



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT

BIDS AND AWARDS COMMITTEE

NOTICE TO PROCEED

MS. CHARLLOTE G. ALMIRANTE


Sales Manager
The Heritage Hotel Manila
Roxas Boulevard cor. EDSA
1300 Pasay City, Philippines

Dear **Ms. Almirante:**

This is to inform your company that performance of the obligations specified in the attached Contract for the Project, "*Lease of Venue and Accommodation for Capacity Development Activities of the PFMCP,*" shall commence upon receipt of this Notice to Proceed.

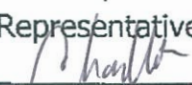
Thank you and God bless.

Very truly yours,



AMENAH F. PANGANDAMAN
Secretary

Department of Budget and Management

I acknowledge the receipt and acceptance of this Notice on: 12/06/23
Name of Consultant and/or Representative: CHARLOTE ALMIRANTE
Authorized Signature: 



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT

NOTICE OF AWARD

Ms. CHARLLOTE G. ALMIRANTE

Sales Manager

The Heritage Hotel Manila

Dear **Ms. Almirante**:

We are pleased to inform you that the project, "***Lease of Venue and Accommodation for Capacity Development Activities of the PFMCP***," is hereby awarded to your company in the amount of **Five-hundred twenty-nine thousand and four hundred pesos only (Php 529,400.00)**.


Based on the evaluation of your submitted documents, the DBM Bids and Awards Committee, through the Advocacy, Communications, and Training Service, finds your submission as the lowest calculated and most responsive quotation for the said project.

Thank you and God bless.

Very truly yours,

AMENAH F. PANGANDAMAN

Secretary

Received by: 
Dec. 06, 2023



December 06, 2023

Secretary Amenah F. Pangandaman
ACTS-DBM
Department of Budget and Management
General Solano St., San Miguel, Malacañang, Manila

**Re: PUBLIC FINANCIAL MANAGEMENT COMPETENCY PROGRAM (PFMCP) STRATEGIC PLANNING
ACTIVITIES & RECOGNITION CEREMONY FOR PFCMP SPEAKER'S BUREAU MEMBERS
December 06-07, 2023**

Dear **Sec. Pangandaman**,

Warm greetings from **THE HERITAGE HOTEL MANILA!**

We are indeed fortunate that you have chosen **THE HERITAGE HOTEL MANILA** as a live in venue for your Summit. By way of confirmation, we have drafted the following arrangements for your group. Should there be changes, please let us know. We would appreciate you signing and returning this contract on or before **November 24, 2023**.

I. ACCOMMODATION REQUIREMENTS

ROOM TYPE	DATES (Arrival/Departure)	Nights	Rate
(25) Rooms Superior Twin Sharing	Dec 06-07,2023	Php 4,000.00 net /room / night	Php 100,000
Total Rooms 25		Total Php 100,000.00net	

***Above rates are inclusive of 10% service charge and government tax.*

INCLUSIONS/ ROOM AMENITIES:

All live-in guests are to be extended the following amenities:

- Buffet breakfast with **Halal Selection**
- Complimentary Internet Access in rooms
- Complimentary two (2) bottles of mineral water daily
- Complimentary use of gym, and swimming pool
- Free parking fee for live-in guests and flat rate of Php80 for live-out participants



II. FUNCTION ROOM ARRANGEMENT

Based on requirements outlined, the hotel has reserved the following rooms:

DATE OF FUNCTION	NUMBER OF PERSONS	TIME	TYPE OF FUNCTION	FUNCTION ROOM	PACKAGE RATE
December 06 ,2023 (Wednesday)	45	8:00 am - 5:00pm	AM Snack Buffet Lunch PM Snack Buffet Dinner	Luna	Php 3,195 net per person (45 persons) TOTAL: Php 143,775net
December 07, 2023 (Thursday)	75	8:00 am - 5:00pm	AM Snack Buffet Lunch PM Snack	Joya	Php 1,920 net per person (75 persons) TOTAL: Php 144,000net
December 07, 2023 (Thursday)	75	8:00 am - 5:00pm	Pica Pica & Cocktails	Joya	Php 485net/Pica Pica Total Php 36,375net (Fish fingers with ranch dip open faced sandwich chicken pops) Php 470net/cocktails Total Php 35,250net (Ice Tea, Chilled Juices -Orange &Pineapple,Soda-Coke,Coke Zero,Sprite,Sarsi,Root Beer
					TOTAL Php 359,400 net

* 20% senior citizen and/or PWD discounts shall not apply to "pre-contracted" packages (in reference to R.A. 9994).

INCLUSIONS:

- Use of Function room
- Free flow coffee and tea
- Pads, pencils, and mint candies
- Registration/secretariat table
- Rostrum with microphone
- Complimentary parking for 10% of the guaranteed number of guests
- Complimentary Wi-Fi access
- Complimentary LCD screen & Projector



TOTAL CONTRACT PRICE:		
ROOM ACCOMMODATION	Php	100,000.00 net
Banquets	Php	359,400.00 net
Led Wall Rental	Php	70,000.00 net
TOTAL	PHP	529,400.00net

BILLING ARRANGEMENT

NOTE: All incidental charges will be on personal account and shall be settled right after the order/purchase has been made thru cash or credit card only. No check payment shall be accepted.

The following billing arrangements shall be strictly followed:

All room and banquet charges will be billed to **DEPARTMENT OF BUDGET & MANAGEMENT** thru **SEND BILL ARRANGEMENT**. A **NOTICE OF AWARD** and **CERTIFICATE OF AVAILABILITY OF FUNDS** is required to facilitate this payment agreement.

THE HERITAGE HOTEL MANILA BANK DETAILS:
BANK NAME: METROBANK
BRANCH: Seafront Branch – Roxas Blvd., Pasay City
ACCOUNT NAME: THE HERITAGE HOTEL MANILA
PHP SAVINGS ACCOUNT NO: 168-3-16850209-6
SWIFT CODE: MBTCPHMM

CANCELLATION / NO SHOW

Under the terms of this agreement, we have reserved all your guests' room and banquet requirements. In the event of cancellation or postponement made after the confirmation of the booking, surcharge equivalent to the full amount of contract based on your minimum guaranteed guests.

Date of Cancelation	Cancellation Charge
100% of the guaranteed event revenue	100% of the guaranteed revenue

EXCLUSION OF LIABILITY

GRAND PLAZA HOTEL CORPORATION trade as **THE HERITAGE HOTEL** will not be held liable for services not rendered or for any loss or damage due to acts of God, or acts of the guest, his family, visitors or servants, or if loss arises from the character of the things brought into the Hotel, war, government regulations, natural calamities, civil disorders, curtailment of transportation facilities and other inevitable incidents beyond the control of the HOTEL that interrupts the expected course of events. However, deposits made by the CLIENT can be applied to future bookings.

Sec. Pangandaman, we trust that you find the above arrangement favorable. We would like to reassert our desire to host your group and you can be assured that all efforts will be exerted to ensure the great success of your event. To enable us to hold all the accommodation on a guaranteed basis, we would appreciate your signing and returning a copy of this agreement on or before **November 24, 2023** to signify your acceptance.

This agreement will constitute a binding contract between **GRAND PLAZA HOTEL CORPORATION trade as THE HERITAGE HOTEL MANILA** and **DEPARTMENT OF BUDGET & MNGT.** The individuals

3 CONTRACT



signing below represent that each is authorized to bind his or her party to this agreement. In the event

a fully signed copy of this agreement is not received on the above date and deposit is not made on the agreed date all function spaces and guestrooms referred herein will be released and neither party will have any obligations under this agreement. If the conditions stated above are agreeable to you, kindly affix your signature on the space provided below to formalize this agreement.

Thank you once again and we look forward to the pleasure of welcoming you and your guests at **THE HERITAGE HOTEL MANILA**.

Yours sincerely,
For and on behalf of
GRAND PLAZA HOTEL CORPORATION trade as

THE HERITAGE HOTEL MANILA

Charlotte 12/04/23
CHARLOTTE ALMIRANTE
Sales Manager - Rooms

for Onelle
ONELLE PACHECO - VERZOSA
Director of Sales

Minnie Diamante
MS. MINNIE DIAMANTE
Assistant Director of Events & Catering

Accepted by:
DEPARTMENT OF BUDGET & MANAGEMENT

Amenah F Pangandaman
SECRETARY AMENAH F PANGANDAMAN
ACTS- DBM