBIO**  
Notary Public-Pasig City, San Juan and Pateros  
Until December 31, 2024  
ROLL NO. 84083  
IBP 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 **AUG 29 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. 55  
Page No. 12  
Book No. I  
Series of 2023

ATTY. **GERARDO P. RUBIO**  
Notary Public-Pasig City, San Juan and Pateros  
Until December 31, 2024  
ROLL NO. 84083  
IBP NO. 243415  
PTR No. 9004629  
APPOINTMENT NO. 276(2023-2024)  
MCLE EXEMPTION NO. VIII-BEP002249

## SECRETARY'S CERTIFICATE

I, MARIA CARLA T. UYKIM, of legal age, Filipino, with office address at the 10<sup>th</sup> Floor, Two World Square, 24 Upper McKinley Road, McKinley Hill, Taguig City, Metro Manila after having been sworn in accordance with law, depose and state that:

1. I am the Corporate Secretary of TWIN LAKES HOTEL, INC. (the "Corporation"), a corporation duly organized and existing under Philippine laws, with principal office address at Barangay Dayap Itaas, Laurel, Batangas 4221.

2. As Corporate Secretary, I have custody of the minutes of the meetings of the Board of Directors and stockholders of the Corporation.

3. In a Special Meeting of the Board of Directors held on 29 June 2023, at which a quorum was present and acting throughout, the Board of Directors passed and adopted the following resolutions:

"WHEREAS, in a Resolution dated 24 January 2023, the Corporation appointed its authorized signatories who may, subject to the conditions and limitations provided therein, sign, execute and deliver such contracts and agreements to be entered into with various suppliers and contractors of materials, equipment and other services necessary for the Corporation's operation;

"WHEREAS, there is a need to update the authorized representatives/signatories of the Corporation to the aforementioned contracts and agreements;

"NOW, THEREFORE, IT IS HEREBY RESOLVED, that the following sets of authorized representatives are hereby authorized to JOINTLY sign, execute and deliver with their co-signatory/ies, for and on behalf of the Corporation, such contracts and agreements as designated pursuant to the instructions and limitations set forth below:

A. *For contracts with corporate clients, air crews, and other operating revenue generation contracts:*

a) When the contract amount does not exceed PhP5,000,000.00, the signatories shall be the following:

ROWENA R. SAMONTE  
GRAZIELLE H. LAAG

b) When the contract amount exceeds PhP5,000,000.00, the signatories shall be the following:

ROWENA R. SAMONTE  
EDERLINDA F. DECANO  
CLEOFE C. ALBISO

B. *For contracts related to marketing campaigns, projects relating to advertising and promotion, market development, product and service development, specialized events organized by the Megaworld Hotels Group or sponsorship of third-party events:*

a) When the contract amount does not exceed PhP300,000.00, the signatories shall be the following:

ROWENA R. SAMONTE  
GRAZIELLE H. LAAG

b) When the contract amount exceeds PhP300,000.00, the signatories shall be the following:

ROWENA R. SAMONTE  
EDERLINDA F. DECANO  
CLEOFE C. ALBISO

C. For contracts entered into in the Corporation's ordinary course of business with various suppliers and contractors of materials, equipment, and other services necessary for the Corporation's operations, under such reasonable and appropriate terms and conditions as may be beneficial to the Corporation, except with regard to statutory taxes/contribution and regulatory fees:

a) When the contract amount does not exceed PhP1,500,000.00 per annum, the signatories shall be the following:

ROWENA R. SAMONTE  
GRAZIELLE H. LAAG

b) When the contract amount exceeds PhP1,500,000.00 per annum, the signatories shall be the following:

ROWENA R. SAMONTE  
EDERLINDA F. DECANO  
CLEOFE C. ALBISO

"RESOLVED, FURTHER, that the Resolution dated 24 January 2023 and any and all previous Resolutions inconsistent with the foregoing are hereby superseded and amended accordingly;

"RESOLVED, FINALLY, that these Resolutions shall remain valid and binding unless otherwise revoked, repealed and/or superseded by a subsequent resolution to that effect."

4. The foregoing Resolutions are in accordance with the records of the Corporation, and, as of the date hereof, are in full force and effect and have not been amended, superseded or repealed.

IN WITNESS WHEREOF, the undersigned has executed this instrument on this 25 JUL 2023 at MAKATI CITY, Metro Manila, Philippines.

MARIA CARLA T. UYKIM  
Corporate Secretary.

SUBSCRIBED AND SWORN to before me this 25 JUL 2023 at MAKATI CITY, Metro Manila, Philippines, Affiant exhibiting to me her Passport No. P0247898B valid until 14 January 2029.

Doc. No. 394  
Page No. 80  
Book No. 291  
Series of 2023.

ATTY. RAMON A. RAMOS  
COMMISSION NO. M-077  
NOTARY PUBLIC FOR MAKATI CITY  
UNTIL DECEMBER 31, 2024  
5 KALAYAAN AVENUE EXTENSION,  
BARANGAY WEST REMBO 1215, MAKATI CITY  
SC Roll No. 62179/04-26 2013  
IBP NO. 256534/01-02-2023/Pasig City  
PTR NO. MKT 956250/01-03-2023/Makati City  
MOR Compliance No. M1 0020190/04-14-2025





PASIG  
CITY GOVERNMENT

PROCUREMENT MANAGEMENT OFFICE

ANNEX "B"

REQUEST FOR QUOTATION/INVITATION FOR NEGOTIATION

Date	16 August 2023
Project Title	Lease of Venue for the Conduct of Capacity Building for the Department Heads and Technical Staff in Updating all Sectoral Database as Inputs to Plan Updating – City Planning and Development Office
Mode of Procurement	Negotiated Procurement (Lease of Real Property or Venue)
RFQ No.	100-23-05-1300
Approved Budget for the Contract	Four Million Two Hundred Sixty Thousand Six Hundred Pesos (Php 4,260,600.00)
Deadline and Place for the Submission of Quotation	Please submit the accomplished Quotation and required documents not later than <u>18 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.  You may enclose all the documents in an envelope duly marked with the following details:  1. Title and reference number of the project (Purchase Request No.); and 2. Name, address and contact details (telephone/cellphone number and email address) of the bidder.
Date, Time and Place of the Negotiation	18 August 2023, 2:00 PM, 7 <sup>th</sup> Floor, Meeting Room, Pasig City Hall
TERMS	The lease contract shall commence from <b>August 30, 2023 to September 03, 2023.</b>
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  Please fill in with either: "Comply" or "Not Comply"
<b>Lease of Venue for the Conduct of Capacity Building for the Department Heads and Technical Staff In Updating all Sectoral Database as Inputs to Plan Updating – City Planning and Development Office under PR No. 100-23-05-1300</b>	
<b>TECHNICAL SPECIFICATIONS/SCOPE OF WORK</b>	
<b>August 30, 2023 to September 03, 2023</b>  I. Number of Days: 5 days, 4 nights II. Desired venue and/or Function: Around South Luzon Area	
<b>Function Room Requirements:</b> <ul style="list-style-type: none"> <li>◦ <b>BIG FUNCTION ROOM:</b> August 31 to September 03, 2023 (8:00am to 8:00pm) for lecture and workshop activities</li> <li>◦ Fully air-conditioned and well- lighted</li> <li>◦ Function hall must be within the same building of the accommodation rooms of the participants</li> <li>◦ Round table Set-up, flexible enough to accommodate at least 180 pax following the IATF Guidelines and flexible for group activities/workshops</li> </ul>	
<ul style="list-style-type: none"> <li>◦ Availability of audio-visual equipment with stand-by assistant:</li> <li>◦ At least two (2) LCD projectors and two (2) wide screens and 1 big LED Screen</li> <li>◦ At least two (2) whiteboard with whiteboard pen &amp; eraser</li> <li>◦ Complete set of sound system with technical assistant during the entire activity</li> <li>◦ Extension cords that can be accessed by all the participants</li> <li>◦ At least five (5) microphones with two (2) microphone stands, if wireless, with charging/battery provision</li> <li>◦ Podium/lectern</li> </ul>	
<ul style="list-style-type: none"> <li>◦ <b>5 SMALL FUNCTION ROOM:</b> September 01-02, 2023 (8:00am to 8:00pm) for breakout activities</li> <li>◦ Fully air-conditioned</li> <li>◦ Round table set-up, flexible enough to accommodate 30 pax following the IATF</li> <li>◦ Equipment (projector/s, screen/s, sound system, whiteboards)</li> <li>◦ Unlimited free access to Internet. Wi-Fi in all areas of venue</li> <li>◦ Four (4) tables for the Secretariat (Registration area and Activity Secretariat) and four (4) tables inside the function room for facilitators</li> <li>◦ No pillars within the function hall</li> <li>◦ Good soundproofing of hall, there will be no/very minimal noise coming from the adjacent events hall</li> </ul>	
<b>Board and Lodging (Full Board)</b> <ul style="list-style-type: none"> <li>◦ For 10 pax - August 30 to September 03, 2023</li> <li>◦ Five (5)- double sharing (4 nights) Check-in Time: 3:00PM ( August 30, 2023) Check-out Time: 12:PM (September 03, 2023)</li> <li>◦ For 147 pax- August 31 to September 03, 2023 One (1) Single Room (3 nights) Seventy three (73) - double sharing (3 nights) Check-in Time: 3:00PM ( August 31, 2023)</li> </ul>	

Check-out Time: 12:PM (September 03, 2023)																																																																
<ul style="list-style-type: none"> <li>• For 5 pax- September 01 to 03, 2023</li> <li>One (1) Single Room (2 nights)</li> <li>Two (2)- double sharing (2 nights)</li> <li>Check-in Time: 3:00PM ( September 01, 2023)</li> <li>Check-out Time: 12:PM (September 03, 2023)</li> </ul>																																																																
<ul style="list-style-type: none"> <li>• 24- hours hot and cold shower</li> <li>• Sanitized beddings, rooms, and restrooms</li> <li>• Complementary toiletries and bathrobes</li> <li>• Unlimited free access to Internet/ Wi-Fi in the room</li> </ul>																																																																
<b>Meals Requirements</b>																																																																
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th rowspan="2"></th> <th>August 30, 2023</th> <th colspan="2">August 31, 2023</th> <th colspan="2">Sept. 01, 2023</th> <th>Sept. 02, 2023</th> <th>Sept. 03, 2023</th> </tr> <tr> <th>10 pax</th> <th>10 pax</th> <th>145 pax</th> <th>155 pax</th> <th>7 pax</th> <th>162 pax</th> <th>162 pax</th> </tr> </thead> <tbody> <tr> <td><i>Breakfast</i></td> <td></td> <td>✓</td> <td></td> <td>✓</td> <td></td> <td>✓</td> <td>✓</td> </tr> <tr> <td><i>AM snack</i></td> <td></td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td><i>Lunch</i></td> <td></td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td><i>PM snack</i></td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td><i>Dinner</i></td> <td>✓</td> <td>✓</td> <td>✓</td> <td></td> <td>✓</td> <td>✓</td> <td></td> </tr> <tr> <td><i>Food &amp; drinks for fellowship night</i></td> <td></td> <td>✓</td> <td>✓</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			August 30, 2023	August 31, 2023		Sept. 01, 2023		Sept. 02, 2023	Sept. 03, 2023	10 pax	10 pax	145 pax	155 pax	7 pax	162 pax	162 pax	<i>Breakfast</i>		✓		✓		✓	✓	<i>AM snack</i>		✓	✓	✓	✓	✓	✓	<i>Lunch</i>		✓	✓	✓	✓	✓	✓	<i>PM snack</i>	✓	✓	✓	✓	✓	✓	✓	<i>Dinner</i>	✓	✓	✓		✓	✓		<i>Food &amp; drinks for fellowship night</i>		✓	✓				
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<ul style="list-style-type: none"> <li>• For breakfast: 3 main dishes, rice, bread, choice of hot tea/ chocolate or coffee</li> <li>• For lunch: 3 main dishes (fish; choice of meat: chicken, pork or beef; and vegetables), soup, rice, dessert, bottomless drinks (choice of iced tea or mango juice)</li> <li>• AM and PM Snacks: native food, with bottomless drinks (choice of iced tea or mango juice)</li> <li>• Fellowship Night: Snacks (Finger foods) and drinks</li> <li>• Free flowing brewed coffee and tea</li> <li>• Free flowing water in the function room during official use</li> <li>• Food attendants</li> <li>• Candies, paper and pencil</li> </ul>																																																																
<b>Other Requirements:</b> <ul style="list-style-type: none"> <li>• Maintaining cleanliness – function hall, restrooms, sleeping quarters, hallway, coffee/tea area and dining area</li> <li>• Free alcohol and paper towels</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 service</li> </ul>																																																																
<b>FINANCIAL PROPOSAL</b>																																																																
<b>Name of Project</b>	<b>Grand Total Cost for the Lease of Venue</b>																																																															
Lease of Venue for the Conduct of Capacity Building for the Department Heads and Technical Staff in Updating all Sectoral Database as Inputs to Plan Updating–City Planning and Development Office under PR No. 100-23-05-1300	PhP _____ (Amount in Figures) _____ _____ _____																																																															

(Amount in words of Grand Total Cost)

**Additional Requirements:**

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

1. Mayor's/Business Permit (or a recently expired Mayor's/Business permit together with the official receipt as proof that the prospective bidder has applied for renewal within the period prescribed by the concerned local government unit subject to submission of the Mayor's Permit before the award of contract). The nature of business as stated in the Mayor's/Business Permit should at the very least be similar or related to the project to be bid.
2. Latest Income or Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (EFPS).

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

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

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

4. Accomplished and notarized Omnibus Sworn Statement. - [https://www.gppb.gov.ph/assets/forms/Omnibus%20Sworn%20Statement\(Revised\).docx](https://www.gppb.gov.ph/assets/forms/Omnibus%20Sworn%20Statement(Revised).docx)

5. Proof of Authorization i.e. duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture or a Special Power of Attorney, in case of Sole Proprietorship.

**BIDDER'S COMMITMENT:**

We hereby agree and bind ourselves to the terms and conditions herein specified, to the manner of procurement and evaluation set up by the Bids and Awards Committee (BAC), and to the Implementing Rules and Regulations of the Republic Act No. 9184. We further certify that we have read and agree to the Terms of Reference, if any, attached in the Request for Quotation.

We understand that the City Government of Pasig is not bound to accept the lowest or any bid it may receive.

Conforme:

\_\_\_\_\_  
Signature over printed Name

\_\_\_\_\_  
Position

Duly authorized to sign quotation/offer for and on behalf

of \_\_\_\_\_ *(Please indicate name of company)*





**TERMS OF REFERENCE**

Technical Specifications

<i>Activity Title</i>	Capacity Building for the Department Heads and Technical Staff in Updating All Sectoral Databases as Inputs to Plan Updating
<i>Budget Account Code</i>	5-02-02-010
<i>Purchase Request No.</i>	100-23-05-1300

DATE OF ACTIVITY	Estimated Number of Pax	Number of Days	Total
August 30, 2023 - Sept. 03, 2023	10pax	<u>5 days</u> Food, Venue and Accommodation (Live-in)	Php 4,260,600.00
August 31-Sept. 03, 2023	147 pax	<u>4 days</u> Food, Venue and Accommodation (Live-in)	
Sept. 1 - 3, 2023	5 pax	<u>3 days</u> Food, Venue and Accommodation (Live-in)	

- I. *Number of Days: 5 days, 4 nights*
- II. *Desired Venue and/or Function: Around South Luzon Area*

Function Room Requirements:
<ul style="list-style-type: none"> <li>• <i>BIG FUNCTION ROOM: August 31 to September 03, 2023 (8:00am to 8:00pm) for lecture and workshop activities</i></li> <li>• <i>Fully airconditioned and well-lighted</i></li> <li>• <i>Function Hall must be within the same building of the accommodation rooms of the participants</i></li> <li>• <i>RoundTable Set-up, flexible enough to accommodate at least 180 pax following the IATF Guidelines and flexible for group activities/workshops</i></li> </ul>
<ul style="list-style-type: none"> <li>• <i>Availability of audio-visual equipment with stand-by assistant:</i></li> <li>• <i>At least two (2) LCD projectors and two (2) wide screens and 1 big LED Screen</i></li> <li>• <i>At least two (2) white board with whiteboard pen &amp; eraser</i></li> <li>• <i>Complete set of sound system with technical assistant during the entire activity</i></li> <li>• <i>Extensions cords that can access by all the participants</i></li> <li>• <i>At least Five (5) microphones with two (2) microphone stands, if wireless, with charging/battery provision</i></li> <li>• <i>Podium/lectern</i></li> </ul>
<ul style="list-style-type: none"> <li>• <i>5 SMALL FUNCTION ROOM: September 01-02, 2023 (8:00am to 8:00pm) for breakout activities</i></li> <li>• <i>Fully airconditioned</i></li> <li>• <i>Round table set-up, flexible enough to accommodate 30pax following the IATF</i></li> <li>• <i>Equipment (projector/s, screen/s, sound system, whiteboards)</i></li> </ul>





**Function Room Requirements:**

- Unlimited free access to internet / WI-FI in all areas of venue
- Four (4) tables for the Secretariat (Registration Area and Activity Secretariat) and four (4) tables inside the function room for facilitators
- No pillars within the function hall
- Good soundproofing of hall, there will be no/very minimal noise coming from the adjacent events hall

**Meals Requirements**

	August 30 2023	August 31, 2023		Sept. 01 2023		Sept. 02, 2023	Sept. 03, 2023
	10 pax	10 pax	145 pax	155 pax	7pax	162 pax	162 pax
<i>Breakfast</i>		✓		✓		✓	✓
<i>AM Snack</i>		✓	✓	✓	✓	✓	✓
<i>Lunch</i>		✓	✓	✓	✓	✓	✓
<i>PM Snack</i>	✓	✓	✓	✓	✓	✓	✓
<i>Dinner</i>	✓	✓	✓		✓	✓	
<i>Food and Drinks for Fellowship Night</i>		✓	✓				

- For breakfast: 3 main dishes, rice, bread, choice of hot tea/chocolate or coffee
- For lunch: 3 main dishes (fish; choice of meat: chicken, pork or beef; and vegetables), soup, rice, dessert, bottomless drinks (choice of iced tea or mango juice)
- AM and PM Snacks: native food, with bottomless drinks (choice of iced tea or mango juice)
- Fellowship Night: Snacks (Finger foods) and drinks
- Free flowing brewed coffee and tea
- Free Flowing water in the function room during official use
- Food attendants
- Candies, paper and pencil

**Board and Lodging (Full Board)**

- For 10pax - August 30 to September 03, 2023  
*Five (5)-double sharing (4 nights)*  
 Check-in Time: 3:00 PM (August 30, 2023)  
 Check-out Time: 12:00 PM (September 03, 2023)
- For 147pax - August 31 to September 03, 2023  
*One (1) Single Room (3 nights)*  
*Seventy Three (73)-double sharing (3 nights)*  
 Check-in Time: 3:00 PM (August 31, 2023)  
 Check-out Time: 12:00 PM (September 03, 2023)
- For 5pax - September 01 to 03, 2023  
*One (1) Single Room (2 nights)*  
*Two (2)-double sharing (2 nights)*  
 Check-in Time: 3:00 PM (September 01, 2023)  
 Check-out Time: 12:00 PM (September 03, 2023)
- 24-Hours Hot and Cold Shower
- Sanitized Beddings, rooms and restrooms
- Complementary toiletries and bathrobes
- Unlimited free access to internet / WIFI in the room



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PAGPAPAUNLAD NG LUNGSOD

Other Requirement/s:
<ul style="list-style-type: none"><li>• Maintaining cleanliness-function hall, restrooms, sleeping quarters, hallway, coffee/tea area, and dining area</li></ul>
<ul style="list-style-type: none"><li>• Free alcohol and paper towels</li></ul>
<ul style="list-style-type: none"><li>• Provision for backdrop for the activity</li></ul>
<ul style="list-style-type: none"><li>• With appropriate free parking area for the participants and facilitators</li></ul>
<ul style="list-style-type: none"><li>• With 24-hour security, front-desk and housekeeping services.</li></ul>

Prepared by:

  
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May 30, 2023  
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