

## 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. 100-23-09-2000 for the **Lease of Venue for the Conduct of Capacity Building for OSY (Seminar on Adolescent Pregnancy and HIV Awareness and Aids, Drug Awareness and Alcoholism) for Pasig City Social Service & Welfare Department** from November 10 to 11, 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 25 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 One Thousand Eight Hundred Pesos (Php 201,800.00)**;

**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 10 to 11 November 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 One Thousand Eight Hundred Pesos (Php 201,800.00)**.

### **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 06 NOV 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. JOVY A. CUENCO**  
City Accountant

100-2023-10-0378-7611

Funds Available:

Recommending Approval:

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

  
**MA. TERESA O. BRIONES**  
City Gov't. Dept. Head II-  
PCSSWD

**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 **NOV 06 2023**, 2023, personally appeared:

Name	Government ID	Issue and Expiry Date
<b>TIFFANY JOY ONG SISON</b>	<b>DRIVERS LICENSE</b> NOA-02-007253	<b>MANILA</b> 2021 / 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. 405  
Page No. 82  
Book No. 132  
Series of 2023

*Leticia M. Amon*  
**ATTY. LETICIA 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 Flr. Armal Centre, U. Velasco, Ave.,  
 Alinao, Pasig City

**ACKNOWLEDGMENT**

BEFORE ME, a Notary Public for and in the City of Pasig, on this day of **NOV 09 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. 52  
Page No. 18  
Book No. XIII  
Series of 2023

*Gerald P. Rubio*  
**ATTY. GERALD P. RUBIO**  
 Notary Public-Pasig City, San Juan and Pateros  
 Until December 31, 2024  
 ROLL NO. 84083  
 IBP NO. 243415  
 PTR No. 9024829  
 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

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;

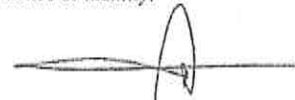
"RESOLVED, FURTHER, that the Corporation's Director of Sales, Ms. Tiffany Joy Ong-Sison, be designated as the Corporation's authorized representative in the aforesaid bidding process, with full power and authority to do and perform any and all acts necessary or proper in connection with the aforesaid 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 AUG 2023 day of \_\_\_\_\_ 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.

Doe. No. 64 ;  
Page No. 17 ;  
Book No. 77 ;  
Series of 2023.

  
ROBERTO ROLANDO L. GESTINA  
Notary Public for Cities of Pasig and San Juan  
and in the Municipality of Pateros  
Appointed in No. 215 (2012-2023)  
Commission Expires on Dec 31, 2023  
2704 East Tower, Tektite Towers, Exchange Road  
Ortigas Center, 1500 Pasig City  
PTR No. 9004904/01.04.23/Pasig City  
IBP No. 260919/01.05.23/RSM  
Roll of Attorneys No. 78571  
Admitted to the Bar on 13 May 2022



PASIG

Annex "B"

PROCUREMENT MANAGEMENT OFFICE

REQUEST FOR QUOTATION/INVITATION FOR NEGOTIATION

Date	23 October 2023
Project Title	Lease of Venue for the Conduct of Capacity Building for OSY (Seminar on Adolescent Pregnancy and HIV Awareness and Aids, Drug Awareness and Alcoholism) – Pasig City Social Service & Welfare Department
Mode of Procurement	Negotiated Procurement (Lease of Real Property or Venue)
Request for Quotation (RFQ) No.	100-23-09-2000
Approved Budget for the Contract	Two Hundred Three Thousand Pesos (Php 203,000.00)
Deadline and Place for the Submission of Quotation	Please submit the accomplished Quotation and required documents not later than <u>25 October 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 (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	25 October 2023, 2:00 PM, 7 <sup>th</sup> Floor, Meeting Room, Pasig City Hall
TERMS	The lease contract shall commence from November 10, 2023 to November 11, 2023.
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 B. LOPEZ  
 Officer in Charge, Procurement Management Office



Caruncho Avenue, Barangay San Nicolas, Pasig City 1600 Metro Manila

Description of Service Requirement	Offered Technical Proposal Please fill in with either: "Comply" or "Not Comply"																		
Lease of Venue for the Conduct of Capacity Building for OSY (Seminar on Adolescent Pregnancy and HIV Awareness and Aids, Drug Awareness and Alcoholism) – Pasig City Social Service & Welfare Department under PR No. 100-23-09-2000																			
<b>TECHNICAL SPECIFICATIONS/SCOPE OF WORK</b>																			
<p>I. Number of Days: Two (2) days and One (1) night</p> <p>II. Desired Venue and/or Function: Pasig City</p> <p>III. Type of Accommodation: Board and Lodging (Full Board)</p> <ul style="list-style-type: none"> <li>o Two (2) Quadruple Sharing Room</li> <li>o Complimentary Breakfast (6 am to 10 am)</li> <li>o Complimentary Parking</li> <li>o Sanitized Bedding, Rooms, and Restrooms</li> <li>o Wireless Internet connection (Wi-Fi), one account per apartment only</li> <li>o Daily replenish of bathroom amenities</li> <li>o Daily housekeeping service <ul style="list-style-type: none"> <li>▪ Arrival: 8:00 am (November 10, 2023)</li> <li>▪ Check-out Time: 2:00 pm (November 11, 2023)</li> </ul> </li> </ul> <p>IV. Function Room Requirements:</p> <ul style="list-style-type: none"> <li>o Can accommodate at least 55 pax, flexible for group activities/workshops</li> <li>o Well- lighted and well-ventilated</li> <li>o Availability of audio-visual equipment with a stand-by assistant: <ul style="list-style-type: none"> <li>o Use of LCD projector with screen</li> <li>o Use of a whiteboard with whiteboard marker &amp; eraser</li> <li>o Complete set of sound system</li> <li>o At least four (4) extension cords</li> <li>o At least two (2) wireless microphones with one (1) microphone stand</li> </ul> </li> <li>o Unlimited free access to the Internet/Wi-Fi in all areas of the venue</li> <li>o Use of venue for at least 10 hours</li> <li>o Function room set-up: Classroom type</li> <li>o One (1) table for the Secretariat (Registration Area)</li> <li>o Mints, paper, and pencil</li> </ul>	Comply																		
<p>V. Meals Requirements</p> <table border="1" data-bbox="349 1478 1101 1822"> <thead> <tr> <th data-bbox="349 1478 682 1572">MEALS</th> <th data-bbox="682 1478 889 1572">Day 1 November 10, 2023</th> <th data-bbox="889 1478 1101 1572">Day 2 November 11, 2023</th> </tr> </thead> <tbody> <tr> <td data-bbox="349 1572 682 1620">Complimentary Breakfast (6pax)</td> <td data-bbox="682 1572 889 1620"></td> <td data-bbox="889 1572 1101 1620" style="text-align: center;">✓</td> </tr> <tr> <td data-bbox="349 1620 682 1669">AM &amp; PM Snacks (55pax)</td> <td data-bbox="682 1620 889 1669" style="text-align: center;">✓</td> <td data-bbox="889 1620 1101 1669" style="text-align: center;">✓</td> </tr> <tr> <td data-bbox="349 1669 682 1717">Buffet Lunch (55pax)</td> <td data-bbox="682 1669 889 1717" style="text-align: center;">✓</td> <td data-bbox="889 1669 1101 1717" style="text-align: center;">✓</td> </tr> <tr> <td data-bbox="349 1717 682 1766">PM Snacks (55pax)</td> <td data-bbox="682 1717 889 1766" style="text-align: center;">✓</td> <td data-bbox="889 1717 1101 1766" style="text-align: center;">✓</td> </tr> <tr> <td data-bbox="349 1766 682 1814">Buffet Dinner (8pax)</td> <td data-bbox="682 1766 889 1814" style="text-align: center;">✓</td> <td data-bbox="889 1766 1101 1814" style="text-align: center;">✓</td> </tr> </tbody> </table> <p>o Breakfast - buffet breakfast and choice of hot coffee or hot chocolate</p>	MEALS	Day 1 November 10, 2023	Day 2 November 11, 2023	Complimentary Breakfast (6pax)		✓	AM & PM Snacks (55pax)	✓	✓	Buffet Lunch (55pax)	✓	✓	PM Snacks (55pax)	✓	✓	Buffet Dinner (8pax)	✓	✓	Comply
MEALS	Day 1 November 10, 2023	Day 2 November 11, 2023																	
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Buffet Dinner (8pax)	✓	✓																	



<ul style="list-style-type: none"> <li>o AM and PM Snacks: sandwich, kakanin or pasta with drinks</li> <li>o Lunch &amp; Dinner, 2 main dishes (fish; choice of meat: chicken, pork or beef), vegetables, soup, dessert, rice and cold drinks</li> <li>o Free-flowing coffee and/or tea</li> </ul>		
<b>Other Requirements:</b> <ul style="list-style-type: none"> <li>o Maintaining cleanliness function hall, restrooms, sleeping quarters, hallway, coffee/tea area and dining area</li> <li>o With appropriate parking area- 10 slots</li> <li>o With 24-hour security, front-desk and housekeeping services</li> <li>o Dates can be rebooked in case of emergency/ unforeseen circumstances</li> <li>o Compliant with Equal Employment Opportunity Policy (EEOP) <ul style="list-style-type: none"> <li>o Easy access to the comfort room</li> </ul> </li> <li>o With a passing rating of at least 85% in the scoring in the table of ratings</li> </ul>		Comply
<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 OSY (Seminar on Adolescent Pregnancy and HIV Awareness and Aids, Drug Awareness and Alcoholism) – Pasig City Social Service & Welfare Department under PR No. 100-23-09-2000	<p>PhP <u>201,800.00</u></p> <p>(Amount in Figures)</p> <p><u>Two hundred one thousand and</u></p> <p><u>eight hundred pesos only</u></p> <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;

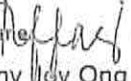
4. Accomplished and notarized Omnibus Sworn Statement. -  
([https://www.pdbb.gov.ph/assets/forms/Omnibus%20Sworn%20Statement\(Revised\).docx](https://www.pdbb.gov.ph/assets/forms/Omnibus%20Sworn%20Statement(Revised).docx))

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.

Conformed:   
Tiffany Oly Ong Sison      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)*



TERMS OF REFERENCE

Technical Specifications

Activity Title	Capacity Building for OSY (Seminar on Adolescent pregnancy and HIV awareness and Aids, Drug Awareness and Alcoholism)	
Date of Activity	Estimated number of pax	Number of days
Room Accommodation November 10-11, 2023	8	2 Days and 1 Night
Food (AM & PM Snacks, Managed Buffet Lunch) November 10-11, 2023	55	2days
Food (Buffet Dinner) November 10, 2023	8	1night

- I. Number of Days: Two (2) days and One (1) Night
- II. Desired Venue and/or Function: Pasig City
- III. Type of Accommodation:
  - Board and Lodging (Full Board)
    - Two (2) Quadruple Sharing Room
    - Complimentary Breakfast (6 am to 10 am)
    - Complimentary Parking
    - Sanitized Bedding, Rooms, and Restrooms
    - Wireless internet connection (Wi-Fi), one account per apartment only
    - Daily replenishment of bathroom amenities
    - Daily housekeeping service
      - Arrival: 8:00 am (November 10, 2023)
      - Check-out Time: 2:00 pm (November 11, 2023)

IV. FUNCTION ROOM REQUIREMENTS:

- Can accommodate at least 55 pax, flexible for group activities/ workshops
- Well-lighted and well-ventilated
- Availability of audio-visual equipment with a stand-by assistant:
  - Use of LCD projector with screen
  - Use of a whiteboard with a whiteboard marker & eraser
  - Complete set of sound system
  - At least four (4) extension cords
  - At least two (2) wireless microphones with one (1) microphone stand
- Unlimited free access to the internet / Wi-Fi in all areas of the venue
- Use of venue for at least 10 hours
- Function room set-up: Classroom type
- One (1) table for the Secretariat (Registration Area)
- Mints, paper, and pencil



**V. MEAL REQUIREMENTS**


MEALS	DAY 1 November 10, 2023	DAY 2 November 11, 2023
Complimentary Breakfast (6pax)		✓
AM Snacks (55pax)	✓	✓
Buffet Lunch (55pax)	✓	✓
PM Snacks (55pax)	✓	✓
Buffet Dinner (8pax)	✓	

- Breakfast – buffet breakfast and choice of hot coffee or hot chocolate
- AM & PM Snacks – sandwich, kakanin or pasta with drinks
- Lunch & Dinner – 2 main dishes (fish; choice of meat: chicken, pork, or beef), vegetables, soup, dessert, rice, and cold drinks
- Free-flowing coffee and/or tea


**VI. OTHER REQUIREMENTS**

- Maintaining cleanliness of function hall, restrooms, sleeping quarters, hallway, coffee/tea area, and dining area
- With appropriate parking area - 10 slots
- With 24-hour security, front desk, and housekeeping services
- Dates can be rebooked in case of emergency/unforeseen circumstances
- Compliant with Equal Employment Opportunity Policy (EEOP)
  - Easy access to the comfort room
- With a passing rating of at least 85% in in the scoring in the table of ratings

Prepared by:

  
**JESCELLE T. OMADTO**  
Admin Aide III

Noted by:

  
**MA. TERESA O. BRIQNES, RSW, MSSW**  
City Gov't. Dept. Head II