

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 -

THE LAKE HOTEL TAGAYTAY, 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 Maharlika East, Tagaytay City, herein represented by **IVAN KENNO CASASOLA**, 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. **100-23-11-7879** for the **Lease of Venue for Education Unit Year End Evaluation** from 11 December 2023 to 13 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 29 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 The Lake Hotel Tagaytay, 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 Ninety-Three Thousand Five Hundred Seventy Pesos (Php 293,570.00)**;

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 11 December 2023 to 13 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 **THE LAKE HOTEL TAGAYTAY, 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 Ninety-Three Thousand Five Hundred Seventy Pesos (Php 293,570.00)**

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 04 DEC 2023
day of _____, 2023 at Pasig City.

CITY OF PASIG

THE LAKE HOTEL TAGAYTAY, INC.

By:


VICTOR MA REGIS N. SOTTO,
City Mayor

By:

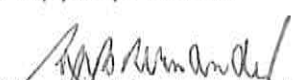

IVAN KENNO CASASOLA
Authorized Representative

WITNESSES:


(Printed Name and Signature)

(Printed Name and Signature)

Funds Appropriated:


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

Funds Obligated:


MS. JUVY A. CUENCO
City Accountant
106-2023-11-117-1032

Funds Available:


MS. MARITA A. CALAJE
City Treasurer

Recommending Approval:


KATHLEEN MAE M. VILLAMIN
Executive Assistant IV/OIC-
Education Unit

ACKNOWLEDGMENT

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

BEFORE ME, a Notary Public for and in the City of PASIG CITY this day of _____, 2023, personally appeared:

Name	Government ID	Issue and Expiry Date
IVAN KENNO CASASOLA	UMID	URN 0111-49525980

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. 262
Page No. 54
Book No. XV
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 DEC 07 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. 412
Page No. 84
Book No. XV
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

ANNEX "A"

SECRETARY CERTIFICATE

I, UENDIE GEOELI YUPITUN, the undersigned Corporate Secretary of THE LAKE HOTEL TAGAYTAY INC a corporate and existing virtue of the laws of the Republic of the Philippines with principal business address 8F CGI Bldg 25 Gilmore Ave cor 1st St New Manila Quezon City "Corporation", after being sworn in accordance with law, hereby certify that at a meeting of the Board of Directors of the Corporations was held at its principal office address on February 01, 2023 during which a majority of the Directors at which a quorum was present and acting throughout the following Resolution was adopted:

"RESOLVED, that the SENIOR SALES ACCOUNT EXECUTIVE of the Corporation IVAN KENNO CASASOLA, be, as he is hereby authorized to transact business, negotiate to City Government of Pasig only for the Function dated December 11-13, 2023.

I certify that the foregoing resolution is in full force and effect and has not been abrogated, amended, modified or repealed.

[Handwritten Signature]
Corporate Secretary

NOV 28 2023

SUBSCRIBED AND SWORN to before me this ___ day of ___ 2023 at QUEZON CITY the affiant to me his BIR Tax Identification No 223-373-521.

Doc. No. 432
Page No. 58
Book No. 170
Series of 2023

[Handwritten Signature]
ATTY. RUBEN M. ZAÑES, JR.
NOTARY PUBLIC
UNTIL DECEMBER 31, 2023
PTR NO. 4029325D, 01/08/2023-Q.C.
IBP NO. 293161, 01/10/2023-Quezon City Chapter
Roll of Attorney's No. 66427
Admin Order No. 025(2023-2024)
MCLE-01-0018606-05-24-2022
TIN: 140-394-308-000
Address: Suntrust Condo, Central, Q.C.



PASIG
CITY GOVERNMENT

PROCUREMENT MANAGEMENT OFFICE

ANNEX "B"

REQUEST FOR QUOTATION/INVITATION FOR NEGOTIATION

Date	28 November 2023
Project Title	Lease of Venue for Education Unit Year End Evaluation – Education Unit
Mode of Procurement	Negotiated Procurement (Lease of Real Property or Venue)
Request for Quotation (RFQ) No.	100-23-11-7879
Approved Budget for the Contract	Three Hundred Twenty Eight Thousand Seven Hundred Ninety One Pesos and 15/100 (Php 328,791.15)
Deadline and Place for the Submission of Quotation	Please submit the accomplished Quotation and required documents not later than <u>29 November 2023, 1:45 PM</u> at the Bids and Awards Committee (BAC) through the Procurement Management Office (BAC Secretariat Office), <u>4th Floor</u> , Pasig City Hall, San Nicolas, Pasig City. You may enclose all the documents in an envelope duly marked with the following details: 1. Title and reference number of the project (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>29 November 2023, 2:00 PM</u> , 7 th Floor, Meeting Room, Pasig City Hall
TERMS	The lease contract shall commence from 11 December 2023 to 13 December 2023.
NOTES	<ol style="list-style-type: none"> 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.

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 Education Unit Year End Evaluation – Education Unit under PR No. 100-23-11-7879																													
TECHNICAL SPECIFICATIONS/SCOPE OF WORK																													
Number of Days: 3 Desire Venue and/or Function: Within Tagaytay Type of Accommodation: Live in <ul style="list-style-type: none"> • Arrival: 8:00 AM (December 11, 2023) • Check out time: 5:00 PM (December 13, 2023) 																													
<ul style="list-style-type: none"> • Can accommodate 27 pax, flexible for group activities/ workshops • Well-lit and well- ventilated • Availability of audio-visual equipment with stand-by assistant: <ul style="list-style-type: none"> - Use of LCD projector with screen - Use of whiteboard with whiteboard pen and eraser - Complete set of sound system - A least two (2) extension cords - At least two (2) wireless microphones with one (1) microphone stand, - Lectern • Unlimited free Access to internet/ WIFI in all areas of venue • Use of Venue for at least 10 hours per day • Function room set up: Classroom type • Two (2) tables for the Secretariat (Registration Area) • Mints, paper, and pencil • Two (2) queen size bed for each room 	<p>COMPLY Based on the availability of the rooms as discussed with end user during Nego.</p>																												
Meals Requirements: <table border="1" data-bbox="337 1526 878 1776"> <thead> <tr> <th>Meals</th> <th>Day 1</th> <th>Day 2</th> <th>Day 3</th> </tr> </thead> <tbody> <tr> <td>Breakfast Buffet</td> <td></td> <td>/</td> <td>/</td> </tr> <tr> <td>Free flowing Coffee, Water, Tea</td> <td>/</td> <td>/</td> <td>/</td> </tr> <tr> <td>AM Snacks</td> <td>/</td> <td>/</td> <td>/</td> </tr> <tr> <td>Lunch (Manage Buffet)</td> <td>/</td> <td>/</td> <td>/</td> </tr> <tr> <td>PM Snacks</td> <td>/</td> <td>/</td> <td>/</td> </tr> <tr> <td>Dinner (Manage Buffet)</td> <td>/</td> <td>/</td> <td></td> </tr> </tbody> </table> <p>DECEMBER 11, 2023</p> <ul style="list-style-type: none"> • AM Snacks: (10:00 AM) Pasta, Bread and Pastries • Lunch: <ul style="list-style-type: none"> - APETIZER: Seafood and Salad, - SOUP: Chicken, - MEAT OR SEAFOOD: pork, - VEGETABLES: (Pls. see the Choice below) - RICE: Plain Rice - DESSERT: (Pls. see the Choice below) • PM Snacks (3:00 PM) <ul style="list-style-type: none"> - Noodles and Sandwich • Dinner: <ul style="list-style-type: none"> - APPETIZER: Chicken 	Meals	Day 1	Day 2	Day 3	Breakfast Buffet		/	/	Free flowing Coffee, Water, Tea	/	/	/	AM Snacks	/	/	/	Lunch (Manage Buffet)	/	/	/	PM Snacks	/	/	/	Dinner (Manage Buffet)	/	/		<p>COMPLY</p>
Meals	Day 1	Day 2	Day 3																										
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PM Snacks	/	/	/																										
Dinner (Manage Buffet)	/	/																											

- SOUP: Beef
- MEAT OR SEAFOOD: seafood
- VEGETABLES: (Pls. see the choices below)
- RICE: Plain rice
- DESSERT: (Pls. See the choices below)

DECEMBER 12, 2023

- o Breakfast: Buffet
- o AM Snacks: (10:00 AM) Noodles, Bread and pastries
- o LUNCH:
- APETIZER: Chicken and chips
- SOUP: Beef
- MEAT OR SEAFOOD: seafood
- VEGETABLES: (Pls. see the choices below)
- RICE: Plain rice
- DESSERT: (Pls. see the choices below)
- o PM Snacks: (3:00 PM) pasta and cake
- o DINNER:
- APPETIZER: Chicken
- SOUP: seafood
- MEAT OR SEAFOOD: beef
- VEGETABLES: (Pls. see the choices below)
- DESSERT: Pls. see the choices below)

DECEMBER 13, 2023

- o Breakfast: Buffet
- o AM Snacks: (10:00 AM) Sandwich
- o LUNCH:
- APPETIZER: Salad and Chicken
- SOUP: Seafood
- MEAT OR SEAFOOD: beef
- VEGETABLES: (Pls. see the choices below)
- RICE: Plain Rice
- DESSERT: (Pls. see the choices below)
- o PM Snacks: (3:00 PM) Pasta, Bread and pastries

COMPLY

You may choose to the following dishes/viands

AM/PM SNACKS

- o PASTA
- Penne Carbonara
- Beefy lasagna
- Cheesy baked Macaroni
- o NOODLES
- Pancit Bihon Guisado
- Pancit Canton
- Pancit Sotanghon Guisado
- o BREAD AND PASTRIES
- Croisant
- Cake (Chocolate or mocha)
- Cheesecake
- o SANDWICHES
- Tuna Sandwich
- Chicken Clubhouse
- Grilled Ham and Cheese Sandwich

LUNCH and DINNER

- o APPETIZER
- Salmon ceviche and Caesar salad and

- Chicken breast fillet and potato chips/ potato fries
- Buffalo wings and kani salad
- **SOUP**
- Chicken binakol
- Beef bolalo
- Molo soup
- Shrimp sinigang
- **MEAT OR SEAFOOD**
- Inihaw na liempo
- Sweet and sour fish
- Beef kare kare
- Grilled chicken
- Beef caldereta
- **VEGETABLES**
- Vegetable gratin
- Pinakbet with bagnet
- Beef broccoli
- Guisado sayote
- Chopsuey
- **RICE**
- Plain Rice
- **DESSERT**
- Panna cotta
- Mango float
- Coffee jelly
- Crème brulee
- Cheese cake

*Please refer to Terms of Reference.

- With free flowing coffee, water, and tea
- The service provider must NOT use the following materials/ items during mealtime:
 - Plastic cups
 - Styrofoam
 - Plastic straw
 - Food/ juice in tetra pack
 - Plastic utensils
- The Service provider MUST be mindful of the following inclusions:
 - Provision for disposable tables napkins
 - Proper disposal of trash
 - Use of environmental-friendly water container for bottled water/ juice
 - Maintenance of sanitary and slip-free environment
- The hotel venue MUST be able to provide free use of the following
 - 1 plenary conference hall for 27 persons
 - Registration table with tablecloth and chairs
 - Inclusions:
 - Free use of LCD projector screen
 - 1 pencil and 1 work pad per day
 - 2 wireless microphones
 - Sound system
 - Flip charts/ white boards
 - At least 2 extension cords
 - Free use of WIFI connection in the conference/ session halls and hotel rooms
 - Set up of conference rooms for 27 pax

COMPLY

<p>➤ Complimentary parking for guaranteed guest/s</p>	
<p>OTHER REQUIREMENTS:</p> <ul style="list-style-type: none"> • Maintenance of cleanliness-function hall, restroom, sleeping quarters, hallway, coffee/ Tea area, and dining area • First aid kits are available when needed • Provision for backdrop for the activity • With 24-hour security front desk and housekeeping services • Dates can be re-booked in case of emergency/ unforeseen circumstances • Function room and accommodation rooms should be in the same building • Must be person with disability (PWD's) friendly: <ul style="list-style-type: none"> ➤ Easy Access to Comfort room ➤ With ramp 	<p>COMPLY</p>
<p>FINANCIAL PROPOSAL</p>	
<p>Name of Project</p>	<p>Grand Total Cost for the Lease of Venue</p>
<p>Lease of Venue for Education Unit Year End Evaluation – Education Unit</p>	<p>Php <u>293,570</u></p> <p>(Amount in Figures)</p> <p><u>Two Hundred Ninety Three and Five Hundred</u> <u>Seventy Pesos ONLY.</u></p> <p>_____</p> <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:

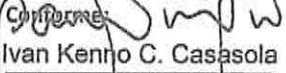
- Latest Income Tax Return (ITR) - For participants already with an Annual ITR, latest ITR shall refer to the ITR for the preceding Tax Year be it on a calendar or fiscal year. For new establishments which, therefore, have no annual ITR yet, it shall refer to the most recent quarter's ITR.
 - Latest 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.

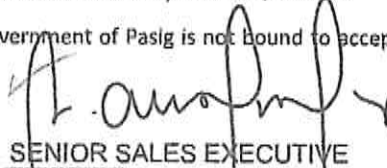
5. Proof of Authorization i.e. duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture or a Special Power of Attorney, in case of Sole Proprietorship.

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.


Ivan Kenro C. Casasola
Signature over printed Name


SENIOR SALES EXECUTIVE
Position

Duly authorized to sign quotation/offer for and on behalf
of _____ *(Please indicate name of company)*

ANNEX "B"

TERM OF REFERENCE
TECHNICAL SPECIFICATIONS

Activity Planning	EDUCATION UNIT YEAR END EVALUATION
--------------------------	---

- I. NUMBER OF DAYS: 3
- II. DESIRED VENUE AND/FOR FUNCTION: WITHIN TAGAYTAY
- III. TYPE OF ACCOMMODATION: LIVE-IN

- 1. ARRIVAL : 8:00 AM (DECEMBER 11, 2023)
- 2. CHECK-OUT TIME : 5:00 PM (DECEMBER 13, 2023)

<ul style="list-style-type: none"> • Can accommodate 27 pax, flexible for group activities/workshops
<ul style="list-style-type: none"> • Well-lit and well-ventilated
<ul style="list-style-type: none"> • Availability of audio-visual equipment with stand-by assistant: <ul style="list-style-type: none"> • Use of LCD projector with screen • Use of whiteboard with whiteboard pen and eraser • Complete set of sound system • At least two (2) extension cords • At least two (2) wireless microphones with one (1) microphone stand, • Lectern
<ul style="list-style-type: none"> • Unlimited free access to internet/ WIFI in all areas of venue • Use of venue for at least 10 hours per day
<ul style="list-style-type: none"> • Function room set-up: Classroom type
<ul style="list-style-type: none"> • Two (2) tables for the Secretariat (Registration Area)
<ul style="list-style-type: none"> • Mints, paper, and pencil
<ul style="list-style-type: none"> • Two (2) queen sized bed for each room

MEALS REQUIREMENTS:

MEALS	Day I	Day II	Day III
Breakfast Buffet		√	√
Free flowing Coffee, Water, Tea	√	√	√
AM Snacks	√	√	√
Lunch (Managed Buffet)	√	√	√
PM Snacks	√	√	√
Dinner (Managed Buffet)	√	√	

	DECEMBER 11, 2023	DECEMBER 12, 2023	DECEMBER 13, 2023
BREAKFAST	X	Breakfast buffet	Breakfast buffet
AM SNACKS 10:00AM	Pasta, Bread and Pastries	Noodles, Bread and Pastries	Sandwich
LUNCH	APETIZERS: Seafood and Salad SOUP: Chicken MEAT OR SEAFOOD: Pork VEGETABLES: (Pls. see the choices below) RICE: Plain Rice DESSERT: (Pls. see the choices below)	APETIZERS: Chicken and Chips SOUP: Beef MEAT OR SEAFOOD: Seafood VEGETABLES: (Pls. see the choices below) RICE: Plain Rice DESSERT: (Pls. see the choices below)	APETIZERS: Salad and Chicken SOUP: Seafood MEAT OR SEAFOOD: Beef VEGETABLES: (Pls. see the choices below) RICE: Plain Rice DESSERT: (Pls. see the choices below)
PM SNACKS 3:00PM	Noodles and Sandwich	Pasta and Cake	Pasta, bread and pastries
DINNER	APETIZERS: Chicken SOUP: Beef MEAT OR SEAFOOD: Seafood VEGETABLES: (Pls. see the choices below) RICE: Plain Rice DESSERT: (Pls. see the choices below)	APETIZERS: Chicken SOUP: seafood MEAT OR SEAFOOD: Beef VEGETABLES: (Pls. see the choices below) RICE: Plain Rice DESSERT: (Pls. see the choices below)	X

You may choose to the following dishes/viands:

AM/PM SNACKS

PASTA	NOODLES	BREAD AND PASTRIES	SANDWICHES
1. Penne Carbonara 2. Beefy Lasagna 3. Cheesy Baked Macaroni	1. Pancit Bihon Guisado 2. Pancit Canton 3. Pancit Sotanghon Guisado	1. Croisant 2. Cake (Chocolate or Mocha) 3. Cheesecake	1. Tuna Sandwich 2. Chicken Clubhouse 3. Grilled Ham and Cheese Sandwich

LUNCH and DINNER					
APPETIZER	SOUP	MEAT OR SEAFOOD	VEGETABLES	RICE	DESSERT
1. Salmon Ceviche and Caesar Salad and	1. Chicken Binakol	1. Inihaw na Liempo	1. Vegetable Gratin	Plain Rice	1. Panna Cotta
2. Chicken Breast Fillet and Potato chips/Potato fries	2. Beef Bolalo	2. Sweet and Sour Fish	2. Pinalbet with Bagnet		2. Mango Float
3. Buffalo Wings and Kani Salad	3. Molo Soup	3. Beef Kare kare	3. Beef Broccoli		3. Coffee Jelly
	4. Shrimp Sinigang	4. Grilled Chicken	4. Guisado Sayote		4. Crème Brulee
		5. Beef Caldereta	5. Chopsuey		5. Cheese Cake

- With free-flowing coffee, water, and tea
- The service provider must NOT use the following materials/items during mealtime:
 - Plastic cups
 - Styrofoam
 - Plastic straw
 - Food/juice in tetra pack
 - Plastic utensils
- The service provider MUST be mindful of the following inclusions:
 - Provision for disposable table napkins
 - Proper disposal of trash
 - Use of environment-friendly water container for bottled water/juice
 - Maintenance of sanitary and slip-free environment.
- The hotel venue MUST be able to provide free use of the following:
 - 1 plenary conference hall for 27 persons
 - Registration table with tablecloth and chairs


• Inclusions:

- Free use of LCD project screen
- 1 pencil and 1 work pad per day
- 2 wireless microphones
- Sound system
- Flip charts/white boards
- At least 2 extension cords
- Free use of WIFI connection in the conference/session halls and hotel rooms
- Set up of conference rooms for 27 pax
- Complimentary parking for guaranteed guest/s


OTHER REQUIREMENTS:

- Maintenance of cleanliness-function hall, restrooms, sleeping quarters, hallway, coffee/tea area, and dining area.
- First Aid Kits are available when needed.
- Provision for backdrop for the activity.
- With 24-hour security front desk and housekeeping services.
- Dates can be re-booked in case of emergency/ unforeseen circumstances.
- Function room and accommodation rooms should be in the same building.
- Must be person with disability (PWD's) friendly:
 - Easy access to comfort room
 - With ramp

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Recommending Approval:


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