



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

NOTICE OF AWARD

July 25, 2023

MARIELLE CABALTERA
Sales Account Manager
Luxent Hotel
51 Timog Avenue, Diliman, Quezon City

Dear **Ms. Cabaltera**:

We are pleased to inform you that the project "***Lease of Venue for PH-OGP Consultation/Workshops/Meetings (Luzon)***" is hereby awarded to Luxent Hotel in the amount of **Two Hundred Forty-Nine Thousand Pesos (P249,000.00) only**.

Based on the evaluation of your submitted documents, the DBM Bids and Awards Committee through the Fiscal Planning and Reforms Bureau finds your submission as the lowest calculated and most responsive quotation for the said project.

Thank you very much.

Very truly yours,


AMENA F. PANGANDAMAN
Secretary



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

NOTICE TO PROCEED

July 25, 2023

MARIELLE CABALTERA
Sales Account Manager
Luxent Hotel
51 Timog Avenue, Diliman, Quezon City

Dear **Ms. Cabaltera:**

This is to inform your company that performance of the obligations specified in the attached Contract for the Project, "*Lease of Venue for PH-OGP Consultation/Workshops/Meetings (Luzon)*"; shall commence upon receipt of this Notice to Proceed.

Very truly yours,


AMENAH F. PANGANDAMAN
Secretary

I acknowledge the receipt and acceptance of this Notice on: 7 JAN 6 2023

Name of Consultant and/or Representative: MARIELLE M. CABALTERA

Authorized Signature: 



21 July 2023

AMENAH F. PANGANDAMAN
Secretary
DEPARTMENT OF BUDGET AND MANAGEMENT
TIN No.: 000 – 449 – 457 - 000
A: General Solano St., San Miguel, Manila
T: (63)(028) 357 3300

CONTRACT No. 9275
RE: Meeting
17 – 18 August 2023 | 80 and 50 persons

Dear Ms. Pangandaman,

Thank you for choosing Luxent Hotel as the venue for your upcoming event on **17 – 18 August 2023**. Further to our discussion, we are pleased to submit the following information for your confirmation. The details are as follows:

CONFERENCE ARRANGEMENTS

PACKAGE	VENUE	DATE	TIME	Gtd. No. of Persons	RATE (Ad-hoc)	MEAL ARRANGEMENT
Buffet Whole Meeting Package (Ad-hoc)	Zenith (5 th Floor)	17 August 2023 (Thursday)	Ingress: 7:00AM - 8:00AM Event Proper: 8:00AM – 5:00PM	80 persons	Php 1,700.00 net per person	AM Snack Buffet Lunch PM Snack
Buffet Half Day Meeting Package (Ad-hoc)	Winter (5 th Floor)	18 August 2023 (Friday)	Ingress: 7:00AM - 8:00AM Event Proper: 8:00AM – 1:00PM	50 persons	Php 1,500.00 net per person	AM Snack Buffet Lunch

DETAILS OF THE EVENT:

Title of the Event : Action Plan Development Workshop

Banquet Set – up

(*Please take note that any changes made on table set up within twenty-four (24) hours before the event shall be charged Php5,000.00nett)

Function Set-up : Classroom Set-up

Table Topper : Royal Blue

Table Napkin : White

Seat Cover : White

Meal Requirements :

August 17, 2023

Meal Type	Serving Time	Menu	Venue
AM Snack	9:30AM	Reuben Sandwich Skin on Fries One Round of Iced Tea	Zenith (5th Floor)
Buffet Lunch	12:00NN	Cream of Vegetable Soup Dinner Rolls and Butter Grilled Chicken Teriyaki Beef Bulgogi Buttered Broccoli Fresh Fruits in Season Eclairs	Zenith (5th Floor)



		One Round of Iced Tea	
PM Snack	2:30PM	Special Chow Mien Puto One Round of Lemonade	Zenith (5th Floor)

August 18, 2023

Meal Type	Serving Time	Menu	Venue
AM Snack	9:30AM	Mesquite Chicken Sandwich Crispy Potato Chips One Round of Iced Tea	Winter (5th Floor)
Buffet Lunch	12:00NN	Misua with Meatballs Dinner Rolls and Butter Roasted Chicken with Red Wine Mushroom Sauce Spareribs in Coco Cream Sauce Vegetable Tempura Fresh Fruits in Season Choco Decadent Cake One Round of Lemonade	Winter (5th Floor)

We would like to ensure that your guests will have an enjoyable meal and meeting experience. In line with this, we would like to request that you please advise us of any special meal instructions/dietary restrictions that your participants may need (i.e. vegetarian, no pork, and allergies).

Inclusions and amenities:

- Use of function room for stated hours
- Whiteboard with markers, flipcharts
- Mints and candies
- Basic sound system
- 1 set of multimedia projector and white screen
- Stage, rostrum/ podium
- Registration table
- Pads and pencils
- Coffee and tea
- Complimentary car pass for 10% of total guaranteed number of participants
- Complimentary Wi-Fi access

MEETINGS ARRANGEMENTS & MINIMUM GUARANTEE

1. The HOTEL will require the total number of persons to avail of the meals at least seven (7) days prior to service time. All meals should be guaranteed by the engager based on the minimum requirement for each function room. The guaranteed number of attendees indicated in this contract is not subject to reduction.
2. The HOTEL prepares an allowance of ten percent (10%) of the minimum guarantee. In excess, the HOTEL shall impose a 10% surcharge or the increase in the minimum guarantee for advice given on the same day of the event.
3. The HOTEL reserves the right to provide meals with Menus at Chef's discretion in the event that:
 - 3.1 The guaranteed number of persons increased by more than 10%.
 - 3.2 The confirmation for the event was given three (3) days prior to the schedule of the function.
4. The HOTEL reserves the right to make the appropriate changes to function room venues should there be amendments and/or the availability in more suitable venues. New banquet meeting and meal arrangement schedules not covered in this agreement will be subject to availability when the reservation is made.
5. The HOTEL reserves the right to change the function room assignment to a space more suitable as needed with prior notice.
6. All food and beverage arrangements must be supplied exclusively by the HOTEL. The CLIENT cannot bring other food and beverage items into the hotel. In the event that the HOTEL allows the CLIENT to bring food and drink items, the CLIENT shall be held liable for the condition, quality, and sufficiency of the items and corresponding handling and corkage fees apply on all items. This contract shall serve as a waiver releasing the HOTEL from any liabilities or accountabilities for all food and beverage items brought in the hotel premises.
7. Prevailing Corkage fees shall apply for approved special cases. We highly recommend that special equipment that will be used in the function must be coordinated with the Hotel's engineering department.
8. The use of function rooms beyond the agreed schedule will be subject to extension charges determined by the HOTEL.



TERMS AND CONDITIONS:

A. BILLING ARRANGEMENTS

DATE	ROOMS/BANQUETS	ESTIMATED EXPENSES	TOTAL
17 August 2023	Buffet Whole Day Meeting Package (Ad-hoc)	Php 1,700.00 nett per person x 80 persons x 1 day	PHP 136,000.00
18 August 2023	Buffet Half Day Meeting Package (Ad-hoc)	Php 1,500.00 nett per person x 50 persons x 1 day	PHP 75,000.00
16 – 18 August 2023	Deluxe Queen (Twin Sharing; 2 Queen Beds)	Php3,800.00 nett x 5 rooms x 2 nights	PHP 38,000.00
TOTAL:			PHP 249,000.00

A. Payment Terms

- All organized meals and meeting packages, including authorized expenses incurred during the event, will be charged to **Department of Budget and Management.**
- Payment Scheme:

Amount
Php 249,000.00 (non-refundable/full payment)

Date
Send Bill Arrangement. Payment shall be settled 15 days upon receipt of the Statement of Account (SOA)

AUTHORIZED SIGNATORY

Name	Designation	Specimen Signature

- Please arrange fund transfer to the following accounts in favor of bank details:

Account Name: **BGISIS DEVELOPMENT CORPORATION**
 Bank: **BANCO DE ORO**
 Bank Address: **Timog Rotonda Branch, Quezon City**
 Php Current Account #: **00162 013 0023**

B. POSTPONEMENT AND CANCELLATION

B.1. Should the CLIENT postpone the schedule of the room and banquet reservation to another date or time, the CLIENT must notify the Sales and Marketing Department in writing at least three (3) weeks prior the event. Postponement will be subject to room availability on the alternative date and upon the approval of the hotel management in consideration of the turned down businesses due to prioritization made to accommodate the group. Should the CLIENT opt to cancel, par. C.3 shall apply.

B.2. Should the CLIENT notify the HOTEL of the postponement less than three (3) weeks to the check-in / event proper and there are no rooms or function rooms available on the alternative date, the CLIENT has the option to proceed with the original schedule or cancel the event. Should the CLIENT opt to cancel, par. C.4 shall apply.

B.3. Re-scheduling shall only be allowed ONCE should the reason will fall under force majeure circumstances. Event not rescheduled within one (1) month from the date of the event shall be considered cancelled and all monies paid shall be deemed forfeited.

B.4. Luxent Hotel has reserved your guest rooms, organized meals and function rooms. In the event these services and facilities are not to be used, the Hotel will experience significant monetary loss which will be difficult to calculate due to uncertainty and cost of obtaining replacement business. Therefore, it is agreed that for no shows or any cancellations, the following shall apply:

% of the total contracted amount
100% of the contracted amount

Notice prior the event
3 weeks before the event

C. DAMAGE

C.1. The CLIENT is obliged to adhere to the General Rules and Regulations Guidelines of the hotel. Any damages incurred to the HOTEL property will be properly assessed and will be charged accordingly to the CLIENT.

C.2. The ENGAGER shall be required to duly accomplish and submit the following documents at least one (1) week prior to the event which will form part of this contract: (1) Outside Contractors/Suppliers Agreement, and (2) Contractors/Suppliers



Information Sheet. Should there be any damage to the property of our hotel during your event/function caused either by your staff/contractors/suppliers/guests, we will charge your company for any repair or replacement costs.

D. FORCE MAJEURE

It is hereby agreed that the hotel shall not be liable for its failure to comply with this agreement or any stipulation thereof, in case of force majeure, labor disputes, fortuitous events, or other causes beyond its control. Performance of this agreement is contingent upon the availability of the Hotel to complete the same and is subject to labor disputes or strikes; accidents; government requisitions; restrictions on travel, transportation, food, beverages, or supplies; and other causes beyond the Hotel's control that may prevent or interfere with its performance. In no event shall the Hotel be liable for the loss of profit, or for other similar or dissimilar collateral or consequential damages, whether a breach of contract, warranty, or otherwise.

E. DATA PRIVACY & PROTECTION

By submitting the above Personal Data, you verify that you have explicitly given your consent to process your Personal Data in accordance with LUXENT HOTEL's Privacy Policy to deliver superior quality of service. For full description on how we process and keep safe your personal data please see our Privacy Policy at: <https://luxenthotel.com/privacy-policy>.

F. OTHER CONDITIONS

Both parties agree that this contract, including the indicated attachment/s, constitutes ALL arrangements agreed upon and that there are NO other terms or conditions, verbal or otherwise that exist. Only the services contained in this contract shall be provided by our Operations Group during the event.

We trust that you find everything in order. Kindly indicate your conformity below and send to us the duly signed contract on or **26 July 2023**. Non-receipt of a signed copy of this contract by the said date would mean automatic cancellation of your reservation.

THE PARTIES, through their duly authorized representatives, have hereto affixed their signature in Quezon City this _____ (date).

Conforme:
LUXENT HOTEL


MARIELLE CABALTERA
Sales Manager

Conforme:
DEPARTMENT OF BUDGET AND MANAGEMENT


AMENA P. PANGANDAMAN
Secretary

Noted by:


SHARON DEANNE GUERRERO
Director of Sales and Marketing