

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 -

OAKRIDGE PROPERTIES 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 25 ADB Ave., San Antonio, Pasig City, herein represented by **TIFFANY JOY ONG SISON**, 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. 100-23-08-1868 for the **Lease of Venue for the Conduct of 4 NMIS-Required Training of the Veterinary Services Department** from October 22, 2023 to October 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 two (2) potential lessors responded;

WHEREAS, on 02 October 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 **OAKRIDGE PROPERTIES 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 **Two Hundred Forty Six Thousand Pesos (Php 246,000.00)**;

WHEREAS, the **LESSEE** accepted the **LESSOR's** offer and awarded the project to the **LESSOR** in accordance with the Implementing Rules and Regulations of Republic Act No. 9184;

NOW, THEREFORE, in view of the foregoing premises and for and in consideration of mutual covenants and undertakings, the parties hereto have agreed as follows:

ARTICLE I SUBJECT OF THE LEASE

This Contract of Lease shall cover all the items found in the Request for Quotation (RFQ) / Terms of Reference (TOR) after the conduct of Negotiation attached to this Contract as Annex "B".

ARTICLE II LEASE PERIOD

The Contract of Lease shall be for the period of October 22, 2023 to October 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 **OAKRIDGE PROPERTIES 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 **Two Hundred Forty Six Thousand Pesos (Php 246,000.00)**.

ARTICLE IV AMENDMENT AND EXCLUSIVITY

1. This Contract of Lease constitutes the entire agreement between the parties hereto and all previous agreements between the parties relative to the Leased Premises and ancillary services therein, are hereby superseded by this Contract of Lease.
2. The relationship of the parties shall be limited to the performance of the terms and conditions of this Contract of Lease. Nothing in this Contract of Lease shall be construed as to create a general partnership, joint venture,

IN WITNESS WHEREOF, the parties hereto set their hands this OCT 13 2023
day of _____, 2023 at Pasig City.

CITY OF PASIG

OAKRIDGE PROPERTIES INC.

By:

By:


VICTOR MA REGIS N. SOTTO
City Mayor


TIFFANY JOY ONG SISON
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
100-2023-08-0800-1032

Funds Available:

Recommending Approval:


MS. MARITA A. CALAJE
City Treasurer


EMMA M. SANCHEZ, DVM
City Veterinarian

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 **OCT 13 2023**, 2023, personally appeared:

Name	Government ID	Issue and Expiry Date
TIFFANY JOY ONG SISON	DRIVERS LICENSE N04-02-007653	MANILA 2031 / 12 / 06

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. 242
Page No. 50
Book No. 128
Series of 2023

M. Chon
ATTY. LELICIA M. AMON
 Notary Public
 Pasig, Pateros & San Juan
 Valid Until December 31, 2023
 Roll No. 22188
 PTR AA No. 0112306/01-03-23
 Lifetime IBP Member No. 04286
 Official Receipt No. 574709, IBP Chapter
 MCLE Compliance No. VII-0000050/6-18-2019
 Ground Fl. Amica Centre, U. Velasco, Ave.,
 Malinao, Pasig City

ACKNOWLEDGMENT

BEFORE ME, a Notary Public for and in the City of Pasig, on this day of **OCT 19 2023**, 2023, personally appeared Victor Ma Regis N. Sotto, known to me to be the same person who executed the foregoing instrument and who acknowledged to me that the same is his free and voluntary act and deed as well as that of the entity he represents.

This instrument consists of five (5) pages, including this page in which this Acknowledgement is written and duly signed by the Parties.

WITNESS MY HAND AND NOTARIAL SEAL, on the date and place first above written.

Doc. No. 2
Page No. 2
Book No. 81
Series of 2023

[Signature]
ATTY. GEEVALENE RUBIO
 Notary Public-Pasig City, San Juan and Pateros
 Until December 31, 2024
 ROLL No. 04083
 IBP No. 243415
 PTR No. 9004329
 APPOINTMENT NO. 276(2023-2024)
 MCLE EXEMPTION NO. VIII-BEP002249
 TIN NO. 232-010-765

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

SECRETARY'S CERTIFICATE

ALTHEA DOMINIQUE B. MALIWANAG, of legal age, Filipino, single, with office address at 2704 East Tower, Tektite Towers, Exchange Road, Ortigas Center, Pasig City, being the duly elected and qualified Assistant Corporate Secretary of OAKRIDGE PROPERTIES, INC. doing business under the names and styles of DISCOVERY CENTRE; OAKRIDGE MANSION; DISCOVERY SUITES; 22 PRIME; RESTO 5; AND SERENDIPITY LOUNGE (the "Corporation"), a corporation organized and existing under the laws of the Philippines, with principal address at No. 25 ADB Avenue, Ortigas Center, Pasig City, under oath, does hereby certify that during the meeting of the Board of Directors of the Corporation held on 14 July 2023, the following resolutions were approved:

"RESOLVED, that OAKRIDGE PROPERTIES, INC. doing business under the names and styles of DISCOVERY CENTRE; OAKRIDGE MANSION; DISCOVERY SUITES; 22 PRIME; RESTO 5; and SERENDIPITY LOUNGE (the 'Corporation') be authorized to participate in the bidding to be conducted by the City Government of Pasig for the *Lease of Venue for Hotel Accommodation with Meals*. For this purpose, the Corporation is hereby authorized to submit all pre-qualification papers, bid proposals, contracts and agreements, and such other papers and documents as may be required by the City Government of Pasig;

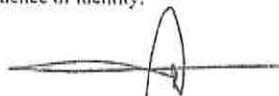
"RESOLVED, FURTHER, that the Corporation's Director of Sales, Ms. Tiffany Joy Ong-Sison, be designated as the Corporation's authorized representative in the aforesaid bidding process, with full power and authority to do and perform any and all acts necessary or proper in connection with the aforesaid bidding, as well as to sign, execute and deliver any and all agreements, contracts, papers, and documents as may be necessary or proper to implement the foregoing authority."

IN ATTESTATION OF THE ABOVE, this Certificate has been signed this 24 day of AUG 2023
2023 at Pasig City.


ALTHEA DOMINIQUE B. MALIWANAG
Assistant Corporate Secretary

SUBSCRIBED AND SWORN to before me this 24 day of AUG 2023 in Pasig City, affiant exhibiting to me her Passport ID No. P9013093 issued on 18 February 2022 at DFA Manila which expires on 17 February 2032 as her competent evidence of identity.

Doc. No. 62;
Page No. 24;
Book No. 11;
Series of 2023.


ROBERTO ROLANDO L. GEOTINA
Notary Public for Cities of Pasig and San Juan
and in the Municipality of Pateros
Appointment No. 203 (2012-2023)
Commission Expires on or before 31, 2023
2704 East Tower, Tektite Towers, Exchange Road
Ortigas Center, 1403 Pasig City
PTR No. 9004905/01.04.23/Pasig City
IBP No. 260919/01.05.23/RSM
Roll of Attorneys No. 78571
Admitted to the Bar on 13 May 2022



PASIG
CITY OF THE FUTURE

PROCUREMENT MANAGEMENT OFFICE

REQUEST FOR QUOTATION/INVITATION FOR NEGOTIATION

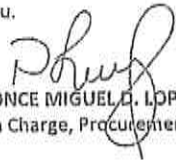
Date	27 September 2023
Project Title	Lease of Venue for the Conduct of 4 NMIS-Required Training of the Veterinary Services Department – City Veterinary Office
Mode of Procurement	Negotiated Procurement (Lease of Real Property or Venue)
RFQ No.	100-23-08-1868
Approved Budget for the Contract	Two Hundred Ninety Six Thousand Pesos (Php 296,000.00)
Deadline and Place for the Submission of Quotation	Please submit the accomplished Quotation and required documents not later than <u>02 October 2023, 1:45 PM</u> at the Bids and Awards Committee (BAC) through the Procurement Management Office (BAC Secretariat Office), <u>4th 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	02 October 2023, 2:00 PM, 7 th Floor, Meeting Room, Pasig City Hall
TERMS	The lease contract shall commence from <u>October 22, 2023 to October 24, 2023</u>
NOTES	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



Description of Service Requirement	Offered Technical Proposal Please fill in with either: "Comply" or "Not Comply"																												
Lease of Venue for the Conduct of 4 NMIS-Required Training of the Veterinary Services Department – City Veterinary Office under PR No. 100-23-08-1868																													
TECHNICAL SPECIFICATIONS/SCOPE OF WORK																													
<p>I. Desired Venue: Any hotel or resort within Pasig City that can accommodate board and lodging for twenty persons with conference / function room</p> <p>a. Type of Accommodation: 2 persons in a twin-sharing room, own toilet and bath</p> <p>b. Arrival Date/Time: October 22, 2023, 4 PM</p> <p>c. Departure Date/Time: October 24, 2023, 4 PM</p> <p>II. Function Room Requirements:</p> <p>a. Use of function or conference room for the activity:</p> <ul style="list-style-type: none"> • October 22, 2023, from 7 PM until 9 PM; • October 23, 2023, from 8 AM until 5 PM; • October 24, 2023, from 8 AM until 4 PM; <p>b. Use of unlimited and stable internet connection</p> <p>c. Use of audio-visual equipment (at least 2 microphones, 2 extension cords, 1 LCD projector and screen, and tables and chairs)</p> <p>d. Use of whiteboard with pen and eraser</p> <p>III. Meal Requirements:</p> <p>a. First Meal: October 22, 2023, Dinner</p> <p>b. Last Meal: October 24, 2023, PM Snack</p> <p>c. Buffet Style: Breakfast, Lunch and Dinner</p> <p>d. AM and PM Snacks: Sandwich or pasta with drinks</p> <p>e. Free-flowing coffee and tea with fresh milk</p>	Comply																												
<p>Table of Meals</p> <table border="1" data-bbox="402 1311 935 1645"> <thead> <tr> <th>MEALS</th> <th>Day 1</th> <th>Day 2</th> <th>Day 3</th> </tr> </thead> <tbody> <tr> <td>Dinner</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td></td> </tr> <tr> <td>Breakfast</td> <td></td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>AM Snack</td> <td></td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Lunch</td> <td></td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>PM Snack</td> <td></td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Socials</td> <td></td> <td style="text-align: center;">✓</td> <td></td> </tr> </tbody> </table>	MEALS	Day 1	Day 2	Day 3	Dinner	✓	✓		Breakfast		✓	✓	AM Snack		✓	✓	Lunch		✓	✓	PM Snack		✓	✓	Socials		✓		Comply
MEALS	Day 1	Day 2	Day 3																										
Dinner	✓	✓																											
Breakfast		✓	✓																										
AM Snack		✓	✓																										
Lunch		✓	✓																										
PM Snack		✓	✓																										
Socials		✓																											
<p>IV. Other Requirements:</p> <p>a. Use of amenities of the hotel;</p> <p>b. Maintaining Cleanliness – Function room, restrooms, sleeping quarters, hallway, coffee/tea and dining areas;</p> <p>c. With appropriate parking spaces for guest' vehicles;</p> <p>d. With 24-hour security, front-desk and housekeeping services</p>	Comply																												
FINANCIAL PROPOSAL																													
Name of Project	Grand Total Cost for the Lease of Venue																												

<p>Lease of Venue for the use of Veterinary Services Department – City Veterinary Office under PR No. 100-23-08-1868</p>	<p style="text-align: center;">PhP <u>246,000.00</u> (Amount in Figures) <u>Two hundred forty six thousand pesos only</u> <hr/><hr/> (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.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: 
Tiffany Joy Chng Silson Director of Sales
 Signature over printed Name Position

Duly authorized to sign quotation/offer for and on behalf of Oakridge Properties / Discovery Suites (Please indicate name of company)



VETERINARY SERVICES DEPARTMENT

TERMS OF REFERENCE

Lease of Venue for the 4 NMIS-Required Trainings

Date of Event	Estimated Pax	Number of Days	Unit Cost	Budget Estimate
October 22, 2023 to October 24, 2023	20 pax	2D/2N		

- I. **Desired Venue:** Any hotel or resort within Pasig City that can accommodate board and lodging for twenty persons with conference / function room
 - a. **Type of Accommodation:** 2 persons in a twin-sharing room, own toilet and bath
 - b. **Arrival Date/Time:** October 22, 2023, 4 PM
 - c. **Departure Date/Time:** October 24, 2023, 4 PM
- II. **Function Room Requirements:**
 - a. **Use of function or conference room for the activity:**
 - October 22, 2023, from 7 PM until 9 PM;
 - October 23, 2023, from 8 AM until 5 PM;
 - October 24, 2023, from 8 AM until 4 PM
 - b. **Use of unlimited and stable Internet connection**
 - c. **Use of audio-visual equipment (at least 2 microphones, 2 extension cords, 1 LCD projector and screen, and tables and chairs)**
 - d. **Use of whiteboard with pen and eraser**
- III. **Meal Requirements:**
 - a. **First Meal:** October 22, 2023, Dinner
 - b. **Last Meal:** October 24, 2023, PM Snack
 - c. **Buffet Style:** Breakfast, Lunch and Dinner
 - d. **AM & PM Snacks:** Sandwich or pasta with drinks
 - e. **Free-flowing coffee and tea with fresh milk**

Table of Meals:





UNIBERSIDAD NG PASIG
PASIG
UMAAGOS ANG MAG-ASA

VETERINARY SERVICES DEPARTMENT

Table of Meals:

MEALS	DAY 1	DAY 2	DAY 3
Dinner	/	/	/
Breakfast	/	/	/
AM Snack	/	/	/
Lunch	/	/	/
PM Snack	/	/	/
Socials	/	/	/

IV. Other Requirements:

- a. Use of amenities of the hotel;
- b. Maintaining cleanliness – Function room, restrooms, sleeping quarters, hallway, coffee/tea and dining areas;
- c. With appropriate parking spaces for guests' vehicles;
- d. With 24-hour security, front-desk and housekeeping services

Submitted by:

Emma M. Sanchez, DVM
City Veterinarian