



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT

NOTICE OF AWARD

MS. JOY DE MESA

Group Director of Sales & Marketing
Summit Ridge Tagaytay

Dear **Ms. De Mesa**:

We are pleased to inform you that the project "Lease of Venue for the Conduct of CY 2022 Face-to-Face P.R.I.M.E Conference" is hereby awarded to your company in the amount of **One million three hundred thirty-nine thousand pesos only (Php 1,339,000.00)**.

Based on the evaluation of your submitted documents, the DBM Bids and Awards Committee, through the Corporate Planning and Management Service (CPMS), finds your submission as the lowest calculated and most responsive quotation for the said project.

Thank you and God bless.

Very truly yours,


ROWEL D. ESCALANTE
Director, CPMS

CERTIFIED TRUE COPY
CPMS: ARRA JOY CRUZ
ADIII
24 NOV 2022



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT

NOTICE TO PROCEED

MS. JOY DE MESA

Group Director of Sales & Marketing
Summit Ridge Tagaytay

Dear **Ms. De Mesa**:

This is to inform your company that the performance of the obligations specified in the attached Contract for the project "Lease of Venue for the Conduct of CY 2022 Face-to-Face P.R.I.M.E Conference" shall commence upon receipt of this Notice to Proceed.

Thank you and God bless.

Very truly yours,

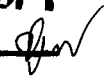

ROWEL D. ESCALANTE
Director, CPMS

I acknowledge the receipt and acceptance of this Notice on: November 14, 2022

Name of Consultant and/or Representative: **JOY DE MESA / JARUZELSKI SANCHEZ**

Authorized Signature: 

CERTIFIED TRUE COPY

CPMS: MA JIM CRUZ 

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24 NOV 2022



November 22, 2022

Mr. Rowel D. Escalante
Director of Corporate Planning and Management Service (CPMS)
Department of Budget and Management (DBM)

Dear Mr. Escalante,

Warmest greetings from **ROBINSONS HOTELS & RESORTS** – the hospitality management arm of Robinsons Land Corporation!

We are delighted that you have selected us to provide you the necessary services for your accommodation and/or event needs.

Based on your specific requirements, it is our pleasure to extend to you our **preferential rates**, offering you fantastic value on hotel services subject to terms and conditions contained in the attached Sales Agreement and its annexes.

All information contained in the Sales Agreement and its annexes are **private and confidential** and may not be disclosed to any person or third party for whatever reason or purpose.

Should you have any inquiries or would like to schedule a hotel inspection, please feel free to contact the undersigned and we will be delighted to address your concerns.

Thank you for giving us the opportunity to be of service to you. If you find the Sales Agreement and its annexes in acceptable, please sign all pages thereof and return an original signed set to us in order for the agreement to take effect.

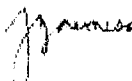
If a signed copy of the Sales Agreement and its annexes is not received by us on or before the date indicated in the Agreement, including payment of the required amount as provided therein, we reserve the right to cancel all arrangements contained therein without notice or obligation to you and may only offer to you the best publicly available unrestricted rate.

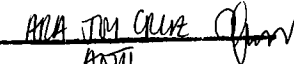
Thank you and we look forward to welcoming you and your guests at any of our hotels!

ROBINSONS HOTELS & RESORTS
Summit Hotels and Go Hotels

By: 

Jaruzelski Sanchez
Sales Executive
Contact Details: 09055778577


Joy De Mesa
Group Director of Sales & Marketing
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CPMS: 
ANA JIM CRUZ
29 NOV 2022





**SALES AGREEMENT
Rate Sheet (Confidential) – Accommodation & Facility**

Based on your specific requirements, we have outlined the following arrangements for your confirmation:

I. Description of Accommodation/Event

Client Name ("Client")	Mr. Rowel D. Escalante
Hotel	Summit Ridge Tagaytay
Booking/Event Name	Department of Budget and Management (DBM)
Client Representative	Mr. Rowel D. Escalante
Client Contact Person	Ms. Nicole Rae Salazar

II. Accommodation and Rates

A. The hotel shall tentatively reserve a block of rooms to meet the Client's requirements based on the following terms:

Date	Room Type	Daily Rate	No. of Nights	Total
December 05-07, 2022	50 Deluxe Room (Twin Sharing) with breakfast for 2 pax	Php 4,500.00	2	Php 450,000.00
Grand Total				Php 450,000.00

- B. The total amount for the accommodations to be provided is (5%) inclusive of service charge, twelve percent (12%) Value-Added Tax and applicable government taxes.
 C. Room rates are based on single or double occupancy. There will be a Php 2,000.00-net charge for each additional guest eighteen (18) and older.

III. Facility, Rates, and Schedule

A. The hotel shall tentatively reserve the following venue ("Facility") to meet the Client's requirements based on the following terms:

Date	Start and End Time	Facility	Min Guarantee	F&B Rate	Total
December 05, 2022					
AM Snacks	08:30AM to 09:00AM	TBA	100 pax	Php 300.00	Php 30,000.00
Manage Buffet Lunch	12:00NN to 01:00PM	TBA	100 pax	Php 800.00	Php 80,000.00
PM Snacks	03:00PM to 03:30PM	TBA	100 pax	Php 300.00	Php 30,000.00
Manage Buffet Dinner	06:00PM to 07:00PM	TBA	100 pax	Php 800.00	Php 80,000.00
December 06, 2022					
Complimentary Breakfast	06:00AM to 10:00AM	Café Summit	100 pax	-	-
AM Snacks	08:30AM to 09:00AM	TBA	100 pax	Php 300.00	Php 30,000.00
Manage Buffet Lunch	12:00NN to 01:00PM	TBA	100 pax	Php 800.00	Php 80,000.00
PM Snacks	03:00PM to 03:30PM	TBA	100 pax	Php 300.00	Php 30,000.00
Manage Buffet Dinner	06:00PM to 07:00PM	TBA	100 pax	Php 800.00	Php 80,000.00
December 07, 2022					
Complimentary Breakfast	06:00AM to 10:00AM	Café Summit	100 pax	-	-
AM Snacks	08:30AM to 09:00AM	TBA	100 pax	Php 300.00	Php 30,000.00
Manage Buffet Lunch	12:00NN to 01:00PM	TBA	100 pax	Php 800.00	Php 80,000.00
PM Snacks	03:00PM to 03:30PM	TBA	100 pax	Php 300.00	Php 30,000.00
Grand Total					Php 580,000.00

- B. The total amount for the use of the Facility and for food and beverage for the event is Php 580,000.00, inclusive of service charge, twelve percent (12%) Value-Added Tax and applicable government taxes.
 C. The event must begin and end within the period provided above. If the Facility is available and the Client wishes to extend use of the Facility, an extension fee of Php 5,000.00 per hour, or a fractional part thereof, inclusive of VAT and non-consumable, shall be charged.

III. Authorized Representatives

The authorized representatives of the Client are: (Maximum of 3)

CERTIFIED TRUE COPY

C.PMS: ANA JM GOMEZ
 29 NOV 2022

Complete Name	Designation	Specimen Signature
Mr. Rowel D. Escalante	Director	
Ms. Nicole Rae Salazar	Corporate Planning and Management Service	



IV. Payment

The Client shall make the following payments to the hotel according to the schedule set below:

Payment Schedule	Payment Amount
30 days upon receipt of the Statement of Account	<p>Full payment amounting to One Million Thirty Thousand Pesos (Php 1,030,000.00) shall be made through cash, check or bank deposit.</p> <p>Please note that the hotel shall only provide the standard billing requirements, thus payment is expected within the agreed credit terms. Check shall be made payable to Robinsons and Corporation.</p> <p>Request for send bill arrangement may be allowed provided that the following documents are submitted for hotel's approval, subject to credit evaluation by our Treasury Team:</p> <ol style="list-style-type: none"> Signed Hotel Letter of Authorization; Valid ID of Authorized Signatory; and, Signed Agreement.

V. Cancellation

It is understood that the hotel has reserved the use of the rooms and cancellation will cause the hotel to suffer significant financial losses. Therefore, the Client agrees to the following cancellation policy:

Date	Attrition and Cancellation Terms - Accommodation
November 28,2022	Signed Agreement must be received otherwise tentative room reservations will be released.
November 28,2022	100% cancellation charge for the total room reservation inclusive of tax and service charge (less deposit paid).

Date	Attrition and Cancellation Terms - Facility
November 28,2022	Signed Agreement must be received, otherwise tentative facility reservation will be released.
November 28,2022	100% cancellation charge for the total event charges inclusive of tax and service charge (less deposit paid).

VI. Accommodation Terms and Conditions

A. Rates

- All rates in this Agreement shall be kept confidential and shall not be disclosed to any third party, directly or indirectly, unless written approval is given by RLC.
- All prices quoted in the Agreement are stated in Philippine Peso. If necessary, RLC will claim from the Client any loss on the exchange arising from accounts being settled in other currencies.

B. Check-in and Check-out Procedure

- Hotel check-in time shall be at 2:00 p.m. while check-out time shall be at 12:00 noon.
- Early check-in or late check-out shall be subject to room availability and additional charges.

C. Reservation Procedure, Reservation Guarantee

- The Client shall provide the hotel with an initial rooming list at least seven (7) days prior to the scheduled check-in date. The rooming list should include guest names, arrival/departure dates, flight details, room category, and type of occupancy.
- The final rooming list shall be submitted at least four (4) days prior to the scheduled check-in date. Any reservations made after said period shall be subject to availability and the hotel's best available rate.
- All reservations must be guaranteed by a one (1) night room rate per room advance deposit by cash, bank draft, or major credit card. The hotel shall charge the deposit upon reservation and such amount shall be credited to the Client's account upon check-in.
- Guaranteed reservations will be held until 12:00 noon of the following day of the scheduled check-in date
- Non-guaranteed reservations will be released after 4:00 p.m. of the scheduled check-in date.
- Only authorized representatives of the Client are allowed to make reservations. A maximum of three (3) persons shall be designated by the Client as representatives. All authorized representatives must be physically present during the provision of accommodation to countersign any revision in the latest name list with the front desk. Verbal revisions shall not be honored.

29 NOV 2022

CERTIFIED TRUE COPY

CPMS: ARA JOY CRUZ *[Signature]*
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[Handwritten mark]

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CERTIFIED TRUE COPY

CPMS: AAA JIM CLARE
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29 NOV 2022

D. Master Account

1. A Master Account will be established for the Client and its guests. At least five (5) days prior to the scheduled check-in date, the Client shall notify the hotel in writing of:
 - i. The list of charges that are to be billed to the Master Account; and
 - ii. Authorized signatory/ies to sign and approve charges that are to be billed to the Master Account.
2. The Master Account shall be charged for liabilities specifically indicated in the Agreement.

E. Individual Guest's Account

1. All guests must identify themselves as making a reservation under the Client to receive the group rate and to have their reservation credited to the Client.
2. All guest rooms and incidental charges will be billed to the account of each individual guest, to be established in their individual names upon registering with the hotel and payable by such guests upon check-out.
3. Notwithstanding the foregoing provision, all unsettled individual accounts and charges shall be charged to the Master Account.

F. Room Reduction, Cancellation, No Show

1. Cancellation of guest rooms or "no show" will result in a late cancellation charge as stated in the Attrition and Cancellation Terms in the Agreement. Early departure will be charged for the duration of stay as originally reserved.
2. The Client shall be responsible for cancellation, no show charges, and/or early departure charges of guests who do not settle the concomitant charges. These charges will be billed to the Master Account.

VII. Facility Terms and Conditions

A. Function Space

1. The Client hereby acknowledges that it has inspected the Facility as described in the Agreement and has found it to sufficiently meet its requirements.
2. In the interest of safety and in compliance with local regulations, the Client shall not allow and the hotel shall not permit entry in the Facility in excess of the maximum capacity stated in the Agreement.
3. The capacity of the Facility may change depending on equipment, displays, and/or other installations to be used. The hotel shall not be liable for any loss, damage, or injury arising out of or relating to any inadequacy of the Facility reserved by the Client.
4. The Facility is assigned according to the expected attendance and set-up of the Client as disclosed to RLC. RLC reserves the right to assign an alternative space more suitable for the requirements of the Client should the estimated or expected attendance change, subject to availability and prior agreement with the Client.

B. Food & Beverage

1. The Client must provide RLC the guaranteed attendance of each function at least five days (5) days prior to the scheduled use of the Facility, otherwise, RLC shall not be held liable for any delay and/or failure to serve the required food and beverage requirements. RLC agrees to allot a ten percent (10%) buffer over the guaranteed attendance for food and beverage requirements. Guaranteed attendance shall not be subject to reduction. Food and beverage to be served for last minute increase in the number of attendees beyond the 10% buffer will be chef's discretion.
2. RLC shall compute the total function charges in accordance with the guaranteed attendance or actual attendance, whichever is higher.
3. Should the actual number of persons exceed the maximum guaranteed attendance including the buffer, the food and beverage charge per additional person will be subject to a ten percent (10%) surcharge.
4. RLC shall not be liable for any damage or injury due to the service and/or consumption of food and/or beverages during the use of the Facility, including food and/or beverages taken out of the Facility.
5. Any food and/or beverage brought in by the Client and/or its guests shall be subject to a corkage fee equal to the amount of the food and/or beverage brought in.

C. Set-up

1. The Client shall submit to the hotel a lay-out of the event, exhibit, stage, lighting, sound, and technical specifications, equipment, displays, props, backdrops, and other kinds of set-up, including intent to use flammable materials, at least fourteen (14) days prior to the use of the Facility which will be subject to the prior written approval of the hotel and its Life Safety System Coordinator.
2. All contractors and suppliers must secure a restricted pass from the hotel's Life Safety System Coordinator at least seven (7) days before the event.
3. RLC shall not be liable for any damage, injury, claim, or any adverse effect relating to the set-up, specifications, equipment, props, and backdrops notwithstanding any approval given by the hotel or its Life Safety System Coordinator.
4. The organizers, exhibitors, contractors, and suppliers shall use the hotel's service entrance for any entry and exit of equipment, materials, and crew at a time mutually agreed with the hotel.
5. The Client or its contractors shall not carry out any construction or installation works within the Facility without the prior written consent of the hotel and without paying the required bond in an amount to be provided by the hotel.



- 6 The hotel shall have the right to refuse entry to any contractors or suppliers whose works have not been approved. Should there be any loss or damage to the Facility, the hotel and/or its guests, and their property caused by the Client or by the contractors or suppliers engaged by the Client, the Client shall assume the entire responsibility and liability for such loss or damage.

D. Fire and Safety Regulations

- 1. The Client warrants that all of its and its contractors' set-ups, specifications, equipment, displays, props, and backdrops, shall be in compliance with all regulations prescribed by local authorities including, but not limited to, safety and fire regulations.
- 2. Obstruction of any fire escapes inside the Facility by seating, stages, equipment, or any other set-up are not permitted under any circumstances.

E. Sound Equipment

- 1. The Client shall inform the hotel any of its sound and audio requirements at least fourteen (14) days prior to the use of the Facility. The hotel reserves the right to refuse or prohibit the use of any sound equipment that is expected to cause disturbance to other functions or to guests of the hotel during rehearsals, testing, or on the actual day of the use of the Facility.

F. Annexes

The following documents are attached herein and shall form an integral part of this Agreement:

- 1. **Annex "A"** - General Terms and Conditions (for Facility and/or Accommodation); and,
- 2. **Annex "B"** - Form of Letter of Authorization (for Clients with approved credit line).


If you find the Sales Agreement and its annexes in acceptable, please sign all pages hereof and return an original signed set to us in order for the Agreement to take effect.

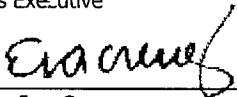
If a signed copy of the Sales Agreement and its annexes is not received by us on or before November 21, 2022, including payment of the required amount as provided herein, we reserve the right to cancel all arrangements contained herein without notice or obligation to you and may only offer to you the best publicly available unrestricted rate.

Once signed and received by us, this document shall then constitute the full and complete binding agreement and the arrangements shall be considered confirmed and definite.

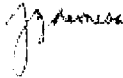
ROBINSONS LAND CORPORATION
HOTELS & RESORTS DIVISION

By:


Jaruzelski B. Sanchez
Sales Executive


Erika Joy Creus
Sales Manager

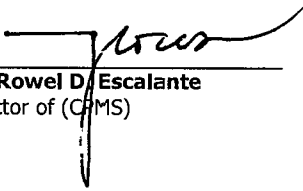

Frelaine Ann San Pablo
Regional Sales Manager


Joy De Mesa
Group Director of Sales & Marketing


Chery Mina
Treasury Manager

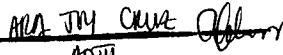
Department of Budget and Management

By:


Mr. Rowel D. Escalante
Director of (CPMS)

Date:

CERTIFIED TRUE COPY

CPMS: 
AOTM

29 NOV 2022



CERTIFIED TRUE COPY
CPMS: ANA JIM OURE
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Annex "A"
General Terms and Conditions
Facility and/or Accommodation

29 NOV 2022

These General Terms and Conditions ("General Terms") shall automatically apply to and form an integral part of any **Sales Agreement** ("Agreement") between Robinsons Land Corporation ("RLC") and the individual or entity identified below in the signature portion ("Client") as may be supplemented by applicable annexes.

The signature of the Client on the Agreement shall be deemed, for all intents and purposes, to be an acceptance of these General Terms. Where there is a conflict between any provision of these General Terms and that of the Agreement, the Agreement shall prevail.

I. Hotel Policies, Rules, and Regulations

- A. The Client, its contractor's, and/or its guests shall abide by all hotel policies, guidelines, and rules and regulations issued, or which may hereafter be issued, by the hotel.
- B. Any violations made by the Client, its contractors, and/or its guests and fines imposed for said violations shall be for the account of the Client.

II. Loss or Damage

RLC shall not be responsible for any loss or damage to the Client's property or the property of any of the Client's delegates or guests. Client agrees that RLC will not be responsible for the safe-keeping of properties, equipment, supplies, or other items left in the Facility or anywhere on hotel property.

III. Advertising

The Client shall not use the name, trademark, logo or other intellectual property of RLC or the hotel in any advertising or promotional materials without the prior written approval of RLC. No sign, banner, or display shall be affixed to any part of the Facility. Any damage caused to the Facility including but not limited to, its walls, fixtures, or carpet, will be billed to the Client.

IV. Interest and Penalties

RLC shall impose an interest and penalty at the rate of two percent (2%) interest and three percent (3%) penalty per month, or a fractional part thereof, compounded monthly, to any outstanding overdue amount until full payment thereof.

V. Force Majeure

Either party shall not be liable for failure to perform their respective obligations if such failure is caused by or due to the occurrence of force majeure which shall include, but is not limited to, acts of God, war, government regulations, disaster, fire, strikes, civil disorder, pandemics or epidemics, or other similar causes beyond the reasonable control of the parties

VI. Assignment

The Client shall not assign, transfer, sublet, part or delegate in whole or in part, any of its rights and obligations covered by the Agreement to any third person, juridical or otherwise, without the prior written consent of RLC. Where an assignment or transfer is made or permitted hereunder, the assignee shall be bound by the provisions of the Agreement to the fullest extent that the assignor is bound hereby. Notwithstanding the assignment, transfer or delegation of rights as may be allowed by RLC, the Client shall continue to be jointly and severally liable to RLC for the actions of the party to whom the rights and obligations have been assigned, transferred or delegated, unless the Client obtains from RLC an express written release from these obligations. RLC may assign or transfer any or all of its rights and obligations in the Agreement upon notice to the Client.

VII. Confidentiality

- A. The Client hereby undertakes not to reproduce, distribute, transmit, transfer, or disclose to any third party, directly or indirectly, in any form, by any means or for whatever purpose, the contents of the Agreement and its annexes ("Confidential Information"). The confidentiality requirement herein imposed shall survive the termination or expiration of this Agreement.
- B. The foregoing provision notwithstanding, if the Client is legally compelled or required by any governmental body, court, or competent authority to disclose any such Confidential Information, the Client shall promptly notify RLC so that RLC may be able to seek a protective order or avail itself of other appropriate remedies to prevent or minimize the extent of the disclosure.

VIII. Liability and Indemnity

- A. The Client shall be jointly and severally liable with the Client's guest or contractors for any losses or damages which RLC may incur by virtue of the acts, omissions, fault, or negligence of the Client's guest or contractors.
- B. In the provision of accommodation and its incidents, RLC shall not be liable for any indirect, incidental, special, punitive, or consequential damages, or any loss of profits, revenue, data, or data use. RLC's maximum liability for any damages arising out of or related to the Agreement or its annexes, whether in contract or tort, or otherwise, shall be limited to the amount of the fees the Client paid, or is required to pay, RLC or any other instrument giving rise to the liability, and if such damages result from the Client's use of products or service offerings, such liability shall be limited to the fees the Client paid, or is required to pay, RLC for the deficient product or service offerings giving rise to the liability.
- C. The Client agrees and guarantees to defend, indemnify and hold RLC free and harmless from and against any and all charges, suits, damages, costs, expenses (including legal fees on a full indemnity basis), judgment, penalties, claims, liabilities, or losses of any kind or nature whatsoever, which may be sustained or suffered by or secured against RLC by reason of, based upon, or arising out of any breach of any obligation of the Client under this Agreement, including its annexes, or any other action of or omission by the Client.

IX. General Provisions

- A. **Entire Agreement.** The Agreement and its annexes sets forth the entire agreement and understanding of the Parties and supersedes all prior oral or written agreements, arrangements and understandings relating to the subject matter thereof. RLC shall not be bound or be liable for any alleged representation, promise, inducement, understanding or statement of intention not so set forth therein.

It is expressly agreed that the terms of the Agreement and its annexes shall supersede the terms in any purchase order or any other similar non-RLC document and no terms included in any such purchase order or other non-RLC document shall apply to the accommodations offered.

- B. **Amendment.** The Agreement and its annexes may be amended, modified, superseded, or cancelled only in writing signed by both Parties.
- C. **No Waiver.** The failure of RLC at any time to require performance of any provision of the Agreement shall in no manner affect the right of RLC at a later time to require its performance. The waiver, whether by conduct or otherwise, by RLC of any part or provision of this Agreement or of the breach thereof in any one or more instances shall not be construed as a further or continuing waiver of such term or provision or breach thereof.

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D. **Severance.** Should any provision of the Agreement be declared null, void, or unenforceable by any competent government agency or court, such declaration shall not affect the other provisions of the Agreement which are capable of severance and which will continue unaffected.

E. **Governing Law, Venue and Costs of Suit.**

1. The Agreement shall be governed by and construed in all respects in accordance with Philippine laws.
2. Should there be any dispute concerning the interpretation or implementation of any provision of this Agreement, the Parties hereto shall exert every effort to settle the dispute amicably. Should the Parties fail to reach an amicable settlement within thirty (30) days from receipt of a notice of dispute, the dispute shall be referred to and finally resolved by binding arbitration administered by the Philippine Dispute Resolution Center, Inc. (PDRCI) and conducted in accordance with the PDRCI Domestic Arbitration Rules then in effect and the Arbitration Law of the Philippines. The number of arbitrators shall be three (3), with each Party appointing one (1) arbitrator and the third arbitrator appointed by the first two (2) arbitrators. The arbitration proceedings, including any legal proceedings, shall be filed and conducted in Pasig City, Philippines only and the award shall be rendered in the English language. The Parties acknowledge that any award rendered pursuant to this Section shall be final, binding and enforceable.
3. If any legal action, suit or other proceeding is brought for the enforcement of the Agreement, or because of an alleged dispute, breach or default in connection with any provisions of the Agreement, the prevailing Party shall be entitled to recover the reasonable attorney's fees and litigation expenses incurred in such action, suit or proceeding, in addition to any other relief to which it may be entitled.

F. **Own Costs.** Except as otherwise provided, each of the Parties undertake and agree to bear its own fees, costs and expenses in connection with the preparation, negotiation and completion of the Agreement and performance of the transactions contemplated herein.

G. **Counterparts, Electronic Signature.** The Agreement may be executed in any number of counterparts and by the different Parties hereto, each of which separate counterparts when executed and delivered shall constitute an original, but all of which when taken together shall constitute one and the same document. No counterpart shall be effective until each Party has executed at least one counterpart. The Agreement may be executed by way of electronic signature. Electronic signatures shall have the same force and effect as original manual signatures and shall be binding among the Parties. In case executed electronically, the best evidence of the Agreement shall be a copy thereof bearing electronic signatures, in portable document format (pdf) or any other electronic format intended to preserve the original graphic and pictorial appearance, of the document.

H. **Acknowledgment.** The Parties acknowledge that they and each of them have read the Agreement and its annexes, including these General Terms, in full; are cognizant of each and every one of the terms and provisions thereof and are agreeable thereto; and the signatures of their representatives as affixed on the Agreement shall be deemed for all intents and purposes to have been affixed on these General Terms,

as the wholly voluntary act of the signatories thereto and that such persons were duly authorized to sign the same.

X. PAYMENT CHANNELS

- A. Company's payments to RLC may be made via the following channels:
1. Cash;
 2. Manager's Check;
 3. Deposit or wire transfer of immediately available funds to any of RLC's bank accounts indicated below:

Robinsons Bank

Account Name : Robinsons Land Corporation
 Account No. : 100-23-017057-5
 Branch : Robinsons Galleria
 Address : Galleria Corporate Center, EDSA cor. Ortigas Ave., Quezon City
 Swift Code : ROBPPHMQXXX

BDO

Account Name : Robinsons Land Corporation
 Account No. : 4958023217
 Branch : Robinsons Galleria
 Address : Basement 2 Park Avenue, Robinsons Galleria, Ortigas Ave., Quezon City
 Swift Code : BNORPHMM

Landbank

Account Name : Robinsons Land Corporation
 Account No. : 3131-0268-70
 Branch : DOTC Branch
 Address : Unit 14 GF Columbia Tower, East Wack Wack, Ortigas Ave., Mandaluyong City
 Swift Code : TLBPPHMM

B. NOTICES

Notices, invoices and all communication required to be given to a party under this Agreement shall be in writing and addressed as follows:

To RLC:

ROBINSONS LAND CORPORATION
 Hotels and Resorts Division
 7th Floor Robinsons Cyberscape Alpha, Sapphire and Garnet Roads, Ortigas Center, Pasig City
 Attention : Joy De Mesa
 Tel. No. : +63 6397-0101 local 501
 Email : Joy.DeMesa@robinsonsland.com

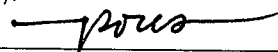
To Client:

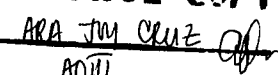
To the contact person and at the address as provided by the Client to RLC.

CONFORME:

Department of Budget and Management

By:


 Mr. Rowel D. Escalante
 Director of (CPMS)
 Date

CERTIFIED TRUE COPY
 CPMS: 
 ARA JIM CLUZ
 RO111
 29 NOV 2022





Annex "B"
Form of Letter of Authorization
Summit Hotel and Go Hotels

This Letter of Authorization (LOA) is executed by Department of Budget and Management (DBM) in favor of Robinsons Land Corporation (RLC) to ensure that all hotel charges (rooms and incidentals) indicated below and in other related documents shall be paid in full.

Please check appropriate property and indicate charges to be covered. One LOA per transaction. Kindly affix signature on all pages and provide a copy of SEC Certificate for the authorized signatory/ies.

- o Grand Summit Hotel General Santos

SUMMIT HOTELS

- Summit Ridge Tagaytay
- o Summit Galleria Cebu
- o Summit Hotel Magnolia
- o Summit Hotel Tacloban
- o Summit Hotel Greenhills
- o Summit Hotel Naga

GO HOTELS

- o Go Hotels Mandaluyong
- o Go Hotels Iloilo
- o Go Hotels Bacolod
- o Go Hotels Butuan
- o Go Hotels Dumaguete
- o Go Hotels Lanang – Davao
- o Go Hotels Ortigas Center
- o Go Hotels Otis
- o Go Hotels Puerto Princesa
- o Go Hotels Tacloban
- o Go Hotels Iligan
- o Go Hotels Plus Naga
- o Go Hotels PlusTuguegarao

HOTEL CHARGES – Check all that apply

- o Rooms
- o Incidentals (meals, laundry, phone calls, etc.)
- o Other charges, please indicate _____

AUTHORIZED HOTEL CHARGES

o Room Charges	-	PHP 450,000.00
o <u>Estimated contingencies equivalent to 30 pax</u>	-	PHP 309,000.00
o Other Charges	-	PHP 580,000.00
TOTAL	-	PHP 1,339,000.00 net

CERTIFIED TRUE COPY

CPMS: ARA JOY CILLAR
HOW

29 NOV 2022

It is understood that by signing this LCA, the Company guarantees payment of the full amount of the Authorized Hotel Charges and all amounts that may be due to RLC from the Company. The Company agrees to the following terms and conditions:

1. Total hotel charges billed shall be settled within thirty (30) calendar days from receipt of the Statement of Account (SOA). SOAs transmitted via e-mail shall be considered received on the day the e-mail is sent. All payment concerns shall be sent to the e-mail address indicated in this form.
2. In cases of cancellations, no-shows, or shortened stays, the Company shall be liable in accordance with the cancellation policy stated in the relevant contract/purchase order. In the absence of an agreed cancellation policy, the Company shall be liable for the full Authorized Hotel Charges stated in this LOA.
3. The Company shall submit at the time of payment the corresponding tax certificate (BIR 2307) covering the total outstanding balance. Non-submission or late submission of the tax certificate shall allow RLC to collect the tax difference from the Company, subject to penalties and interests. The Company shall pay the tax difference, penalties, and interests within five (5) days from notice.





4. It is client's responsibility to review the SOA. SOAs shall be considered final unless FLC receives a written notice of dispute within three (3) working days from the Company's receipt of the SOA. Undisputed portions/amounts in a SOA shall be paid by the Company in accordance with the agreed payment terms.
5. Three percent (3%) penalty per month shall be applied in the event of non-payment or incomplete payment after the agreed credit terms.
6. The client agrees that the SOA is the sole basis for billing. Other supporting documents may be provided by RLC but the absence of such documents shall not justify withholding payment. In the event of loss or unavailability of issued SOAs or other supporting documents, this LOA shall suffice as proof of liability for the Authorized Hotel Charges indicated above and all other amounts that may be due to RLC from Company.
7. In the event that there is conflict between this LOA and a Company-template LOA/Notice to Proceed/Certificate of Availability of Funds/other similar document, the provisions of this LOA shall prevail.
8. For direct bank remittance to our account, please refer to below payment instructions:

Robinsons Bank
 Account Name : Robinsons Land Corporation
 Account No. : 100-23-017057-5
 Branch : Main Branch (Robinsons Galleria)
 Address : Galleria Corporate Center, Edsa cor. Ortigas Avenue, QC
 Swift Code : ROBPPHMXXX

BDO
 Account Name : Robinsons Land Corporation
 Account # : 4958023217
 Branch : Robinsons Galleria Branch
 Address : Basement 2 Park Avenue, Robinsons Galleria, Ortigas Ave, QC
 Swift Code : BNORPHMM

Landbank
 Account Name : Robinsons Land Corporation
 Account # : 3131-0268-70
 Branch : DOTC Branch
 Address : Unit 14 GF Columbia Tower, East Wack Wack Ortigas Ave, Mandaluyong City
 Swift Code : TLBPPHMM

Company Name : Department of Budget and Management
 Address : Department of Budget Management General Solano Street San Miguel Manila 1005
 Contact Person/Number : Ms. Nicole Rae Salazar / 09175727150
 Email Address : nsalazar@dbm.gov.ph
 Account Manager : Mr. Jaruzelski B. Sanchez

CERTIFIED TRUE COPY

CPMS: MARTIN CRUZ

NOV 29 NOV 2022

Authorized Signatories:

[Signature]
 Mr. Fower D. Escalante / November 21, 2022

[Signature]
 Ms. Nicole Rae Salazar / November 21, 2022

ID presented DBM I.D.

ID presented DBM I.D.

The signatories represent and warrant that they are duly authorized representatives of the Company and that they have the capacity to bind the Company to the obligations stated in this LCA.

Note: The authorized signatory/ies in the Company LOA should also affix its signature in this LOA.

[Handwritten Signature]