

## 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 -

**SUBIC BAY TRAVELERS HOTEL AND EVENT CENTER 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 Building 281 and 282 corner Aguinaldo and Raymundo Streets, Subic Bay, Freeport Zone, herein represented by **JORGEN MICHAEL TE**, 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. **100-23-10-2054** for the **Lease of Venue for the Operational and Development Planning Workshop for the Division Personnel, School Heads and School Planning Team 2023** from **20 November 2023 to 22 November 2023, 23 November 2023 to 25 November 2023, 4 December 2023 to 6 December 2023, 7 December 2023 to 9 December 2023, 11 December 2023 to 13 December 2023, and 14 December 2023 to 16 December 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 17 November 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 **Subic Bay Travelers Hotel and Event Center 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 **Seven Million Three Hundred Seventy Two Thousand Eight Hundred Pesos (Php 7,372,800.00)**;

**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 **20 November 2023 to 22 November 2023, 23 November 2023 to 25 November 2023, 4 December 2023 to 6 December 2023, 7 December 2023 to 9 December 2023, 11 December 2023 to 13 December 2023, and 14 December 2023 to 16 December 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 **SUBIC BAY TRAVELERS HOTEL AND EVENT CENTER 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 **Seven Million Three Hundred Seventy Two Thousand Eight Hundred Pesos (Php 7,372,800.00).**

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 17 NOV 2023 day of \_\_\_\_\_, 2023 at **Pasig City**.

**CITY OF PASIG**

**SUBIC BAY TRAVELERS HOTEL AND EVENT CENTER INC.,**

By:

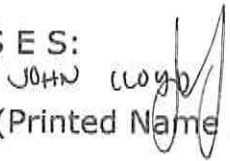
By:

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

  
**JORGEN MICHAEL TE**  
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

Funds Available:

Recommending Approval:

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

  
**SHERYLL T. GAYOLA**  
Schools Division Superintendent



**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 17 2023**, 2023, personally appeared:

Name	Government ID	Issue and Expiry Date
<b>JORGEN MICHAEL TE</b>	DOTC DL NO 3-09-004164	10/16/23

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. 101  
Page No. 22  
Book No. XIV  
Series of 2023

**ATTY. GENARD P. RUBIO**  
Notary Public-Pasig City, San Juan and Pateros  
Until December 31, 2024  
ROLL NO. 84083  
IBP No. 243415  
PTR No. 9001829  
APPOINTMENT NO. 376(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 17 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. 381  
Page No. 77  
Book No. IV  
Series of 2023

**GIO CARLO C. MENDOZA**  
Notary Public for Pasig, San Juan & Pateros  
Until 31 December 2023  
Appointment No. 129  
PTR No. 0112750, 04 January 2023, Pasig City  
IBP Lifetime No. 016515, Laguna  
Roll of Attorneys No. 69172  
MCLE Compliance No. VII-0023809  
Page 5 of 5 | CONTRACT NO. 100-23-10-2054 | JSC

SECRETARY'S CERTIFICATE

KNOW ALL MEN BY THESE PRESENTS:

I, DJOANNA O. FRANCISCO, of legal age, Filipino Citizen, with office address at Bldg. 281 and 282 Corner Aguinaldo and Raymundo Sts., Subic Bay Freeport Zone, having been duly sworn to in accordance with law, herby depose and state that:

1. I am the Assistant Corporate Secretary of Subic Travelers Hotel and Event Center Inc., a corporation duly organized and existing under and by virtue of the laws of the Philippines, with address at Bldgs. 281 and 282, corner Aguinaldo and Raymundo Streets, Subic Bay Freeport Zone.
2. As the Assistant Corporate Secretary, I am familiar with the facts herein certified and duly authorized to certify the same;
3. At the Regular Meeting of the Board of Directors of the Corporation duly convened and held on July 16, 2022 at which meeting a quorum was present and acting throughout, the following resolutions were approved:

"RESOLVED, as it is hereby resolved, that the corporation be, as it is hereby authorized to execute and perform acts necessary and / or represent SUBIC BAY TRAVELERS HOTEL AND EVENT CENTER INC, in all transactions including application for eligibility, accreditation and bidding in ALL GOVERNMENT AGENCIES, and that if awarded the project (s), to enter into a contract with the government agency(s) for this purpose:

"RESOLVED, that in connection with the said bidding, the Board appoints MR. JORGEN MICHAEL TE, Director of Sales and Marketing acting as duly authorized and designated representative of the corporation and granted full power and authority to do, execute and perform any and all acts necessary and / or to represent SUBIC BAY TRAVELERS HOTEL AND EVENT CENTER INC in the bidding as fully and effectively as the Board might do if personally present with full power of substitution and revocation and hereby satisfying and confirming all that said representative shall lawfully do or cause to be done by virtue hereof;

"RESOLVED, FURTHER, that the Board hereby ratifies and confirms all the representative may lawfully do or cause to be done under and by virtue of these presents:


"RESOLVED, FINALLY, that the foregoing resolution shall remain valid and subsisting unless otherwise annulled, revoked or amended in writing by the Board."

The specimen signature of the JORGEN MICHAEL TE follows:

JORGEN MICHAEL TE 

4. I am executing this Certificate to attest to the truth of the foregoing.

IN WITNESS WHEREOF, I have hereunto set my hands this 13th day of April 2023, at Olongapo City, Philippines.

  
DJOANNA O. FRANCISCO  
Assistant Corporate Secretary

1. I am the Assistant Corporate Secretary of Subic Travelers Hotel and Event Center Inc., a corporation duly organized and existing under and by virtue of the laws of the Philippines, with address at Bldgs. 281 and 282, corner Aguinaldo and Raymundo Streets, Subic Bay Freeport Zone.
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“RESOLVED, FURTHER, that the Board hereby ratifies and confirms all the representative may lawfully do or cause to be done under and by virtue of these presents;


“RESOLVED, FINALLY, that the foregoing resolution shall remain valid and subsisting unless otherwise annulled, revoked or amended in writing by the Board.”

The specimen signature of the JORGEN MICHAEL TE follows:

JORGEN MICHAEL TE 

4. I am executing this Certificate to attest to the truth of the foregoing.

IN WITNESS WHEREOF, I have hereunto set my hands this 13th day of April 2023, at Olongapo City, Philippines.

  
 DJOANNA O. FRANCISCO  
 Assistant Corporate Secretary

SUBSCRIBED AND SWORN to before me, Notary Public for and in Olongapo City, this 25<sup>th</sup> day of April 2023 at Olongapo City.

Doc No. 180  
 Page No. 37  
 Book No. LXXXIV  
 Series of 20 23

REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION  
LAND TRANSPORTATION OFFICE  
**DRIVER'S LICENSE**



Last Name, First Name, Middle Name  
**MTE, JORGEN MICHAEL BALIUAG**

Nationality Sex Date of Birth Weight (kg) Height(m)  
PHL M 1965/10/16 71 1.73

Address  
**1543 INTERIOR & LORETO ST. SAMPALUD  
MANILA**

License No. Expiration Date Agency Code  
**N03-07-004164 2035/10/16 C13**

Weight Type Eyes Color  
**O+ BROWN**

DL Class Conditions  
**A,A1,B,B1,B2 1**

Signature of Licensee  
*Jorgen Michael Baliuag*

ATTY. VIGOR M. MENDOZA II  
Assistant Secretary

*Travelers Hotel*



**Mike**  
DIRECTOR OF SALES  
& MARKETING  
#002

**JORGEN MICHAEL B. TE**

Corner Agunaldo & Raymundo Streets,  
Subic Bay Freeport Zone, Zambales 2222  
(047) 252-1688 / (02) 775 8038

II. ORGAN DONATOR:  
I WILL DONATE ANY ORGAN

IV. IN CASE OF EMERGENCY NOTIFY:  
NAME: ESTER TE AGUIAR  
ADDRESS: 1503 INTERIOR & LORETO ST. SAMPALUD, MANILA  
TEL. NO.: 091774454896

I. DL CODES  
A1 TRUCKS  
B1 WITH SEAT BELT AND CURVE SEAT  
B2 UP TO 2500 KG GVW (7000 LB) OR MORE SEAT  
B3 5500 KG GVW  
C CUBES & BOXES ONLY  
D BUS & MOTOR VEHICLE OR BARGE SEAT  
E TRUCKS 2500 KG  
G2 ARTICULATED O + 2510 KG GVW (5500 LB)

II. CONDITIONS  
1. WEAR CURVED SEAT  
2. SEAT BELT & CURVE SEAT  
3. SEAT BELT & CURVE SEAT  
4. DAYLIGHT DRIVING ONLY  
5. FRANKED AND LICENSED

III. VEHICLE IDENTIFICATION NUMBER  
355561820



*Travelers Hotel*

**Jorgen Michael B. Te**

PERSONAL INFORMATION  
ADDRESS: EYORFIN HOUSE, 615 MARINA WALK, CEBU CITY  
CONTACT No.: 0917 294 9019  
PIN No.: 146 105 093  
SSS No.: D589963196  
Blood Type: O+

IN CASE OF EMERGENCY CONTACT:  
CONTACT PERSON: JERRY S. YBANEZ  
TEL. No.: 0916 521 0157  
CONTACT PERSON: JERRY S. YBANEZ  
TEL. No.: 0917 445 4896

This card is non-transferable and entitles the card holder to the privileges accorded to all employee of SUBIC BAY TRAVELERS HOTEL & EVENT CENTER

*Jorgen Michael B. Te*  
EMPLOYEE'S SIGNATURE

*Jerry S. Ybanez*  
JERRY S. YBANEZ  
PRESIDENT

*J M B T*  
*J M B T*  
*J M B T*





# PASIG

ANNEX "B"

PROCUREMENT MANAGEMENT OFFICE

## REQUEST FOR QUOTATION/INVITATION FOR NEGOTIATION

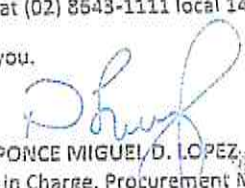
Date	16 November 2023
Project Title	Lease of Venue for the Operational and Developmental Planning Workshop for the Division Personnel, School Heads and School Planning Team 2023 – Education Unit
Mode of Procurement	Negotiated Procurement (Lease of Real Property or Venue)
Request for Quotation (RFQ) No.	100-23-10-2054
Approved Budget for the Contract	Seven Million Six Hundred Eighty Thousand Pesos (Php 7,680,000.00)
Deadline and Place for the Submission of Quotation	Please submit the accomplished Quotation and required documents not later than <u>17 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.
Date, Time and Place of the Negotiation	<u>17 November 2023, 2:00 PM</u> , 7 <sup>th</sup> Floor, Meeting Room, Pasig City Hall
TERMS	The lease contract shall be from 20 November 2023 to 22 November 2023, 23 November 2023 to 25 November 2023, 4 December 2023 to 6 December 2023, 7 December 2023 to 9 December 2023, 11 December 2023 to 13 December 2023 and 14 December 2023 to 16 December 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. 9154, 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) 8543-1111 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

IRB-450 TRBB



Description of Service Requirement	Offered Technical Proposal Please fill in with either: "Comply" or "Not Comply"																				
Lease of Venue for the Operational and Development Planning Workshop for the Division Personnel, School Heads and School Planning Team 2023 under PR No. 100-23-10-2054																					
TECHNICAL SPECIFICATIONS/SCOPE OF WORK																					
<p><b>DEVELOPMENTAL PLANNING</b></p> <table border="1" data-bbox="293 747 979 873"> <thead> <tr> <th>Indicative Schedules</th> <th>No. of Participants</th> </tr> </thead> <tbody> <tr> <td>Phase 1 – November 20 -22, 2023</td> <td>295</td> </tr> <tr> <td>Phase 2 – December 11 – 13, 2023</td> <td>295</td> </tr> <tr> <td>Phase 3&amp;4 – December 14 – 16, 2023</td> <td>295</td> </tr> </tbody> </table> <p><b>OPERATIONAL PLANNING</b></p> <table border="1" data-bbox="293 921 979 1048"> <thead> <tr> <th>Indicative Schedule</th> <th>Office</th> <th>No. of Participants</th> </tr> </thead> <tbody> <tr> <td>November 23 – 25, 2023</td> <td>SGOD</td> <td>35</td> </tr> <tr> <td>December 4 – 6, 2023</td> <td>OSDS</td> <td>61</td> </tr> <tr> <td>December 7 – 9, 2023</td> <td>CID</td> <td>43</td> </tr> </tbody> </table> <p>Time of check in: 8:00AM Time of check out: 3 PM</p>	Indicative Schedules	No. of Participants	Phase 1 – November 20 -22, 2023	295	Phase 2 – December 11 – 13, 2023	295	Phase 3&4 – December 14 – 16, 2023	295	Indicative Schedule	Office	No. of Participants	November 23 – 25, 2023	SGOD	35	December 4 – 6, 2023	OSDS	61	December 7 – 9, 2023	CID	43	<p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p>
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December 7 – 9, 2023	CID	43																			
<p><b>ACCOMMODATION:</b></p> <ol style="list-style-type: none"> <li>1. Full board meals</li> <li>2. Twin/Triple sharing (separate beds, no sharing of bed) for room accommodation (ensuring that the room is big enough so as not to restrict the movement of the occupants, and for compliance to health protocols), working table and chairs per participant inside the room</li> <li>3. Clean room, sanitized, including the beddings/linen and restroom</li> <li>4. Provision of toiletries (towel, soap, etc.)</li> <li>5. 24-hour hot and cold shower</li> <li>6. Check in and out details:</li> </ol> <p><b>DEVELOPMENTAL PLANNING</b></p> <p>Check in: November 20, 2023 (first meal AM Snack) 2:00PM Check out: November 22, 2023 (Last meal PM Snack) 12:00NN</p> <p>Check in: December 11, 2023 (first meal AM Snack) 2:00PM Check out: December 16, 2023 (Last meal PM Snack) 12:00NN</p> <p><b>OPERATIONAL PLANNING</b></p> <p><b>First Batch</b> Check in: November 23, 2023 (first meal AM Snack) 2:00PM Check out: November 25, 2023 (Last meal PM Snack) 12:00NN</p> <p><b>Second Batch</b> Check in: December 4, 2023 (first meal AM Snack) 2:00PM Check out: December 6, 2023 (Last meal PM Snack) 12:00NN</p>	<p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p>																				

Third Batch	
Check in: December 7, 2023 (first meal AM Snack) 2:00PM Check out: December 9, 2023 (Last meal PM Snack) 12:00NN	COMPLY
7. Fast and efficient WIFI connection	COMPLY
<b>BUFFET MEALS</b>	
<ul style="list-style-type: none"> <li>o For breakfast: buffet breakfast (7:00AM)</li> <li>o For lunch and dinner: 3 main dishes (plated) (12:00NN   6:00PM)</li> <li>o Fish/shrimp/meat/chicken/vegetables), dessert and drinks</li> <li>o AM and PM snacks with drinks (plated) (9:00AM and 3:00PM): <ul style="list-style-type: none"> <li>o 1 sandwich/pasta/noodles</li> <li>o 1 bottle soda/juice/water</li> </ul> </li> <li>o Unlimited free coffee, tea and purified/mineral water in rooms</li> </ul>	COMPLY COMPLY COMPLY COMPLY COMPLY
<b>Other Requirements:</b>	
<ul style="list-style-type: none"> <li>o Use of air-conditioned function room, LCD projector, white screen, sound system with at least 5 units microphones, 5 units extension wires and operator</li> <li>o Set of tables and chairs for registration team, secretariat and medical team during the duration of the conference.</li> <li>o Standby generator set in case of brownout</li> <li>o Standby waiters and technician</li> <li>o Lobby signage and one (1) piece of tarpaulin background (size: 8x12 ft)</li> <li>o Use of service vehicle (for emergency purposes)</li> <li>o Fast and efficient WIFI connection all over the venue</li> <li>o 2 plenary hall for the Developmental Planning</li> <li>o 1 plenary hall for Operational Planning</li> <li>o With conference hall that can accommodate 295 participants in the plenary and for breakout sessions</li> </ul>	COMPLY COMPLY COMPLY COMPLY COMPLY COMPLY COMPLY COMPLY
Notwithstanding any provisions to the contrary, the end-user shall have the right, power, and privilege to terminate the service of the service provider for any unjustifiable cause.	
<b>FINANCIAL PROPOSAL</b>	
Name of Project	Grand Total Cost for the Lease of Venue
Lease of Venue for the Operational and Development Planning Workshop for the Division Personnel, School Heads and School Planning Team 2023	<p style="text-align: center;">PHP <u>7,372,800</u><sup>00</sup>  (Amount in Figures)  <u>SEVEN MILLION THREE</u>  <u>HUNDRED SEVENTY TWO THOUSAND</u>  <u>EIGHT HUNDRED PESOS ONLY</u>  (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 (Form can be downloaded thru <https://www.gppb.gov.ph/downloadable-forms/#tab-61-12> )
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:

JORGEN MICHAELTE      DIRECTOR OF SALES & MARKETING  
 Signature over printed Name      Position

Duly authorized to sign quotation/offer for and on behalf  
 of SUBIC BAY TRAVELERS HOTEL & EVENT CENTER, INC. (Please indicate name of company)



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF PASIG CITY

ANNEX "B"

**TERMS OF REFERENCE**

**Program/Activity/Project**

**LEASE OF VENUE and Accommodation (Full Board) and the Use of Hotel Amenities for the conduct of Operational and Developmental Planning workshop for the Division Personnel, School Heads and school Planning Team 2023**

Target Date: **November 20-25, 2023 and December 4-16, 2023**

**I. RATIONALE**

The School Improvement Plan (SIP) serves as a comprehensive blueprint that outlines specific interventions and measures to be implemented by a school over the course of six consecutive school years. The plan is developed in collaboration with the community and various stakeholders. The primary objective of the SIP is to improve the overall quality of education by adopting evidence-based and systematic approaches that prioritize the perspectives and needs of the learners.

To ensure effective implementation and alignment of the **SIP** to the new vision of DepEd in terms of **MATATAG Framework**, the division planning team and the school planning team should collaborate and plan together to come up with the best solution possible to all challenges that the division will encounter in the next 6 years.

Ensuring the effective implementation of a School Improvement Plan (SIP) involves several important steps and strategies. First and foremost, clear communication is essential. It is crucial to communicate the goals, objectives, and strategies outlined in the SIP to all stakeholders, including school staff, students, parents, and the wider community. This ensures that everyone understands the purpose of the plan and the expected outcomes.

**II. OBJECTIVES**

To procure lease of venue with board and lodging for the conduct of **Operational and Developmental Planning workshop for the Division Personnel, School Heads and school Planning Team 2023.**

**III. SCOPE OF WORK**

**Technical Requirements:**

1. The SDO Pasig City **Operational and Developmental Planning workshop for the Division Personnel, School Heads and school Planning Team 2023**



Address: Caruncho Avenue, San Nicolas, Pasig City  
Tel: 641-88-85, 628-28-19 Email: [division.pasig2016@gmail.com](mailto:division.pasig2016@gmail.com)



will cover a total of 434 attendees.

2. The duration of the program will be until November 2023.

3. The following are the required description of services:

Item No.	Agency Specifications																				
I	<p><b>SCHEDULE</b></p> <p><b>Developmental Planning</b></p> <table border="1" data-bbox="483 628 1430 782"> <thead> <tr> <th>Indicative Schedules</th> <th>No. of Participants</th> </tr> </thead> <tbody> <tr> <td>Phase 1- November 20-22, 2023</td> <td>295</td> </tr> <tr> <td>Phase 2- December 11-13, 2023</td> <td>295</td> </tr> <tr> <td>Phase 3&amp;4- December 14-16, 2023</td> <td>295</td> </tr> </tbody> </table> <p><b>Operational Planning</b></p> <table border="1" data-bbox="483 876 1430 1029"> <thead> <tr> <th>Indicative Schedules</th> <th>Office</th> <th>No. of Participants</th> </tr> </thead> <tbody> <tr> <td>November 23-25, 2023</td> <td>SGOD</td> <td>35</td> </tr> <tr> <td>December 4-6, 2023</td> <td>OSDS</td> <td>61</td> </tr> <tr> <td>December 7-9, 2023</td> <td>CID</td> <td>43</td> </tr> </tbody> </table>	Indicative Schedules	No. of Participants	Phase 1- November 20-22, 2023	295	Phase 2- December 11-13, 2023	295	Phase 3&4- December 14-16, 2023	295	Indicative Schedules	Office	No. of Participants	November 23-25, 2023	SGOD	35	December 4-6, 2023	OSDS	61	December 7-9, 2023	CID	43
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III	<p><b>ACCOMMODATION:</b></p> <ol style="list-style-type: none"> <li>1. Full Board Meals</li> <li>2. Twin/Triple sharing (<i>separate beds, no sharing of bed</i>) for room accommodation (<i>ensuring that the room is big enough so as not to restrict the movement of the occupants, and for compliance to health protocols</i>), working table and chairs per participant inside the room</li> <li>3. Clean room, sanitized, including the beddings/linens and restroom</li> <li>4. Provision of toiletries (towel, soap, etc.)</li> <li>5. 24-hour Hot and Cold Shower</li> <li>6. Check in and out details:</li> </ol> <p><b>Developmental Planning :</b></p> <p>Check in: November 20, 2023 ( First Meal AM Snack) 2 :00PM  Check out: November 22, 2023 ( Last Meal PM Snack) 12:00NN</p> <p>Check in: December 11, 2023 ( First Meal AM Snack)2:00PM  Check out: December 16, 2023 ( Last Meal PM Snack)12:00NN</p> <p><b>Operational Planning</b></p> <p><b>First Batch</b>  Check in: November 23, 2023 ( First Meal AM Snack)2:00PM  Check out: November 25, 2023( Last Meal PM Snack)12:00NN</p> <p><b>Second Batch</b>  Check in: December 4, 2023( First Meal AM Snack) 2:00PM</p>																				

	<p>Check out: December 6, 2023( Last Meal PM Snack)12:00NN</p> <p><b>Third Batch</b>  Check in: December 7, 2023( First Meal AM Snack)2:00PM  Check out: December 9, 2023( Last Meal PM Snack)12:00 NN</p> <p>7. Fast and efficient WIFI connection</p>
IV	<p><b>BUFFET MEALS</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> For breakfast: buffet breakfast</li> <li><input checked="" type="checkbox"/> For Lunch and Dinner: 3 main dishes ( plated) fish/shrimp/meat/chicken/vegetables), dessert and drinks</li> <li><input checked="" type="checkbox"/> AM and PM snacks with drinks ( plated)</li> <li><input checked="" type="checkbox"/> Unlimited Free coffee, tea and purified/mineral water in rooms</li> </ul>
V	<p><b>OTHER REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. Use of Airconditioned Function Room, LCD projector, white screen, sound system with at least 5 units microphones, 5 units Extension wires and operator</li> <li>2. Set of tables and chairs for registration team, secretariat and medical team during the duration of the conference</li> <li>3. Standby generator set in case of brownout</li> <li>4. Stand-by waiters and technician</li> <li>5. Lobby signage and one (1) piece of tarpaulin backdrop (size: 8x12 ft)</li> <li>6. Use of service vehicle (for emergency purposes)</li> <li>7. Fast and efficient WIFI connection all over the venue</li> <li>8. <b>2 Plenary hall</b> for the <b>Developmental Planning</b></li> <li>9. <b>1 Plenary Hall</b> for <b>Operational Planning</b></li> </ol>

4. Notwithstanding any provisions to the contrary, the end-user shall have the right, power, and privilege to terminate the services of the service provider for any unjustifiable cause.

**IV. FUND SOURCE AND APPROVED BUDGET FOR THE CONTRACT (ABC)**

- Source of Fund: Special Education Fund Budget FY 2023 – SDO Pasig
- Approved Budget for the Contract: Seven Million six hundred eighty thousand Only (**Php 7,680,000**) inclusive of all taxes and charge.

Prepared by:

*LR Borja*  
**LOVELY ROLLAWE B. CRUZ**  
SEPS-Planning and Research

- Approved Budget for the Contract: Seven Million six hundred eighty thousand Only (**Php 7,680,000**) inclusive of all taxes and charges

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LSB Secretariat