

## 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. 100-23-09-2001 for the **Lease of Venue for the Conduct of Training/ Seminar in Identifying and Handling Cases of Child Abuse and Children in Conflict with the Law (CICL) for Pasig City Social Service & Welfare Department** on November 16, 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 06 November 2023, the **LESSEE**, through its BAC, conducted negotiation and an evaluation on 08 November 2023 and found the **LESSOR's** quotation to be responsive;

**WHEREAS**, the **LESSOR** thus offered for lease to the **LESSEE** a venue,

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 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:**

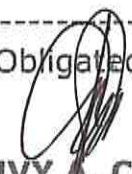
(Printed Name and Signature)

(Printed Name and Signature)

Funds Appropriated:

Funds Obligated:


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

  
**MS. JUVY A. CUENCO**  
City Accountant  
100-2023-09-0905-1032

Funds Available:

Recommending Approval:

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

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

  
**MARIA SOCORRO PAJE JALMASCO**  
SWD IV - License No. 0015068  
OFFICE on SOCIAL WELFARE & DEVELOPMENT  
City Government of Pasig

**ACKNOWLEDGMENT**

REPUBLIC OF THE PHILIPPINES)  
City of \_\_\_\_\_ ) S.S.

PASIG CITY

PASIG CITY

BEFORE ME, a Notary Public for and in the City of \_\_\_\_\_, on this day of NOV 15 2023, 2023, personally appeared:

Name	Government ID	Issue and Expiry Date
<b>TIFFANY JOY ONG SISON</b>	DRIVERS LICENSE N04-02-067653	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. 261  
Page No. 54  
Book No. XIV  
Series of 2023

ATTY. [Signature] D.P. RUBIO  
Notary Public-Pasig City, San Juan and Pateros  
Until December 31, 2024  
ROL 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 NOV 15 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. 262  
Page No. 54  
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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;

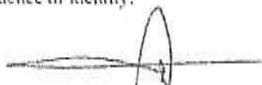
"RESOLVED, FURTHER, that the Corporation's Director of Sales, Ms. Tiffany Jay Ong-Sison, be designated as the Corporation's authorized representative in the aforesaid bidding process, with full power and authority to do and perform any and all acts necessary or proper in connection with the aforesaid 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 AUG 2023 day of \_\_\_\_\_ 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. 22  
Page No. 27  
Book No. 17  
Series of 2023.

  
ROBERTO ROLANDO L. GEOTINA  
Notary Public for Cities of Pasig and San Juan  
and in the Municipality of Pateros  
Appointed on No. 215 (2019-2023)  
Commission Expires on Date: 06/31/2023  
2704 East Tower, Tektite Towers, Exchange Road  
Ortigas Center, 1903 Pasig City  
PTR No. 9004005/01.0A.E3/Pasig City  
IBP No. 2609W/0185-23,REM  
Roll of Attorneys No. 76571  
Admitted to the Bar on 13 May 2022



**REQUEST FOR QUOTATION/INVITATION FOR NEGOTIATION**

<b>Date</b>	03 November 2023
<b>Project Title</b>	Lease of Venue for the Conduct of Training/Seminar in Identifying and Handling Cases of Child Abuse and Children in Conflict with the Law (CICL)- Pasig City Social Service & Welfare Department
<b>Mode of Procurement</b>	Negotiated Procurement (Lease of Real Property or Venue)
<b>Request for Quotation (RFQ) No.</b>	100-23-09-2001
<b>Approved Budget for the Contract</b>	One Hundred Eighty Nine Thousand Pesos (Php189,000.00)
<b>Deadline and Place for the Submission of Quotation</b>	Please submit the accomplished Quotation and required documents not later than <u>08 November 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.
<b>Date, Time and Place of the Negotiation</b>	05 November 2023, 2:00 PM, 7 <sup>th</sup> Floor, Meeting Room, Pasig City Hall
<b>TERMS</b>	The lease contract shall commence on <b>November 16, 2023</b>
<b>NOTES</b>	<ol style="list-style-type: none"> <li>Lessor shall submit their offer/quotation through their duly authorized representatives</li> <li>Quotations submitted exceeding the Approved Budget for the Contract (ABC) shall be rejected.</li> <li>The prices quoted are to be paid in Philippine Currency.</li> <li>All prices quoted are subject to all Philippine Tax Statutes.</li> <li>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>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>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.

SGD  
**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 Training/ Seminar in Identifying and Handling Cases of Child Abuse and Children in Conflict with the Law (CICL)- Pasig City Social Service & Welfare department under PR No. 100-23-09-2001									
<b>TECHNICAL SPECIFICATIONS/SCOPE OF WORK</b>									
<p>I. Number of Days: One (1) Day Arrival: 8:00 am (November 16, 2023) Check-out Time: 5:00 pm (November 16, 2023)</p> <p>II. Desired Venue and/or Function: Pasig City</p> <p>III. Type of Accommodation: Live-out</p> <ul style="list-style-type: none"> <li>o Sanitized function Rooms, and restrooms</li> <li>o Wireless internet connection</li> </ul> <p>IV. Function Room Requirements:</p> <ul style="list-style-type: none"> <li>o Can accommodate at least 105 pax, flexible for group activities/workshops:</li> <li>o Well-lighted and well-ventilated</li> <li>o Availability of audio-visual equipment with 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 a whiteboard marker &amp; eraser</li> <li>o Complete set of sound system</li> <li>o At least four (4) extension cards</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 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>Meals Requirements</p> <table border="1" data-bbox="574 1085 894 1306" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>MEALS</th> <th>Day 1 November 16, 2023</th> </tr> </thead> <tbody> <tr> <td>AM Snacks</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Buffet Lunch</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>PM Snacks</td> <td style="text-align: center;">✓</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>o AM &amp; PM snacks - sandwich, kakanin, or pasta with drinks</li> <li>o Lunch- 3 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>	MEALS	Day 1 November 16, 2023	AM Snacks	✓	Buffet Lunch	✓	PM Snacks	✓	Comply
MEALS	Day 1 November 16, 2023								
AM Snacks	✓								
Buffet Lunch	✓								
PM Snacks	✓								
<p>Other Requirements:</p> <ul style="list-style-type: none"> <li>o With appropriate parking area – 3 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 (EEOB)</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>									

Name of Project	Grand Total Cost for the Lease of Venue
Lease of Venue for the Conduct of Training/ Seminar in Identifying and Handling Cases of Child Abuse and Children in Conflict with the Law (CICL)- Pasig City Social Service & Welfare department under PR No. 100-23-09-2001	<p style="text-align: center;">Php <u>189,000.00</u></p> <p style="text-align: center;">(Amount in Figures)</p> <p style="text-align: center;"><u>One hundred eighty nine thousand pesos only</u></p> <hr style="width: 20%; margin: auto;"/> <p style="text-align: center;">(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).

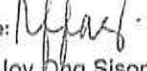
In accordance with Revenue Regulation No. 3-2005, the above-mentioned tax returns shall refer to the following:

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




INUNGGOPI NG  
**PASIG**  
UNAWATIN ANG PAG-IASA

OFFICE ON SOCIAL WELFARE AND DEVELOPMENT


**VI. OTHER REQUIREMENTS**

- o With appropriate parking area - 3 slots
- o With 24-hour security, front desk, and housekeeping services
- o Dates can be rebooked in case of emergency/unforeseen circumstances
- o Compliant with Equal Employment Opportunity Policy (EEOP)
  - o Easy access to the comfort room
  - o First aid kits available when needed
- o With a passing rating of at least 85% in the scoring in the table of ratings

Prepared by:

  
**JESCELLE T. OMADTO**  
Admin Aide III

Noted by:

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