

## 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. 100-23-11-7868 for the **Lease Of Venue for The Conduct of Civil Society Organization Sectoral Capacity Development for Women's CSO's And Newly-Elected Barangay and SK Official for City Mayor's Office** from November 27 to 28, 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 22 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 **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 **Five Hundred Four Thousand Pesos (Php 504,000.00)**;

**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 27 to 28 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 **Five Hundred Four Thousand Pesos (Php 504,000.00)**.

### **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, 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 24 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)

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Funds Appropriated:

Funds Obligated:

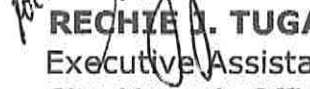
  
**MS. MA. THERESA B. HERNANDEZ**  
OIC - City Budget Office

  
**MS. JUVY A. CUENCO**  
City Accountant  
100 - 2023 - 11 - 1481 - 1011

Funds Available:

Recommending Approval:

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

  
**RECHIE D. TUGAWIN**  
Executive Assistant V-  
City Mayor's Office

**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 24 2023, 2023, personally appeared:

Name	Government ID	Issue and Expiry Date
<b>TIFFANY JOY ONG SISON</b>	DRIVERS LICENSE ND4-02-00765	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. 501  
Page No. 102  
Book No. XIV  
Series of 2023


 ATTY. GERALD P. RUBIO  
 Notary Public-Pasig City, San Juan and Pateros  
 Until December 31, 2024  
 ROLL NO. 84083  
 IBP NO. 243415  
 PTR No. 9004629  
 APPOINTMENT NO. 276(2023-2024)  
 MOLE EXEMPTION NO. VIII-BEP002249  
 TIN NO. 238-919-765

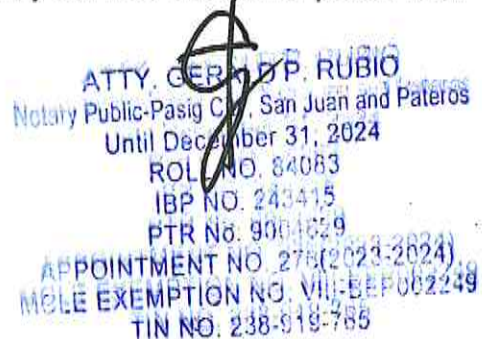
**ACKNOWLEDGMENT**

BEFORE ME, a Notary Public for and in the City of Pasig, on this day of NOV 24 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. 502  
Page No. 102  
Book No. XIV  
Series of 2023


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Annex "A"

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, Tektil Tower, 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;

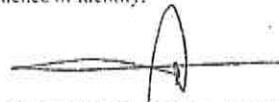
"RESOLVED, FURTHER, that the Corporation's Director of Sales, Ms. Tiffany Joy Ong-Sison, be designated as the Corporation's authorized representative in the aforesaid bidding process, with full power and authority to do and perform any and all acts necessary or proper in connection with the aforesaid 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 2<sup>nd</sup> day of AUG 2023 at Pasig City.

  
ALTHEA DOMINIQUE B. MALIWANAG  
Assistant Corporate Secretary

SUBSCRIBED AND SWORN to before me this 2<sup>nd</sup> 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. 14;  
Book No. 11;  
Series of 2023.

  
ROBERTO ROLANDO L. GEOVINA  
Notary Public for Cities of Pasig and San Juan  
and in the Municipality of Pateros  
Appointment No. 217 (2012-2023)  
Commission Expires on July 31, 2023  
2704 East Tower, Tektil Tower, Exchange Road  
Ortigas Center, 1605 Pasig City  
PTR No. 9004505/01.04.23/Pasig City  
IBP No. 260319/01.05.23/RSM  
Roll of Attorneys No. 78371  
Admitted to the Bar on 13 May 2022



# PASIG

PROCUREMENT MANAGEMENT OFFICE

## Annex "B"

### REQUEST FOR QUOTATION/INVITATION FOR NEGOTIATION


Date	21 November 2023
Project Title	Lease of Venue for the Conduct of Civil Society Organization Sectoral Capacity Development for Women's CSO's and Newly-Elected Barangay and SK Official - City Mayor's Office
Mode of Procurement	Negotiated Procurement (Lease of Real Property or Venue)
Request for Quotation (RFQ) No.	100-23-11-7868
Approved Budget for the Contract	Seven Hundred Sixty-Three Thousand Eight Hundred Pesos and 03/100 (Php 763,800.03)
Deadline and Place for the Submission of Quotation	Please submit the accomplished Quotation and required documents not later than <u>22 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	22 November 2023, 2:00 PM, 7 <sup>th</sup> Floor, Meeting Room, Pasig City Hall
TERMS	The lease contract shall commence from November 27, 2023 to November 28, 2023.
NOTES	<ol style="list-style-type: none"> <li>1. Lessor shall submit their offer/quotation through their duly authorized representatives</li> <li>2. Quotations submitted exceeding the Approved Budget for the Contract (ABC) shall be rejected.</li> <li>3. The prices quoted are to be paid in Philippine Currency.</li> <li>4. All prices quoted are subject to all Philippine Tax Statutes.</li> <li>5. Award of contract shall be made to the lowest quotation which complies with the technical specifications and other terms and conditions stated herein.</li> <li>6. The City Government of Pasig shall have the right to inspect and/or to test the real property to confirm their conformity to the technical specifications.</li> <li>7. The CITY GOVERNMENT OF PASIG reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.</li> </ol>

Sir/Madame:

In accordance with the Technical Specifications, Scope of Work and General Conditions for the aforementioned project stated herewith, kindly fill up and submit your lowest proposal.

For any inquiries or clarifications, please contact the Procurement Management Office (BAC Secretariat Office) at (02) 8643-1111 local 1461 or 1462 or through email [bidsandawards@pasigcity.gov.ph](mailto:bidsandawards@pasigcity.gov.ph)

Thank you.

  
ATTY. PONCE MIGUEL D. LOPEZ,  
Officer in Charge, Procurement Management Office

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



PASIG CITY GOVERNMENT

Description of Service Requirement	Offered Technical Proposal Please fill in with either: "Comply" or "Not Comply"																		
Lease of Venue for the Conduct of Civil Society Organization Sectoral Capacity Development for Women's CSO's and Newly-Elected Barangay and SK Official- City Mayor's Office under PR No. 100-23-11-7868																			
<b>TECHNICAL SPECIFICATIONS/SCOPE OF WORK</b>																			
<p>I. Number of Days: 2 days and 1 night</p> <p>II. Desired Venue: Any hotel within Pasig that can accommodate Board and lodging with Buffet meals, Breakout rooms; with conference rooms</p> <p>III. Type of Accommodation- Double occupancy rooms with own toilet and bath</p> <p>A. Check in: November 27, 2023, 7:00 am</p> <p>B. Check out: November 28, 2023, 12:00 nn</p> <p>C. 2D/1N Breakout rooms with Buffet Meals, well-ventilated, air-conditioned double occupancy rooms, with own toilet and bath, inclusive of breakfast from 27-28 November 2023</p> <p>D. Use of conference room from 7:00 am to 9:00 pm that can comfortably accommodate at least 105 pax; with use of unlimited, stable internet connection; audio-visual equipment ( at least three (3) microphones), and at least (2) LCD projectors and screens, and tables and chairs in classroom set-up</p>	Comply																		
<p>IV. Meals Requirements</p> <table border="1" data-bbox="407 1166 1057 1502"> <thead> <tr> <th>Date</th> <th>Pax</th> <th>Plated</th> <th>Buffet</th> </tr> </thead> <tbody> <tr> <td rowspan="2">November 27</td> <td>(21 pax) with room accommodation</td> <td>AM Snacks</td> <td>Breakfast</td> </tr> <tr> <td>(84 pax) without room accommodation</td> <td>PM Snacks</td> <td>Lunch Dinner</td> </tr> <tr> <td rowspan="2">November 28</td> <td>(21 pax) with room accommodation</td> <td>AM Snacks</td> <td>Breakfast</td> </tr> <tr> <td>(84 pax) without room accommodation</td> <td>PM Snacks</td> <td>Lunch</td> </tr> </tbody> </table> <p>C. Menu must be approved by the end-user.</p> <p>i. Breakfast: Breakfast buffet by hotel</p> <p>ii. AM and PM snacks: sandwiches, pastries and/or pasta with drinks</p> <p>iii. Lunch and dinner: Buffet consisting of dishes (fish, chicken/pork/beef, vegetables), soup, bread, rice dessert with drinks Free-flowing coffee, tea and water for two (2) days at the conference venue</p>	Date	Pax	Plated	Buffet	November 27	(21 pax) with room accommodation	AM Snacks	Breakfast	(84 pax) without room accommodation	PM Snacks	Lunch Dinner	November 28	(21 pax) with room accommodation	AM Snacks	Breakfast	(84 pax) without room accommodation	PM Snacks	Lunch	Comply
Date	Pax	Plated	Buffet																
November 27	(21 pax) with room accommodation	AM Snacks	Breakfast																
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November 28	(21 pax) with room accommodation	AM Snacks	Breakfast																
	(84 pax) without room accommodation	PM Snacks	Lunch																
<p>VII. Other Requirements:</p> <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 sufficient parking area for at least 10 vehicles</li> <li>o With 24-hour security, front-desk and housekeeping service</li> </ul>	Comply																		
<b>FINANCIAL PROPOSAL</b>																			
Name of Project	Grand Total Cost for the Lease of Venue																		



<p>Lease of Venue for the Conduct of Civil Society Organization Sectoral Capacity Development for Women's CSO's and Newly-Elected Barangay and SK Official-City Mayor's Office under PR No. 100-23-11-7868</p>	<p style="text-align: center;">           PHP <u>504,000.00</u>            (Amount in Figures)  <u>Five hundred four thousand pesos only</u>            _____            _____            (Amount in words of Grand Total Cost)         </p>
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**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;

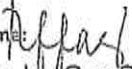
4. Accomplished and notarized Omnibus Sworn Statement.

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 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)



Annex "B"

TERMS OF REFERENCE

LEASE OF VENUE FOR THE CIVIL SOCIETY ORGANIZATION SECTORAL CAPACITY DEVELOPMENT FOR WOMEN'S CSO's AND NEWLY-ELECTED BARANGAY AND SK OFFICIAL

Activity Title: Sectoral Capacity Development for Women's CSO's and Newly-Elected Barangay and SK official

DATE OF ACTIVITY	NUMBER OF DAYS	BUDGET ESTIMATES
November 27-28	2 Days/ 1 Night	765,800.00

I. Number of Days: 2 days and 1 night

II. Desired Venue: Any hotel within Pasig that can accommodate, Board and lodging with with Buffet meals, Breakout rooms; with conference rooms

III. Type of Accommodation - Double occupancy rooms with own toilet and bath

A. Check in: November 27, 2023, 7:00 a.m

B. Check out: November 28, 2023, 12:00 n.n

C. 2D/ 1N Breakout rooms with Buffet meals, well- ventilated, air-conditioned double occupancy rooms, with own toilet and bath, inclusive of breakfast from 27-28 November 2023

D. Use of conference room from 7:00 a.m to 9:00 p.m that can comfortably accommodate at least 105 pax; with use of unlimited, stable internet connectio; audio visual equipment ( at least three [3] microphones), and at least (2) LCD projectors and screens, and tables and chairs in classroom set-up



IV. Meal Requirements

Date	Pax	Plated	Buffet
November 27	(21 Pax) with room Accommodation (84 Pax) without room Accommodation	Am Snacks Pm Snacks	Breakfast Lunch Dinner
November 28	(21 Pax) with room Accommodation (84 Pax) without room Accommodation	Am Snacks Pm Snacks	Breakfast Lunch

C. Menu must be approved by the end-user.

- i. Breakfast: Breakfast buffet by hotel
- ii. AM and PM snacks: sandwiches, pastries and/or pasta with drinks
- iii. Lunch and dinner: Buffet consisting of dishes (fish, chicken/pork/beef, vegetables), soup, bread, rice, dessert with drinks Free-flowing coffee, tea and water for two (2) days at the conference venue

VII. Other Requirements

- a. Maintain cleanliness of function hall, restrooms, sleeping quarters, hallway, coffee/tea area and dining area
- b. With sufficient parking for at least 10 vehicles
- c. With 24-hour security, front desk and housekeeping service

Prepared by:

*Trishya Kaye B. Alava*  
Administrative Aide III

Approved by:

*Rechie J. Tugawin*  
Executive Assistant V