



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

**NOTICE OF AWARD**

March 18, 2024

**MS. JOANNE ESCULTURA**

Events Manager, Shangri-La Group /Sales Team  
Shangri-La The Fort, Manila  
30<sup>th</sup> Street cor. 5<sup>th</sup> Avenue, Bonifacio Global City  
Taguig 1634, Metro Manila, Philippines

Dear **Ms. Escultura:**

We are pleased to inform you that the contract for the Project, **Provision of Lease of Venue, Meals/Refreshments, and Accommodation for the Secretariat for the PEMNA B-CoP Meeting**, is hereby awarded to **Shangri-La The Fort, Manila** in the amount of **P1,780,400.00**.

Based on the evaluation of your submitted documents, the Office of the Assistant Secretary Romeo Matthew T. Balanquit (OARTB) finds your submission as the lowest calculated and most responsive quotation for the project.

Thank you and God Bless.

Very truly yours,

  
**AMENAH F. PANGANDAMAN**  
Secretary

Conforme:

  
\_\_\_\_\_  
**MS. JOANNE ESCULTURA**

Shangri-La The Fort, Manila

Date: 22 March 2024



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

**NOTICE TO PROCEED**

March 18, 2024

**MS. JOANNE ESCULTURA**

Events Manager, Shangri-La Group /Sales Team  
Shangri-La The Fort, Manila  
30<sup>th</sup> Street cor. 5<sup>th</sup> Avenue, Bonifacio Global City  
Taguig 1634, Metro Manila, Philippines

Dear **Ms. Escultura:**

This is to inform your company that the performance of the obligations specified in the attached Contract for the Project, **Provision of Lease of Venue, Meals/Refreshments, and Accommodation for the Secretariat for the PEMNA B-CoP Meeting**, shall commence upon receipt of this Notice to Proceed.

Thank you and God Bless.

Very truly yours,

  
**AMENA F. PANGANDAMAN**  
Secretary

Conforme:

  
**MS. JOANNE ESCULTURA**

Shangri-La The Fort, Manila

Date: 18 March 2024



CONTRACT AGREEMENT  
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**GROUP BOOKING AGREEMENT**

18 March 2024

<b>Department of Budget and Management</b> General Solano Street, San Miguel, Manila 1005	<b>Shangri-La The Fort, Manila</b> 30 <sup>th</sup> Street corner 5 <sup>th</sup> Avenue, Bonifacio Global City, Taguig City
<b>Asec. Romeo Matthew T. Balanquit</b> <i>Rb</i> Assistant Secretary  <b>Thru: Ms. Primi Aura C. Gurango</b> Office of the Assistant Secretary Phone: +632 8657 – 3300 loc. 2534 E-mail: <a href="mailto:pgurango@dbm.gov.ph">pgurango@dbm.gov.ph</a>	<b>Joanne Escultura</b> Event Manager Mobie: +63 917 5011712 E-mail: <a href="mailto:joanne.escultura@shangri-la.com">joanne.escultura@shangri-la.com</a>

**RE: Department of Budget and Management**  
**– Budget Community of Practitioners (B-CoP) Meeting on 24 to 27 March 2024**

This Agreement together with the Appendices appended herein (collectively, the “Agreement”) is entered into between **Department of Budget and Management** (the “Organiser”) and **Shangri-La The Fort, Manila** (the “Hotel”) at Shangri-La at the Fort, Manila located at 30<sup>th</sup> Street corner 5<sup>th</sup> Avenue, BGC (the “Property”) for the **Budget Community of Practitioners (B-CoP) Meeting on 24 to 27 March 2024** (the “Event”).

**1. Guest Room Block:**

Organiser shall reserve and Hotel shall make available for Organiser a block of guestrooms (“Room Block”) for the purposes of Event as outlined below:

ROOM CATEGORY	24 MAR	25 MAR	26 MAR	27 MAR
	Sun	Mon	Tue	Wed
Deluxe Room	8	8	8	CHECKOUT
<b>Total Guestroom Block</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>CHECKOUT</b>

**TOTAL ROOM NIGHT COMMITMENT: 24 room nights**

**2. Daily Room Rates for Guest Rooms (“Daily Room Rate”):**

Room Category	Single / Double Occupancy
Deluxe Room	Php10,500.00net

- Rates are per room per night, and quoted in PHP. Subject to 12% VAT, 10% Service Charge and 0.45% Local Government Tax per room per night unless quoted as nett.
- Inclusive of breakfast buffet at High Street Café
- Inclusive of complimentary local call access and in-room wired Internet and Wi-Fi access
- Use of Kerry Sports Club, one of the largest hotel sports club in Asia.
- Rates are non-commisionable.
- Room rates applicable to three (3) days pre and post stay, subject to room availability
- For *triple sharing rooms*, an additional charge of Php3,673.50net per night will apply. Inclusive of daily breakfast at High Street Café





**NOTES:**

1. Bed type preference can be noted as a request and is subject to space availability.
2. Triple occupancy can only be accommodate in king bedded rooms. One (1) king bed for (2) persons and (1) roll-away bed for (1) person.
3. The hotel is strictly non-smoking in accordance with the nationwide implementation of Executive Order No. 26, Smoke Free Environments in Public and Enclosed Places. Violators shall be charged a minimum cleaning fee of P10,000net. The designated smoking area is located at the 2nd level outside the main hotel lobby.

**Check-In/Check-Out Times:** Check-in time is 14:00 hours on the day of arrival. Check-out time is 12:00 hours on the day of departure. Delegates who wish to occupy their Guest Room before 14:00 hours must reserve the Guest Room for a night prior to the arrival date. Delegates who check out after the normal check-out time, i.e. 12:00 hours shall be charged 50% of the applicable group rate per room. A full night's rate per room will be charged for check-out required after 16:00 hours. Late check-out can be pre-arranged and is subject to availability.

**Reservation Procedures:** The Organizer shall provide the Hotel with a **Final Room List** is due no less than 3 days before the Event (i.e. on or before 21 March 2024). Any additional Guest Room reservations required by the Organiser after the date of submission of the Final Room List will be subject to Guest Room availability.

Rooming List must carry the following important information:

- Name of the delegate
- Country of Residence
- Passport number
- Credit card details (Only required if room charges are to individual account)
- Room category
- Single or Double occupancy
- Arrival / departure flight Details
- Delegate's e-mail contact

**4. Cut-Off Date:**

All guest accommodations outlined in the Room Block that are not reserved on or before **21 March 2024** (“**cut-off date**”) will be automatically cancelled without further notice. After the cut-off date, any guest wishing to reserve accommodation will be subject to room availability at the prevailing Best Available Rate. For the avoidance of doubt, any failure of the guest to reserve rooms in the Room Block on or before the cut-off date will not adjust nor reduce Organiser’s total guest room night commitment nor affect the operation of the “Attrition” or “Cancellation” provisions below.

A handwritten signature in blue ink, followed by a blue circular stamp or seal, located in the bottom right corner of the page.



**5. Function Space Allocated for Event:**

Organiser shall reserve, and Hotel shall make available the following Function Space for the purposes of Event:

Date/Day	Time	Function	Room	Guaranteed Rate	Setup	Attendees
24 MAR 24 SUN	12:00PM-7:59AM <sup>+1</sup>	Setup / Ingress	Narra	<b>Php150,000.00net</b> <i>(Venue Rental, Non-consumable)</i>	Empty	-
	12:00AM-11:00PM	Secretariat	Hablon	<b>Php40,000.00net</b> <i>(Venue Rental, Non-consumable)</i>	Round Tables	30
25 MAR 24 MON	8:00 AM – 6:00 PM	Meeting	Narra	<b>Meeting Package for 80 persons</b> for a minimum of <b>Php4,000.00net per person</b>	Cabaret Setup	80 – 90
	7:00PM-11:00PM	Dinner	Narra	<b>Php280,000.00net</b> <i>(Consumable on Food &amp; Beverage)</i>	Cabaret Setup	80 – 90
	8:00AM-6:00PM	Meeting	Abaca	<b>Php40,000.00net</b> <i>(Venue Rental, Non-consumable)</i>	Round Tables	30
	12:00AM-11:00PM	Secretariat	Hablon	<b>Php40,000.00net</b> <i>(Venue Rental, Non-consumable)</i>	Round Tables	30
26 MAR 24 TUE	8:00 AM – 6:00 PM	Meeting	Narra	<b>Meeting Package for 60 persons</b> for a minimum of <b>Php4,000.00net per person</b> <b>Plus 20 persons at Php4,870.00et per person</b>	Cabaret Setup	80 – 90
	8:00AM-6:00PM	Meeting	Abaca	<b>Php40,000.00net</b> <i>(Venue Rental, Non-consumable)</i>	Round Tables	30
	12:00AM-11:00PM	Secretariat	Hablon	<b>Php40,000.00net</b> <i>(Venue Rental, Non-consumable)</i>	Round Tables	30
27 MAR 24 WED	12:00AM-11:00PM	Secretariat	Hablon	<b>Php40,000.00net</b> <i>(Venue Rental, Non-consumable)</i>	Round Tables	30

**Total Function Space Rental Fee:** Organiser’s total Function Space rental fee is **Php390,000.00net** inclusive of applicable taxes and other charges as may be notified by Hotel in writing from time to time.

**Use of Function Space:** To protect the safety and security of all Hotel guests and property, Organiser will obtain Hotel’s advance written approval before bringing in and/or using items in Event and Function Space that could create noise, noxious odours or hazardous effects (e.g., loud music, smoke or fog machines, dry ice, confetti cannons, candles, or incense) and before engaging in any activities outside of the reserved function rooms (e.g., registration table). Organiser will obtain any required Fire Marshall or other safety approvals, and will pay any expenses incurred by Hotel as a result of such activity, such as resetting smoke or fire alarms or unusual clean-up costs.





**6. Estimated Other Charges:**

- AV

For additional AV requirements, please refer to charges below:

Equipment	Net Price Per Item
Wired/wireless Microphone (per piece)	Php 1,500.00 net
Portable Projector Screen	Php 3,000.00 net
LCD Projector (4,500 ansi lumens)	Php 5,000.00 net
Wireless Clicker	Php 1,000.00 net
Laser Pointer per unit	Php 1,000.00 net
Dedicated AV Technician per day	Php 3,500.00 net

- **Dedicated Network Connection**

Required Bandwidth (mbps)	Daily Rate
15 mbps	Php 10,000.00 net
25 mbps	Php 17,500.00 net
50 mbps	Php 35,000.00 net
100 mbps	Php 50,000.00 net

- **Corkage**

Corkage fees shall apply for selected beverages as follows:

Beverage	Net Price Per Bottle
Wine (750 ml bottle)	Php 1,000.00 net
Spirits (750ml bottle)	Php 2,000.00 net
Champagne (750ml bottle)	Php 2,000.00 net

- **Parking**

Complimentary car passes for 10% of the total attendees  
 Flat rate (PHP180.00nett) for 10% of the total attendees

The following rates will apply for any requirement in excess:

Time / Service	Net Price Per Car
The 1 <sup>st</sup> two (2) hours	Php 150.00 net
Every subsequent hour	Php 50.00 net
Valet Charge	Php 100.00 net

- **Airport Transfers**

Should your guests need transfers to and from the airport, below are the applicable rates:

Type of Vehicle	Rates
Lexus ES 300 Hybrid (Maximum of 2 persons)	Php 3,700.00net per way
Toyota Grandia (Maximum of 4 persons)	Php 4,000.00net per way
GAC GA4 Sedan (Maximum of 2 persons)	Php 2,800.00net per way
BMW 7 Series (Maximum of 2 persons)	Php 4,800.00net per way



**NOTE: Guaranteed reservations cancelled after 4:00 PM a day prior to arrival will be subject to a full transfer-in charge.** Above rates are inclusive of ten percent (10%) service charge and prevailing government taxes. These are subject to change without prior notice.

**7. Assignment of Function Space:**

The Function Space is designated for Event according to the expected number of delegates attending and facilities required for Event. Hotel reserves the right to reallocate alternative function/meeting space as it deems suitable for Organiser’s and Event’s requirements should there be any change in the expected attendance.

**8. Pre-Function Area:**

As the common area outside the Function Space(s) (“Pre-Function Space”) is open plan, no Organiser has exclusive right to access the total Pre-Function Space and each Organiser is limited to the Pre-Function Space immediately adjacent to their assigned Function Space. At all times, flow spaces must be left clear for ease of movement of all Organisers.

**9. Commencement and Vacating of Rooms:**

Hotel reserves the right to book other events in the same Function Space up to one hour before the scheduled Event commencement time and one hour after the scheduled Event finishing time. If Event exceeds the agreed times, Hotel reserves the right to impose a labour surcharge for each hour and part thereof that the Function Space is occupied, as well as an adjusted Function Space charge to reflect the additional time utilised. Additionally, Hotel reserves the right to book another function in adjoining rooms at any time.

**10. Minimum Spend:**

The minimum spend anticipated by Hotel under this Agreement is:

Minimum Guestroom Spend	Php252,000.00net
Minimum Food & Beverage Spend:	Php937,400.00net
Minimum Room Rental Spend:	Php390,000.00net
Estimated Other Spend:	Php201,000.00net
• Airport Transfers	
• Dedicated Network Connection	
<b>Total Minimum Spend</b>	<b>Php1,780,400.00net</b>

Except where required by any applicable law, the minimum spend will exclude taxes and other charges. If Organiser does not fulfil all of its commitments or cancels this Agreement, Organiser agrees that Hotel will suffer damages that will be difficult to determine or quantify. As such, the Organiser agrees to pay the “Cancellation Amounts” as set out below.

**11. Decoration:**

Hotel may, subject to payment of any additional fees, provide banners and backdrops for Event provided that no less than ten (10) days’ notice is given to Hotel prior to Event start date. A quotation will be provided to Organiser upon Hotel’s receipt of the required specifications. Hotel reserves the right to refuse the display of any banners, backdrops, props or signage that are brought to Hotel without the prior written consent of Hotel. All set-ups for Hotel prior approved props and backdrops to be installed by Organiser’s appointed contractors shall be in compliance with safety and fire regulations prescribed by local laws and regulations and by Hotel’s directions on fire and safety standards. Hotel shall not be responsible for any consequences arising from Organiser’s breach of such laws, regulations and/or standards.

**12. Banquet Event Orders:**

Organiser will receive Banquet Event Orders (“BEO’s”) which will outline the complete details and terms and conditions including final menu selections, pricing, room set up and décor for Event(s). Organiser is required to sign and return the BEO’s no later than seven (7) business days prior to Event start date.





**13. Cancellation of Event:**

In the event that Organiser cancels this Agreement, Organiser will provide written notice to Hotel (“**Cancellation Notice**”) and pays Hotel (except in the case of a Force Majeure) the amounts (inclusive of taxes and service charges) indicated below:

After confirmation on/before 20 March 2024	100% of Total Minimum Spend = Php1,780,400.00net
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Hotel has kept available for Organiser the Function Space required for the purposes of Event. All amounts owed by Organiser to Hotel pursuant to this clause are payable within fourteen (14) days after an invoice has been issued.

Organiser acknowledges and agrees that the “Cancellation Amounts” as set out under clause 13 respectively is a reasonable and genuine pre-estimate of losses that would be incurred by Hotel and do not constitute a penalty of any kind. Should Organiser fail to pay the “Cancellation Amounts” within the stipulated timeframes as set out above, without prejudice to any other rights of the Hotel under the Agreement, Hotel may deduct such sum from any monies due or to become due to Organiser under this Agreement or recover as a debt due to Hotel.

**14. Deposit / Payment Procedure:**

To confirm your tentative reservation, a signed copy of this letter along with a certificate of availability of funds shall be provided for application of a temporary send bill arrangement. Otherwise, a non-refundable, non-transferable deposit with Hotel pursuant to the below schedule, in the form of a bank transfer to the following bank account.

<b>Account Payee:</b>	Shang Global City Properties, Inc.	<b>Bank Name:</b>	Metrobank
<b>A/C No. for PHP payments:</b>	519-7-51901751-9	<b>A/C No. for USD payments:</b>	519-2-51920271-3
<b>Address:</b>	Ground Flr., Marajo Tower, 4 <sup>th</sup> Ave corner 26 <sup>th</sup> Street, Bonifacio Global City, Taguig City	<b>Swift Code:</b>	MBTCPHMM

Payment Due	Payment Amount
Upon confirmation no later than <b>22 March 2024</b>	One Hundred percent (100%) of Total Minimum Spend inclusive of taxes and service charges
Immediately on group check-out via cash/credit card only.	Balance of the total incurred Food and Beverage, Function Room Rental, Audio Visual and all other event related expenses inclusive of taxes and service charges.

Save as otherwise provided in this Agreement, all Event charges are payable upon receipt of a proforma invoice from Hotel unless a Credit Account with sufficient credit limit is pre-approved by and set up with Hotel. Organiser will advise Hotel of its expected method of payment of the Master Account upon confirming the booking. If Organiser pays using a credit card that is acceptable by Hotel, a valid credit card must be provided to Hotel as well upon confirming the booking which will be used for any pre-payments and all additional Master Account charges will be charged to such credit card at the end of Event. Any amounts not paid by the end of Event will accrue interest at 1½% per month over the outstanding unpaid amount on and from the end of Event.

Organiser agrees that Hotel shall, notwithstanding anything in the Agreement, be entitled to deduct from or set off against any monies due from Hotel to Organiser, any sum or sums which Organiser is liable to pay or allow to Hotel under the Agreement, or any other contract Organiser has with Hotel or otherwise according to law.





**14. General Terms and Conditions:**

The parties agree to comply with the provisions set forth in Appendix 1 (**General Terms and Conditions**).

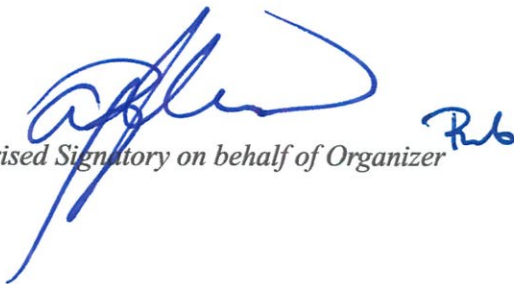
**15. Data Protection Compliance:**

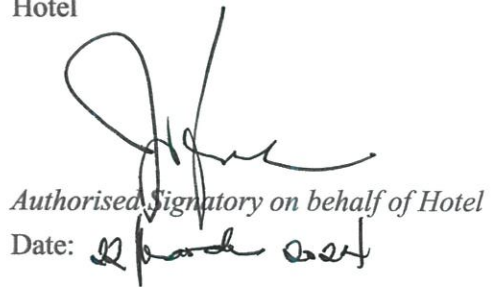
The parties agree to comply with the provisions set forth in Appendix 2 (**Data Protection Compliance**) regarding Personal Data (as defined therein).

Please indicate your acceptance by initialling all pages and signing on the execution page of both original sets of this Agreement and return one set to Hotel. The duly executed Agreement must be received by Hotel on or before **20 March 2024** failing which the offer shall lapse and all guest room blocks and function space will be released without further notice.

**DEPARTMENT OF BUDGET AND MANAGEMENT**  
Name of Association/Company

**SHANGRI-LA THE FORT, MANILA**  
Hotel

  
*Authorized Signatory on behalf of Organizer*  
Date:

  
*Authorized Signatory on behalf of Hotel*  
Date: 