

# 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 -

**MILLENNIUM PROPERTIES AND BROKERAGE INCORPORATED**, a domestic corporation duly organized and existing under and by virtue of the laws of the Republic of the Philippines, with principal office at 352 Capt. H. Javier St., Oranbo, Pasig City herein represented by **CHRISTIAN JOSEPH M. BERNARDO**, 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.

W I T N E S S E T H :

**WHEREAS**, the **LESSEE** has a lease requirement for venue under Purchase Request No. 100-23-07-1577 for the **Lease of Venue for the Asset Management Training/ Seminar for General Services Office** from September 27 to 29, 2023;

**WHEREAS**, pursuant to Section 53.10 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 (Government Procurement Reform Act) and the Consolidated Guidelines for Alternative Methods of Procurement, the **LESSEE**, through its Bids and Awards Committee ("BAC"), sent Requests for Quotations to at least three (3) potential lessors, and one (1) potential lessor responded;

**WHEREAS**, on 6 September 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 **MILLENNIUM PROPERTIES AND BROKERAGE INCORPORATED**;

**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 **Nine Hundred Seventy One Thousand Four Hundred Pesos (Php 971,400.00)**;

**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 27 to 29 September 2023.

#### **ARTICLE III CONTRACT PRICE**

In consideration for the lease to be undertaken by the **LESSOR** specified in Article I hereof, the **CITY OF PASIG** shall pay **MILLENNIUM PROPERTIES AND BROKERAGE INCORPORATED** 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 **Nine Hundred Seventy One Thousand Four Hundred Pesos (Php 971,400.00)**.

#### **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 15 SEP 2023 day of \_\_\_\_\_, **2023** at **Pasig City**.

**CITY OF PASIG**

**MILLENNIUM PROPERTIES AND  
BROKERAGE INCORPORATED**

By:

By:

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

**CHRISTIAN JOSEPH M. BERNARDO**  
Authorized Representative

**WITNESSES:**

(Printed Name and Signature)

(Printed Name and Signature)

Funds Appropriated:

Funds Obligated:

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

**MS. JUVY A. CUENCO**  
City Accountant  
100-2023-07-0379-1061

Funds Available:

Recommending Approval:

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

**RUTH F. ROMANO**  
City Gov't. Asst. Dept. Head II-  
General Services Office



**ACKNOWLEDGMENT**

REPUBLIC OF THE PHILIPPINES)  
 City of QUEZON CITY ) S.S.

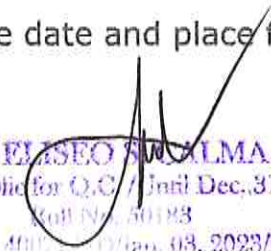
BEFORE ME, a Notary Public for and in the City of QUEZON CITY, on this day of SEP 15 2023, 2023, personally appeared:

Name	Government ID	Issue and Expiry Date
<b>CHRISTIAN JOSEPH M. BERNARDO</b>	<i>DRIVER'S LICENSE D16-99-213546</i>	<i>9/19/2033</i>

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. 701  
 Page No. 21  
 Book No. 112  
 Series of 2023

  
**ATTY. ELISEO M. PALMA, JR.**  
 Notary Public for Q.C. / Until Dec. 31, 2024  
 Roll No. 80183  
 PTR No. 4002023/Jan. 03, 2023/Q.C.  
 IBP No. 267225, Jan. 01, 2023  
 MCLE Comm. No. VII-0006924639/21/2021-04/14/2025)  
 Adm. Matter No. NP-062(2022-2023)  
 20 Kamagong St., Sapamanai Vill. East Fairview Q.C.  
 TTN: 138-541-197-000

**ACKNOWLEDGMENT**

BEFORE ME, a Notary Public for and in the City of Pasig, on this day of SEP 20 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.


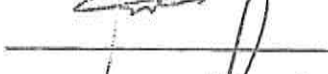

Doc. No. 244  
 Page No. 50  
 Book No. 4  
 Series of 2023

  
**ATTY. GERALD 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

SECRETARY'S CERTIFICATE

That I, MICHAEL T. NG, am the duly elected Corporate Secretary of Millennium Properties and Brokerage Inc./ Astoria Hotels and Resorts (hereinafter called the "Corporation"), a domestic corporation duly organized and existing under and by virtue of the laws of the Philippines, with office address at 15 J.Escriva Drive, Pasig City and in my capacity as such do hereby certify that at the Special Meeting of the Board of Directors held on July 06, 2023 the following resolutions were adopted:

RESOLVED, That the Corporation, Millennium Properties and Brokerage Inc./ Astoria Hotels and Resorts, be authorized as it is hereby authorized representatives, to communicate, transact, and collect payment on behalf of the corporation to PASIG CITY HALL under the name of Millennium Properties and Brokerage Inc. or Astoria Plaza, the following are the designated Authorized Representatives to carry out any and/or all of the provided above:

NAME	SPECIMEN SIGNATURE
CHERIE ANN N. ORPRECIO	
YANICE CALANGIAN	
CHRISTIAN JOSEPH M. BERNARDO	

RESOLVED FURTHER, That the above mentioned representatives, be authorized and empowered as he is hereby authorized and empowered to file and follow-up with the Pasig City Hall, any and all papers, instruments and agreements, required to execute the foregoing application as may be necessary to effect the above - described transaction, under such terms and conditions as said representatives may deem most beneficial to the Corporation;

RESOLVED FURTHER AND FINALLY, That this authorization shall remain valid and effective unless otherwise revoked or modified by a subsequent Board Resolution.

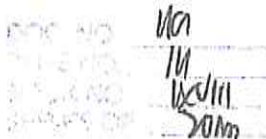
IN WITNESS WHEREOF, I have hereunto set my signature this SEP 16 2023 at QUEZON CITY

  
MICHAEL T. NG  
Corporate Secretary

SUBSCRIBED AND SWORN to me this SEP 16 2023 at QUEZON CITY affiant exhibited to me his Passport I.D. P7686830B to expire on December 31, 2031.

SEP 16 2023  
ATTY. ELISKO S. BALMA, JR.  
Notary Public for Q.C. (Until Dec. 31, 2024)  
RA No. 40183

PTR No. 4007170 (Jan. 03, 2023/Q.C.)  
IBF No. 207025, (Jan. 01, 2023)  
MCLE Comp. No. VU-400092409/21/2021-04/14/2025)  
Adm. Matter No. NP-062(2022-2023)  
20 Kamagong St., Saparnanai Vill. East Fairview Q.C.  
TIN: 138-541-197-000







#### REQUEST FOR QUOTATION/INVITATION FOR NEGOTIATION

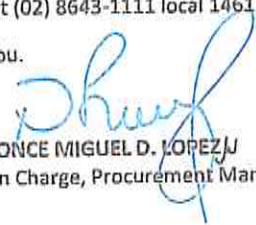
Date	04 September 2023
Project Title	Lease of Venue for the Asset Management Training/ Seminar – General Services Office
Mode of Procurement	Negotiated Procurement (Lease of Real Property or Venue)
RFQ No.	100-23-07-1577
Approved Budget for the Contract	Nine Hundred Seventy Four Thousand Four Hundred Pesos (Php 974,400.00)
Deadline and Place for the Submission of Quotation	Please submit the accomplished Quotation and required documents not later than <u>06 September 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	06 September 2023, 2:00 PM, 7 <sup>th</sup> Floor, Meeting Room, Pasig City Hall
TERMS	The lease contract shall commence from September 27, 2023 to September 29, 2023
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 Asset Management Training/ Seminar-- General Services Office under PR No. 100-23-07-1577</b>	
<b>TECHNICAL SPECIFICATIONS/SCOPE OF WORK</b>	
<p>September 27, 2023 to September 29, 2023</p> <p>Number of Guests: 160 participants per day (September 27-29)</p> <p>Session Set-up: Classroom set-up, with LED wall or projector, at least two wireless microphones, projector and basic A/V equipment</p> <p>Meal Requirement: AM snacks, Lunch PM snacks for three days, free flowing coffee during sessions</p> <p>Food Restrictions: None</p> <p>Date of Arrival: 08:00, September 27, 2023</p> <p>Date of Departure: 17:00, September 29, 2023</p>	<b>Comply</b>
<p><b>Function Room Requirements</b></p> <ul style="list-style-type: none"> <li>o Audio-visual equipment with assistant, LCD Projector with wide screen, whiteboard and marker, sound system, extension cords, two wireless microphones, tables and chairs in classroom set-up for up to 160 participants</li> <li>o Free flowing coffee</li> <li>o Unlimited free access to Internet/Wi-Fi connection for secretariat and resource persons</li> <li>o 1 (one) table for the Secretariat</li> <li>o 1 (one) table for the Resource Persons</li> </ul>	<b>Comply</b>
<p><b>Food Particulars for the Participants</b></p> <p>Date : Wednesday, September 27, 2023</p> <p>Breakfast: 07:00 (for 10, pax)</p> <p>AM Snacks: 09:00 (choices of pasta, bread or pastries)</p> <p>Lunch: 12:00 (choice of chicken, beef, pork, vegetables and desserts)</p> <p>PM Snacks: 15:00 (choices of pasta, bread or pastries)</p> <p>Date : Thursday, September 28, 2023</p> <p>AM Snacks: 09:00 (choices of pasta, bread or pastries)</p> <p>Lunch: 12:00 (choice of chicken, beef, pork, vegetables and desserts)</p> <p>PM Snacks: 15:00 (choices of pasta, bread or pastries)</p> <p>Date : Friday, September 29, 2023</p> <p>AM Snacks: 09:00 (choices of pasta, bread or pastries)</p> <p>Lunch: 12:00 (choice of chicken, beef, pork, vegetables and desserts)</p> <p>PM Snacks: 15:00 (choices of pasta, bread or pastries)</p> <ul style="list-style-type: none"> <li>o Free flowing coffee or tea during sessions</li> <li>o Mints</li> <li>o Paper and pencil</li> </ul>	<b>Comply</b>
<p><b>Live-In Accommodation for 12 pax: (Live out set-up for the rest of the participants)</b></p> <p>Arrival Date: September 26, 2023, 14:00 Check-in</p> <p>Departure Date: September 28, 2023, 12:00 Check-out</p> <p>No. of Rooms: 6 Deluxe Double or 3 Quadruple sharing</p> <p>Room Type: Deluxe Double or Quadruple Sharing</p> <p>Occupancy: Double or Quadruple</p> <p>Dinner: Buffet Dinner for 12 pax on September 26-28, 2023</p>	<b>Comply</b>



3 days/2 night with complimentary breakfast on the 2 <sup>nd</sup> & 3 <sup>rd</sup> day Free use of Wi-Fi connection	
FINANCIAL PROPOSAL	
Name of Project	Grand Total Cost for the Lease of Venue
Lease of Venue for the Asset Management Training/Seminar- General Services Office under PR No. 100-23-07-1577	<p>PhP <u>971,400.00</u></p> <p>(Amount in Figures)</p> <p>nine <u>hundred seventy-one, four hundred pesos</u> only</p> <hr/> <hr/> <p>(Amount in words of Grand Total Cost)</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:

- o 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.
- o 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.rappb.gov.ph/assets/forms/Omnibus%20Sworn%20Statement\(Revised\).doc](https://www.rappb.gov.ph/assets/forms/Omnibus%20Sworn%20Statement(Revised).doc)

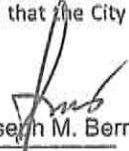
5. Proof of Authorization i.e. duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture or a Special Power of Attorney, in case of Sole Proprietorship.

**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:

  
Christian Joseph M. Bernardo      Sales Account Manager  
Signature over printed Name      Position

Duly authorized to sign quotation/offer for and on behalf  
of Astoria Plaza *(Please indicate name of company)*



## TERMS OF REFERENCE

Title: ASSET MANAGEMENT: A SEMINAR  
Participants: PROPERTY CUSTODIANS AND PCG CURRENT AND PROSPECTIVE SUPPLIERS  
Date: SEPTEMBER 27-29, 2023  
Venue: TBA

The Office of General Services-Asset Management Division (OGS-AMD) will be conducting a face-to-face seminar entitled ASSET MANAGEMENT: A SEMINAR. As the world of communication evolved to a whole new level with the vast use of technology, proficiency in writing shall remain a preeminent element in communication. Since the workplace is an assemblage, constant transmission of various messages is inevitable, and writing tops the list. Competence in writing simple to complex documents and letters, therefore, is an absolute requirement.

Below are the details of the 3-day program:

Number of Guests: 160 participants per day (September 27-29, 2023)  
Session Setup: Classroom set-up, with LED wall or projector, at least two wireless microphones, projector and basic A/V equipment  
Meal requirements: AM snacks, Lunch, PM snacks for three days, free-flowing coffee during sessions  
Food restrictions: none  
Date of Arrival: 08:00, September 27, 2023  
Date of Departure: 17:00, September 29, 2023

### FUNCTION ROOM REQUIREMENTS

Audio-Visual equipment with assistant (LCD Projector with wide screen, white board and marker, sound system, extension cords, two wireless microphones, tables and chairs in classroom set-up for up to 160 participants)

Free flowing coffee/tea

Unlimited free access to internet/WiFi connection for secretariat and resource persons

1 (one) table for the secretariat

1 (one) table for the Resource Persons

### FOOD PARTICULARS FOR THE PARTICIPANTS (Session Hall)

Date: WEDNESDAY, SEPTEMBER 27, 2023

BREAKFAST: 07:00 (for 10 pax)

AM SNACKS: 09:00 (Choices of pasta, bread or pastries)

LUNCH: 12:00 (Choices of chicken, beef, pork, vegetables and desserts)

PM SNACKS: 15:00 (Choices of pasta, bread or pastries)

Date: THURSDAY, SEPTEMBER 28, 2023

AM SNACKS: 09:00 (Choices of pasta, bread or pastries)

LUNCH: 12:00 (Choices of chicken, beef, pork, vegetables and desserts)

PM SNACKS 15:00 (Choices of pasta, bread or pastries)

Date: FRIDAY, SEPTEMBER 29, 2023

AM SNACKS: 09:00 (Choices of pasta, bread or pastries)

LUNCH: 12:00 (Choices of chicken, beef, pork, vegetables and desserts)

PM SNACKS: 15:00 (Choices of pasta, bread or pastries)

Free-flowing coffee or tea during sessions.

Mints

Paper and pencil







PASIG  
CITY

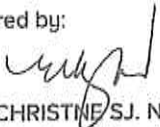
Office of General Services  
ASSET MANAGEMENT DIVISION

**LIVE-IN ACCOMMODATION FOR 12 PAX: (Live out set up for the rest of the participants)**

Arrival Date: September 26, 2023, 14:00 Check in  
Departure Date: September 28, 2023, 12:00 Check out  
No. of Rooms: 6 Deluxe Double or 3 Quadruple Sharing  
Room Type: Deluxe Double or Quadruple Sharing  
Occupancy: Double or Quadruple  
Dinner: Buffet Dinner for 12 pax on September 26-28, 2023

3 days/2 nights with complimentary breakfast on the 2nd and 3rd day.  
Free use of WIFI connection

Prepared by:

  
EVA CHRISTINE S.J. NAZARETH, LPT  
Administrative Officer II  
OGS-Asset Management Division

Noted by:

  
ATTY. JOHN VINCENT I. CERNAL  
Supervising Administrative Officer  
OGS-Asset Management Division