

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. 100-23-10-2149 for the **Lease of Venue for the Conduct of 2023 CTDMO Year End Evaluation** from December 18, to 20, 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 24 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 **Two Hundred Thirty Nine Thousand Five Hundred Fifteen Pesos (Php 239,515.00)**;

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 18 to 20 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 **OAKRIDGE PROPERTIES INC.** based on the billing statement/statement of account/invoice/billing invoice/others with complete and correct supporting documents/attachments and computations in an amount not to exceed **Two Hundred Thirty Nine Thousand Five Hundred Fifteen Pesos (Php 239,515.00)**.

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 05 DEC 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:

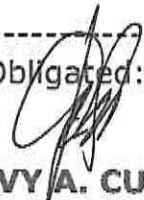
(Printed Name and Signature)

(Printed Name and Signature)

Funds Appropriated:

Funds Obligated:

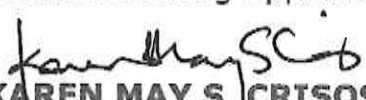

MS. MA. THERESA B. HERNANDEZ
OIC - City Budget Officer


MS. JUVY A. CUENCO
City Accountant
100-2023-11-1043-1032

Funds Available:

Recommending Approval:


MS. MARITA A. CALAJE
City Treasurer


KAREN MAY S. CRISOSTOMO
Non-Motorized Transport Specialist

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 DEC 05 2023, 2023, personally appeared:

Name	Government ID	Issue and Expiry Date
TIFFANY JOY ONG SISON	DRIVERS LICENSE N04-02-007653	2021 / 12 / 06

known to me to be the same person who executed the foregoing Contract of Lease consisting of five (5) pages, and who acknowledged to me that the same is their own free and voluntary act and deed as well as the free and voluntary act and deed of the entity they duly authorized to represent.

WITNESS MY HAND AND NOTARIAL SEAL, on the date and place first above written.

Doc. No. 264
Page No. 54
Book No. 142
Series of 2023

Lm Chon
ATTY. LETICIA M. AMON
Notary Public - Pasig, Pateros & San Juan
Valid Until December 31, 2023
Roll No. 22188
PTR AA No. 0112306/01-03-23
Lifetime IBP Member No. 04286
Official Receipt No. 574709, IBP Chapter
MCLE Compliance No. VII-0000050/6-18-2019
Ground Flr. Armal Centre, U. Velasco, Ave.
Malinao, Pasig City

ACKNOWLEDGMENT

BEFORE ME, a Notary Public for and in the City of Pasig, on this day of DEC 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. 128
Page No. 24
Book No. 84
Series of 2023

[Signature]
ATTY. GERARD P. RUBIO
Notary Public-Pasig City, San Juan and Pateros
Until December 31, 2024
ROLL NO. 84083
IBP NO. 243415
PTR No. 9004529
APPOINTMENT NO. 276(2023-2024)
MCLE EXEMPTION NO. VIII-BEP002249
TIN NO. 238-919-765

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

SECRETARY'S CERTIFICATE

ALTHEA DOMINIQUE B. MALIWANAG, of legal age, Filipino, single, with office address at 2704 East Tower, Tekitite Towers, Exchange Road, Ortigas Center, Pasig City, being the duly elected and qualified Assistant Corporate Secretary of OAKRIDGE PROPERTIES, INC. doing business under the names and styles of DISCOVERY CENTRE; OAKRIDGE MANSION; DISCOVERY SUITES; 22 PRIME; RESTO 5; AND SERENDIPITY LOUNGE (the "Corporation"), a corporation organized and existing under the laws of the Philippines, with principal address at No. 25 ADB Avenue, Ortigas Center, Pasig City, under oath, does hereby certify that during the meeting of the Board of Directors of the Corporation held on 14 July 2023, the following resolutions were approved.

"RESOLVED, that OAKRIDGE PROPERTIES, INC. doing business under the names and styles of DISCOVERY CENTRE; OAKRIDGE MANSION; DISCOVERY SUITES; 22 PRIME; RESTO 5; and SERENDIPITY LOUNGE (the "Corporation") be authorized to participate in the bidding to be conducted by the City Government of Pasig for the *Lease of Venue for Hotel Accommodation with Meals*. For this purpose, the Corporation is hereby authorized to submit all pre-qualification papers, bid proposals, contracts and agreements, and such other papers and documents as may be required by the City Government of Pasig;

"RESOLVED, FURTHER, that the Corporation's Director of Sales, Ms. Tiffany Joy Ong-Sison, be designated as the Corporation's authorized representative in the aforesaid bidding process, with full power and authority to do and perform any and all acts necessary or proper in connection with the aforesaid bidding, as well as to sign, execute and deliver any and all agreements, contracts, papers, and documents as may be necessary or proper to implement the foregoing authority."

IN ATTESTATION OF THE ABOVE, this Certificate has been signed this 24th day of MAY 2023 at Pasig City.


ALTHEA DOMINIQUE B. MALIWANAG
Assistant Corporate Secretary

SUBSCRIBED AND SWORN to before me this 24th day of MAY 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. 24
Book No. 17
Series of 2023.


ROBERTO ROLANDO L. GEOTINA
Notary Public for Cities of Pasig and San Juan
and in the Municipal Territory of Palanca
Appointed (D.O. 27380-11-2020)
Commission Expires on or before June 30, 2023
2704 East Tower, Tekitite Towers, Exchange Road
Ortigas Center, 1009 Pasig City
PTR No. 9004006/01.04.23/Pasig City
IDP No. 2609W/01.05.23/RSM
Roll of Attorneys No. 76571
Admitted to the Bar on 12 May 2022



PASIG
CITY GOVERNMENT

ANNEX "B"

PROCUREMENT MANAGEMENT OFFICE

REQUEST FOR QUOTATION/INVITATION FOR NEGOTIATION

Date	23 November 2023
Project Title	Lease of Venue for the Conduct of 2023 CTDMO Year End Evaluation – City Transport Development and Management Office
Mode of Procurement	Negotiated Procurement (Lease of Real Property or Venue)
Request for Quotation (RFQ) No.	100-23-10-2149
Approved Budget for the Contract	Two Hundred Thirty-Nine Thousand Five Hundred Forty-Five Pesos (Php 239,545.00)
Deadline and Place for the Submission of Quotation	Please submit the accomplished Quotation and required documents not later than <u>24 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	24 November 2023, 2:00 PM, 7 th Floor, Meeting Room, Pasig City Hall
TERMS	The lease contract shall be from December 18, 2023 to December 20, 2023
NOTES	1. Lessor shall submit their offer/quotation through their duly authorized representatives 2. Quotations submitted exceeding the Approved Budget for the Contract (ABC) shall be rejected. 3. The prices quoted are to be paid in Philippine Currency. 4. All prices quoted are subject to all Philippine Tax Statutes. 5. Award of contract shall be made to the lowest quotation which complies with the technical specifications and other terms and conditions stated herein. 6. The City Government of Pasig shall have the right to inspect and/or to test the real property to confirm their conformity to the technical specifications. 7. The CITY GOVERNMENT OF PASIG reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

Sir/Madame:

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

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

Thank you.

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

IKR-450 TRON

Description of Service Requirement	Offered Technical Proposal Please fill in with either: "Comply" or "Not Comply"																																													
Lease of Venue for the Conduct of 2023 CTDMO Year End Evaluation – City Transport Development and Management Office under PR No. 100-23-10-2149																																														
TECHNICAL SPECIFICATIONS/SCOPE OF WORK																																														
<p>MEALS & VENUE</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Activity Title</td> <td colspan="4" style="text-align: center;">CTDMO Year-End Evaluation 2023</td> </tr> <tr> <td>Date of Activity</td> <td>Estimated Number of Pax</td> <td>Number of Days</td> <td>Unit Cost</td> <td>Budget Estimates</td> </tr> <tr> <td>18-20 December</td> <td>23</td> <td>3</td> <td>Php 2,305.00</td> <td>Php 159,045.00</td> </tr> <tr> <td colspan="4" style="text-align: center;">TOTAL</td> <td>Php 159,045.00</td> </tr> </table> <p>HOTEL ROOM ACCOMMODATION</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Activity Title</td> <td colspan="4" style="text-align: center;">CTDMO Year-End Evaluation 2023</td> </tr> <tr> <td>Date of Activity</td> <td>Estimated Number of Rooms</td> <td>Number of Days</td> <td>Unit Cost</td> <td>Budget Estimates</td> </tr> <tr> <td>18-20 December 2023</td> <td>23 pax (eleven (11) twin sharing rooms and one (1) single room)</td> <td>2 nights</td> <td>Php 1,750.00</td> <td>Php 80,500.00</td> </tr> <tr> <td colspan="4" style="text-align: center;">TOTAL</td> <td>Php 80,500.00</td> </tr> <tr> <td colspan="4" style="text-align: center;">GRAND TOTAL</td> <td>PHP 239,545.00</td> </tr> </table>	Activity Title	CTDMO Year-End Evaluation 2023				Date of Activity	Estimated Number of Pax	Number of Days	Unit Cost	Budget Estimates	18-20 December	23	3	Php 2,305.00	Php 159,045.00	TOTAL				Php 159,045.00	Activity Title	CTDMO Year-End Evaluation 2023				Date of Activity	Estimated Number of Rooms	Number of Days	Unit Cost	Budget Estimates	18-20 December 2023	23 pax (eleven (11) twin sharing rooms and one (1) single room)	2 nights	Php 1,750.00	Php 80,500.00	TOTAL				Php 80,500.00	GRAND TOTAL				PHP 239,545.00	Comply
Activity Title	CTDMO Year-End Evaluation 2023																																													
Date of Activity	Estimated Number of Pax	Number of Days	Unit Cost	Budget Estimates																																										
18-20 December	23	3	Php 2,305.00	Php 159,045.00																																										
TOTAL				Php 159,045.00																																										
Activity Title	CTDMO Year-End Evaluation 2023																																													
Date of Activity	Estimated Number of Rooms	Number of Days	Unit Cost	Budget Estimates																																										
18-20 December 2023	23 pax (eleven (11) twin sharing rooms and one (1) single room)	2 nights	Php 1,750.00	Php 80,500.00																																										
TOTAL				Php 80,500.00																																										
GRAND TOTAL				PHP 239,545.00																																										
<p>i. Number of Days: 3 days and 2 nights</p> <p>ii. Desired Venue: Any hotel within Ortigas Central Business District that can accommodate board and lodging for 23 pax with conference room/function rooms.</p> <p>A. Type of Accommodation: eleven (11) twin sharing rooms and one (1) single room; with own toilet and bath (for December 18-20, 2023);</p> <p>B. Arrival: December 18, 2023, 8:00AM;</p> <p>C. Room Check-in: December 18, 2023, 12:00NN</p> <p>D. Room Check-out: December 20, 2023, 12:00NN</p> <p>E. 3D/2N board and lodging for 23pax (December 18-20, 2023)</p> <p>iii. Function Room Requirements:</p> <ul style="list-style-type: none"> o Classroom setup that can accommodate up to 23 pax o Use of function/conference room for the activity on the following dates: <ol style="list-style-type: none"> 1. Monday, December 18, from 8AM to 5PM 2. Tuesday, December 19, from 8AM to 5PM 3. Wednesday, December 20, from 8AM to 5PM o With free use of unlimited, stable internet connection o Audio-visual equipment (at least 3 microphones, 2 extension cords, 1 LCD projector and screen, tables and chairs in a classroom setup) o Two (2) tables with four (4) chairs for facilitators and speaker o Use of whiteboard with whiteboard pen and eraser 	Comply																																													

<ul style="list-style-type: none"> o Mints, paper, and pencil 																										
Meal Requirements <ul style="list-style-type: none"> o Monday, December 18: Breakfast Buffet, AM Snack, Lunch Buffet, PM Snack and Dinner Buffet, with drinks o Tuesday, December 19: Breakfast Buffet, AM Snack, Lunch Buffet, PM Snack and Dinner Buffet, with drinks o Wednesday, December 20: Breakfast Buffet, AM Snack, Lunch Buffet, and PM Snack, with drinks <table border="1"> <thead> <tr> <th>MEALS</th> <th>December 18, 2023</th> <th>December 19, 2023</th> <th>December 20, 2023</th> </tr> </thead> <tbody> <tr> <td>Breakfast</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>AM Snack</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>Lunch Buffet</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>PM Snack</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>Dinner Buffet</td> <td>✓</td> <td>✓</td> <td></td> </tr> </tbody> </table>		MEALS	December 18, 2023	December 19, 2023	December 20, 2023	Breakfast	✓	✓	✓	AM Snack	✓	✓	✓	Lunch Buffet	✓	✓	✓	PM Snack	✓	✓	✓	Dinner Buffet	✓	✓		Comply -no breakfast on Day 1/ Dec 18
MEALS	December 18, 2023	December 19, 2023	December 20, 2023																							
Breakfast	✓	✓	✓																							
AM Snack	✓	✓	✓																							
Lunch Buffet	✓	✓	✓																							
PM Snack	✓	✓	✓																							
Dinner Buffet	✓	✓																								
IV. Other Requirements: <ul style="list-style-type: none"> o Cleanliness – function hall, restrooms, sleeping quarters, hallway, coffee/tea area, and dining area o With appropriate parking area for at least 15 vehicles o With 24-hour security, front desk service, and housekeeping services o Use at all of bathroom amenities o Daily replenishment of bathroom amenities o Compliant with Equal Employment Opportunity Policy (EEO) o Easy access to the comfort room o With ramp o First aid kits available when needed o With a passing rate of at least 80% in Market Analysis 		Comply																								
FINANCIAL PROPOSAL																										
Name of Project	Grand Total Cost for the Lease of Venue																									
Lease of Venue for the Conduct of 2023 CTDMO Year End Evaluation – City Transport Development and Management Office	PHP <u>239,515.00</u> (Amount in Figures) <u>Two hundred thirty nine thousand</u> <u>five hundred fifteen pesos only</u> _____ (Amount in words of Grand Total Cost)																									

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:

- a. 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.
- e. 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;

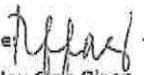
4. Accomplished and notarized Omnibus Sworn Statement.

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.

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)



PASIG

ANNEX "B"

CITY TRANSPORTATION DEVELOPMENT
AND MANAGEMENT OFFICE

TERMS OF REFERENCE

Lease of Venue for the 2023 CTDMO Year-End Evaluation

MEALS & VENUE

Activity Title	CTDMO Year-End Evaluation 2023			
Date of Activity	Estimated Number of Pax	Number of Days	Unit Cost	Budget Estimates
18-20 December 2023	23	3	Php 2,305.00	Php 159,045.00
TOTAL				Php 159,045.00

HOTEL ROOM ACCOMMODATION

Activity Title	CTDMO Year-End Evaluation 2023			
Date of Activity	Estimated Number of Rooms	Number of Days	Unit Cost	Budget Estimates
18-20 December 2023	23 pax (eleven (11) twin sharing rooms and one (1) single room]	2 nights	Php 1,750.00	Php 80,500.00
TOTAL				Php 80,500.00

GRAND TOTAL: PHP 239,545.00



- I. **Number of Days:** 3 days and 2 nights
- II. **Desired Venue:** Any hotel within Ortigas Central Business District that can accommodate board and lodging for 23 pax with conference room/function rooms.
- A. **Type of Accommodation:** eleven (11) twin sharing rooms and one (1) single room; with own toilet and bath (for December 18-20, 2023);
 - B. **Arrival:** December 18, 2023, 8:00AM;
 - C. **Room Check-in:** December 18, 2023, 12:00NN;
 - D. **Room Check-out:** December 20, 2023, 12:00NN;
 - E. **3D/2N board and lodging for 23pax (December 18-20, 2023)**
- III. **Function Room Requirements:**
- o Classroom setup that can accommodate up to 23 pax
 - o Use of function/conference room for the activity on the following dates:
 1. Monday, December 18, from 8AM to 5PM
 2. Tuesday, December 19, from 8AM to 5PM
 3. Wednesday, December 20, from 8AM to 5PM
 - o With free use of unlimited, stable internet connection
 - o Audio-visual equipment (at least 3 microphones, 2 extension cords, 1 LCD projector and screen, tables and chairs in a classroom setup)
 - o Two (2) tables with four (4) chairs for facilitators and speaker
 - o Use of whiteboard with whiteboard pen and eraser
 - o Mints, paper, and pencil
- IV. **Meal Requirements**
- o Monday, December 18: Breakfast Buffet, AM Snack, Lunch Buffet, PM Snack, and Dinner Buffet, with drinks
 - o Tuesday, December 19: Breakfast Buffet, AM Snack, Lunch Buffet, PM Snack and Dinner Buffet, with drinks
 - o Wednesday, December 20: Breakfast Buffet, AM Snack, Lunch Buffet, and PM Snack, with drinks
 - o For all days: free flowing coffee and water

Meals	December 18, 2023	December 19, 2023	December 20, 2023
Breakfast Buffet	✓	✓	✓
AM Snack	✓	✓	✓
Lunch Buffet	✓	✓	✓
PM Snack	✓	✓	✓
Dinner Buffet	✓	✓	-



PHSIG
Pasig Housing and
Development Authority

CITY TRANSPORTATION DEVELOPMENT
AND MANAGEMENT OFFICE

- V. Other Requirements
- o Cleanliness - function hall, restrooms, sleeping quarters, hallway, coffee/tea area, and dining area
 - o With appropriate parking area for at least 15 vehicles
 - o With 24-hour security, front desk service, and housekeeping services
 - o Use at all of recreational facilities
 - o Daily replenishment of bathroom amenities
 - o Compliant with Equal Employment Opportunity Policy (EEOP)
 - o Easy access to the comfort room
 - o With ramp
 - o First aid kits available when needed
 - o With a passing rate of at least 80% in Market Analysis

Noted by:


ATTY. JERONIMO L. MANZANERO
City Administrator & OIC, CTDMO