

CONTRACT OF LEASE

KNOW ALL MEN BY THESE PRESENTS:

This contract is made and entered in the City of Pasig, Metro Manila by and between:

THE CITY OF PASIG, a local government unit duly organized and existing under and by virtue of the laws of the Republic of the Philippines with principal office at City Hall, Caruncho Ave., Barangay San Nicolas, Pasig City, herein represented by **HON. VICTOR MA REGIS N. SOTTO**, in his capacity as City Mayor, hereinafter referred to as the "LESSEE";

- and -

FIRST PACIFIC LEADERSHIP ACADEMY, INC., a domestic corporation duly organized and existing under and by virtue of the laws of the Republic of the Philippines, with principal office at Km 27 Sumulong Highway Sta. Cruz, Antipolo City, herein represented by **NORWIN MARK T. SAYNO**, Authorized Representative pursuant to the Secretary Certificate attached hereto as Annex "A" hereof, herein referred to as the "LESSOR";

Each of the LESSEE and the LESSOR may be referred to as a "PARTY" and collectively as "PARTIES".

The parties hereto represent that they possess the capacity and authority to enter into this Contract of Lease.

WITNESSETH:

WHEREAS, the **LESSEE** has a lease requirement for venue under Purchase Request No. 100-23-05-1264 for the **Lease of Venue for the Conduct of the 5-Days Exercise Design Course (EDC) for Pasig City Disaster Risk Reduction and Management Office** from November 19, 2023 to November 24, 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 four (4) potential lessors 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 **Eight Hundred Seventy Two Thousand Eight Hundred Sixty One Pesos and 28/100 (Php 872,861.28)**;

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 November 19, 2023 to November 24, 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 **Eight Hundred Seventy Two Thousand Eight Hundred Sixty One Pesos and 28/100 (Php 872,861.28)**.

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 04 SEP 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:

MS. MA. THERESA B. HERNANDEZ
OIC - City Budget Office

Funds Obligated:

MS. JUVY A. CUENCO
City Accountant
100-2023-05-0058-1999

Funds Available:

MS. MARITA A. CALAJE
City Treasurer

Recommending Approval:

BRYANT MERYLL RUIZ Q. WONG
City Govt. 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 SEP 04 2023, 2023, personally appeared:

Name	Government ID	Issue and Expiry Date
NORWIN MARK T. SAYNO	Driver's license	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. 58
Page No. 13
Book No. II
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

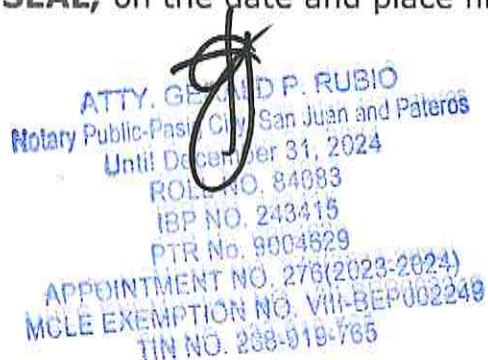
ACKNOWLEDGMENT

BEFORE ME, a Notary Public for and in the City of Pasig, on this day of SEP 11 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. 220
Page No. 45
Book No. III
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

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

SECRETARY'S CERTIFICATE

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

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

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

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

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

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

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

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

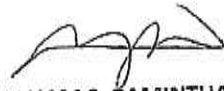
RESOLVED, FURTHER, that the above signatories, shall have the authority to execute, sign, issue, and deliver in the name and on behalf of the Corporation any and all agreements, contracts, instruments, powers of attorney, authorizations, certifications, and other documents necessary to implement and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

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

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

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

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



WILLIAM S. PAMINTUAN
Corporate Secretary

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: VI ;
Series of 2021.



ATTY. CRISTOPHER 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
IB No. 416201 IBP No. 102739 1/9/2020 RSM Chapter
PTR No. 6569113 1/25/2020 Pasig City
MCLE No. VII-0001089 10/17/2020
1000 Lungsod Drive, Ortigas Avenue, Pasig City



PASIG

PROCUREMENT MANAGEMENT OFFICE

REQUEST FOR QUOTATION/INVITATION FOR NEGOTIATION

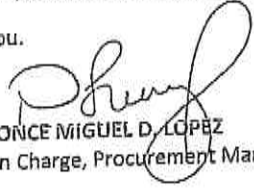
Date	11 August 2023
Project Title	Lease of Venue for the Conduct of the 5-Days Exercise Design Course (EDC) - Pasig City Disaster Risk Reduction and Management Office
Mode of Procurement	Negotiated Procurement (Lease of Real Property or Venue)
RFQ No.	100-23-05-1264
Approved Budget for the Contract	Eight Hundred Seventy Three Thousand Pesos (Php 873,000.00)
Deadline and Place for the Submission of Quotation	Please submit the accomplished Quotation and required documents not later than 16 August 2023, 1:45 PM at the Bids and Awards Committee (BAC) through the Procurement Management Office (BAC Secretariat Office), 4th Floor , 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 (RFQ No.); and 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 th Floor, Meeting Room, Pasig City Hall
TERMS	The lease contract shall commence from November 19, 2023 to November 24, 2023 .
NOTES	<ol style="list-style-type: none"> 1. Lessor shall submit their offer/quotation through their duly authorized representatives 2. Quotations submitted exceeding the Approved Budget for the Contract (ABC) shall be rejected. 3. The prices quoted are to be paid in Philippine Currency. 4. All prices quoted are subject to all Philippine Tax Statutes. 5. Award of contract shall be made to the lowest quotation which complies with the technical specifications and other terms and conditions stated herein. 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. 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.

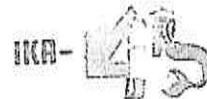
Sir/Madame:

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

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

Thank you.


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



TAON

Description of Service Requirement	Offered Technical Proposal Please fill in with either: "Comply" or "Not Comply"
Lease of Venue for the Conduct of the 5-Days Exercise Design Course (EDC) - Pasig City Disaster Risk Reduction and Management Office under P.R. No. 100-23-05-1264	
TECHNICAL SPECIFICATIONS/SCOPE OF WORK	
I. Number of Days: Five (5) Days Live-in Seminar on November 20-24, 2023 and with Day 0 for Instructors and TWG only on the 19 th of November, 2023 II. Desired Venue: Outside Pasig City Hall preferably within Rizal area III. Type of Accommodation: Live-in Seminar / Twin (Double) Sharing Room	"Comply"
A. Board and Lodging <ul style="list-style-type: none"> ➤ Thirty (30) Twin (Double) Sharing Room; ➤ 24 Hours Hot and Cold Shower; ➤ Sanitized Beddings, Rooms and Restrooms; ➤ Arrival on Day 0 – 2PM (10 Instructors & TWG); ➤ Arrival on Day 1 – 9AM (50 Participants and Instructors), Check-in time is 2PM; and <ul style="list-style-type: none"> ➤ Check-out time of 12 Noon on Day 5 (Last Day) or maybe on extended hours due to some valid reasons 	"comply"
B. Function Room Requirements <ul style="list-style-type: none"> ○ Can accommodate 60 Pax or More, following the IATF Guidelines and flexible for group activities and workshops; ○ Adjustable and Comfortable Classroom set-up; ○ Well-lighted and ventilated Facility; ○ Unlimited and Fee access to Internet / WIFI in all areas; ○ Use of Training Venue for at least 8 to 10 Hours; ○ Twenty (20) Tables – 3 each for 4 Groups of Participants and 2 for instructors, 2 for Secretariat and 4 remaining tables for separate Activity area; ○ No pillars in the middle of Function Room; ○ Can provide at least (4) breakout rooms or space divider; ○ Availability of Audio-Visual Equipment with stand-by personnel from hotel; ○ With complete Training/Seminar equipment (2 LCD Projector and 2 wide screen, Lecterns, 4 Whiteboard or Easel with Whiteboard Pen and Eraser, Complete Sound System, Atleast 2 extension cords, 5 Cordless Microphones and 1 Microphone stand). 	"comply"
C. Meals Requirements <ul style="list-style-type: none"> ○ For Breakfast: Any typical Filipino Breakfast with egg. A choice between Plain Rice, Fried Rice & Bread; ○ For LUNCH & DINNER: 3 Main Dish a combination of Fish, Vegetable and Choice of Meat between Chicken, Beef and Pork plus Soup, Rice, Dessert and Drinks; ○ For PM SNACK: Any light Food with Drinks; ○ Food Serving: We prefer Buffet for Breakfast, Lunch, Dinner and Plated for PM Snacks; ○ Free Following Candies, Coffee and/or Tea and Hot and Cold Water throughout the training hour; 	"comply"

TARGET DATE	No. of Pax	Breakfast	Lunch	PM Snacks	Dinner	"Comply"
November 19, 2023 – Day (0) Sunday	10	X	X	X	✓	
November 20, 2023 – Day (1) Monday	60	✓	✓	✓	✓	
November 21, 2023 – Day (2) Tuesday	60	✓	✓	✓	✓	
November 22, 2023 – Day (3) Wednesday	60	✓	✓	✓	✓	
November 23, 2023 – Day (4) Thursday	60	✓	✓	✓	✓	
November 24, 2023 – Day (5) Friday	60	✓	✓	✓	X	
D. Other Requirements: <ul style="list-style-type: none"> o Spacious outdoor area for the conduct of SIMEX and other Activities related to EDC Training o Provision of backdrop for the activity; o Appropriate parking area for the participants; o 24 Hours Security personnel; o Maintaining cleanliness at Function Hall, Restrooms, Hallway, Dining area, Rooms & Breakout Rooms; 						"Comply"
FINANCIAL PROPOSAL						
Name of Project	Grand Total Cost for the Lease of Venue					
Lease of Venue for the Conduct of the 5-Days Exercise Design Course (EDC) - Pasig City Disaster Risk Reduction and Management Office under P.R. No. 100-23-05-1264	PHP <u>872,861.28</u> (Amount in Figures) <u>Eight Hundred Seventy Two</u> <u>Thousand Eight Hundred</u> <u>Eighty One and Twenty Eight.</u> (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:

NORMAN T. SAUNDERS HEAD OF SALES
Signature over printed Name Position

Duly authorized to sign quotation/offer for and on behalf
of First Pacific Leadership Academy (Please indicate name of company)



TERMS OF REFERENCE

5-DAYS EXERCISE DESIGN COURSE (EDC)				
<i>NOTE: Complete LIVE-IN Training Package (Hotel Accommodation/Food & Venue)</i>				
Date of Activity	Estimated No. of Pax	Number of Days	Estimated Unit Cost	Estimated Budget
November 19 - (PM Arrival) – Day 0 (Dinner & Accommodation only for Instructors & TWG)	10 Pax (5 Rooms)	1	2,100.00	21,000.00
November 20-23 – Day 1 to 4 (Complete Training Package for Participants, Instructors & TWG)	60 Pax (30 Rooms)	4	3,200.00	768,000.00
November 24 – Day 5 (Food & Venue only for Participants, Instructors & TWG)	60 Pax (30 Rooms)	1	1,400.00	84,000.00

- I. Number of Days : Five (5) Days Live-In Seminar on November 20-24, 2023 and with Day 0 for Instructors and TWG only on 19th of November, 2023
- II. Desired Venue : Outside Pasig City Hall preferably within Rizal area
- III. Type of Accommodation : Live-In Seminar / Twin (Double) Sharing Room

A. Board and Lodging

- o Thirty (30) Twin (Double) Sharing Room ;
- o 24 Hours Hot and Cold Shower;
- o Sanitized Beddings, Rooms and Restrooms;
- o Arrival on Day 0 - 2PM (10 Instructors & TWG);
- o Arrival on Day 1 - 9AM (50 Participants and Instructors), Check-In time is 2PM; and
- o Check-out time of 12 Noon on Day 5 (Last Day) or maybe on extended hours due to some valid reasons

B. Function Room Requirements

- o Can accommodate 60 Pax or More, following the IATF Guidelines and flexible for group activities and workshops;
- o Adjustable and Comfortable Class Room set-up;
- o Well-lighted and ventilated Facility;
- o Unlimited and Free access to Internet / WIFI in all areas;
- o Use of Training Venue for at least 8 to 10 Hours;
- o Twenty (20) Tables – 3 each for 4 Groups of Participants and 2 for Instructors, 2 for Secretariat and 4 remaining tables for separate Activity area;
- o No pillars in the middle of Function Room;
- o Can provide at least (4) breakout rooms or space divider;
- o Availability of Audio-Visual Equipment with stand-by personnel from hotel;
- o With complete Training/Seminar equipment (2 LCD Projector and 2 wide screen, Lecterns, 4 Whiteboard or Easel with Whiteboard Pen and Eraser, Complete Sound System, Atleast 2 extension cords, 5 Cordless Microphones and 1 Microphone stand).



C. Meal Requirements

Target Date	MEAL BREAKDOWN				
	No. of Pax	Breakfast	Lunch	PM Snack	Dinner
November 19, 2023 - (Day 0) Sunday	10	x	x	x	/
November 20, 2023 - (Day 1) Monday	60	/	/	/	/
November 21, 2023 - (Day 2) Tuesday	60	/	/	/	/
November 22, 2023 - (Day 3) Wednesday	60	/	/	/	/
November 23, 2023 - (Day 4) Thursday	60	/	/	/	/
November 24, 2023 - (Day 5) Friday	60	/	/	/	x

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

D. Other Requirements

- Spacious outdoor area for the conduct of SIMEX and other Activities related to EDC Training
- Provision of backdrop for the activity;
- Appropriate parking area for the participants;
- 24 Hours Security personnel;
- Maintaining cleanliness at Function Hall, Restrooms, Hallway, Dining area, Rooms & Breakout Rooms

Prepared by

RAMON CARLOS Z. CAYUBE, RN, EMT
PCDRMO Training Division Chief
#0928-2912053