



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

NOTICE OF AWARD

February 16, 2024

MR. GELMAR P. PATOK

Senior Sales Manager
Radisson Blu Cebu
Osmeña Blvd. cor., Juan Luna Ave, Cebu City

Dear **Mr. Patok:**

We are pleased to inform you that the project "***Lease of Venue for the Philippine Open Government Partnership (PH-OGP) Institutionalization Activities (Central Visayas Region)***" is hereby awarded to Radisson Blu Cebu in the amount of **Eight Hundred Twenty Thousand One Hundred Twenty Pesos (P820,120.00) 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,


MARY JOY O. DE LEON

*Acting Director IV
Fiscal Planning and Reforms Bureau
Department of Budget and Management*



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

NOTICE TO PROCEED

February 16, 2024

MR. GELMAR P. PATOK

Senior Sales Manager
Radisson Blu Hotel
Osmeña Blvd. cor., Juan Luna Ave, Cebu City

Dear **Mr. Patok:**

This is to inform your company that performance of the obligations specified in the attached Contract for the Project, "*Lease of Venue for the Philippine Open Government Partnership (PH-OGP) Institutionalization Activities (Central Visayas Region)*", shall commence upon receipt of this Notice to Proceed.

Very truly yours,


MARY JOY O. DE LEON
Acting Director IV, FPRB

I acknowledge the receipt and acceptance of this Notice on: FEBRUARY 16, 2024

Name of Consultant and/or Representative: GELMAR P. PATOK

Authorized Signature:  _____



Radisson **BLU**
CEBU

LETTER OF
AGREEMENT FOR

ROOM &
BANQUET
ARRANGEMENT
FOR

Department of
Budget and
Management

February 20-22,
2024

RADISSON BLU CEBU
Serging Osmena Blvd., corner
Juan Luna Ave., Mabolo, Cebu City
6000, Philippines
T: +63 32 402 9900 / 505 1700
Philippines Toll Free: 1 800 1611 0293
www.radissonhotels.com/blu



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February 15, 2024

Mary Joy O. De Leon
Fiscal Planning and Reforms Bureau
Department of Budget and Management
Philippines
Contact Number: +63 920 943 0435
Email Thru: knagales@dbm.gov.ph

Re: *Philippine Open Government Partnership (PH-OGP) Institutionalization Activity (Visayas)*

Dear **Ms. De Leon**,

Thank you for choosing Radisson Blu Hotel Cebu as the official venue of the **Philippine Open Government Partnership (PH-OGP) Institutionalization Activity (Visayas)** on **February 20-22, 2024**. We have attached the agreement outlining the details as discussed to date.

In order for us to continue to hold the confirmed space, please return the signed agreement by **February 16, 2024**.

We look forward to working with you and welcoming your valued guests to Radisson Blu Hotel Cebu.

Kind regards,

Gelmar P. Patok
Senior Sales Manager



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LETTER OF AGREEMENT

ROOMS & BANQUET

BETWEEN

Business Partner	Department of Budget and Management
Contact Person	Mary Joy O. De Leon
Designation	Fiscal Planning and Reforms Bureau
Address	Philippines
Contact Number	+63 920 943 0435
Email Thru	knagales@dbm.gov.ph

AND

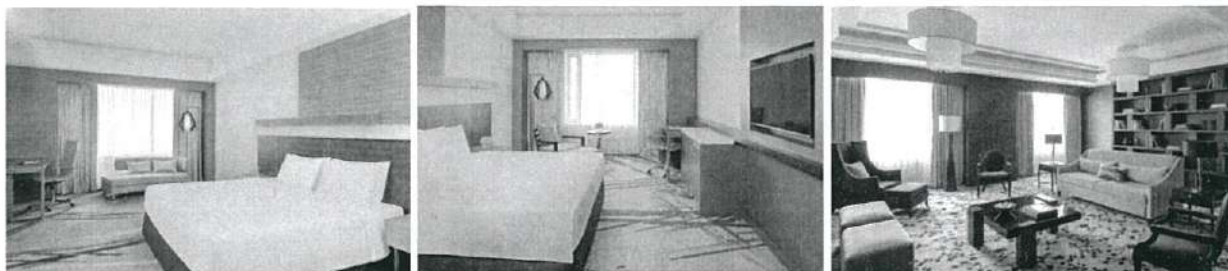
The Hotel	Radisson Blu Hotel Cebu
Contact Person	Gelmar P. Patok
Designation	Senior Sales Manager
Address	Serging Osmeña Blvd. cor. Juan Luna Ave. Cebu City, Philippines
Tel	+63 32 4029900
Fax	+63 32 4029999
Email	gelmar.patok@radisson.com
Website	www.radissonblu.com/hotel-cebu

Agreement Period

This agreement is valid only for the following:

**Philippine Open Government Partnership (PH-OGP)
Institutionalization Activity (Visayas)
February 20-22, 2024**

Accommodation



Radisson Blu Hotel Cebu's 400 elegant and well-appointed guestrooms and suites boast extensive views of Metro Cebu on one side, and the sapphire waters of the Mactan Channel on the other. With the largest floor size among all hotels in the city (beginning at 35.4 sq. m.), all accommodations in the deluxe business property are equipped with a minibar, coffee and tea making facilities, an iPod dock, and complimentary high-speed internet access.

1. Guestroom Requirements

Category	Rate Per Room Per Night	February		
		20 (Tue)	21 (Wed)	22 (Thu)
Superior Room Single Occupancy	PhP5,535.00	6	6	Check-out
Superior Room Double Occupancy	PhP6,035.00	10	10	Check-out
Total		16	16	

Inclusions and Amenities:

- Daily buffet breakfast
- Complimentary high-speed internet access (WIFI and Cable)
- Complimentary use of swimming pool and fitness center
- In-room coffee and tea making facilities
- In-room flat iron and ironing board
- In-room laptop size safe deposit box

2. Guestroom Terms and Conditions

- a. Room rate quoted is confidential between Radisson Blu Hotel Cebu and **Department of Budget and Management**
- b. Room rate is quoted in Philippine Peso and inclusive of 10% Service Charge, 12% VAT and 0.75% Local City Tax
- c. Nett, and quoted on a room, per night basis, unless otherwise stated

Banquet



Event Space Assignment

We are pleased to reserve the following function rooms for your event:

Date	Time	Event	Function Space	Meal Requirement	Setup Style	No. of Guests
February 20-21, 2024	1800H-2200H	Dinner	Feria Restaurant	Buffet Dinner	Existing	30
February 21, 2024	0800H-1200H	PH-OGP Institutionalization Activity	Niña Ballroom	Plated AM Snacks, Buffet Lunch	Banquet	300

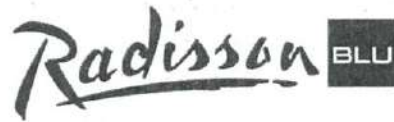
1. Meal Requirements

The hotel is pleased to offer our Package rates based on a per person per day pricing.

Our **Half Day Conference Package: PhP 1,600.00nett** per person & day including 10% service charge and applicable government taxes.

Our **Half Day Conference Package is at PhP 1,600.00nett per person** includes:

- Complimentary use of the venue for a maximum of four (4) hours. In excess, corresponding hourly rental charges shall apply depending on which function room.
- **Buffet Lunch with one round of chilled beverage**
- **Plated Morning Snacks with coffee station**
- Complimentary use of audio-visual equipment (regular PA system, 2 wired microphones, LCD projector and projector screen, podium)
- Complimentary wireless internet access in the function room
- **Minimum of 300 persons guaranteed**



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Our **Feria Buffet Dinner: PhP 1,800.00nett** per person & day including 10% service charge and applicable government taxes.

LED Wall (9x12 ft.): PhP 45,000.00nett per unit & day including 10% service charge and applicable government taxes.

2. Rental of Audio-Visual Equipment

Two (2) wired microphones, two (2) wireless microphones, regular sound system, LCD projector and projector screen and extension cords for laptops may be provided by the Hotel on a complimentary basis. However, you may incur incidental charges for the use of the following **additional** equipment. *Rates are subject to change without prior notice.*

Equipment	Per Unit Per Day
Lapel Microphone	Php 2,500.00 net
Wireless Microphones	Php 1,500.00 net
Electrical Fee ***	Php 40,000.00 net <i>(Maximum of 50A, can be given as Complimentary, above 50A Electrical fee will apply unless client will bring their own Generator Set.)</i>
Others (please specify)	To be advised once equipment is identified

*** *Electrical fee will be applied should you bring in a band, mobile, performer or more than 10 laptop units to be used in a function space. The hotel also encourages client to bring a Generator Set for big productions.*

For a more detailed quote and assistance with all audio-visual rentals, technical advice and theming, please advise your specific requirements.

3. Banquet Terms and Conditions

- We shall require a signed contract in order to guarantee the date, space and rates you have reserved. The Hotel will hold all arrangements specified in this contract until **February 16, 2024** only. Please advise us of your final confirmation so we may block the dates and space on a **definite** basis.
- A minimum guaranteed revenue or attendance is required per function space you will reserve. Please review and advise us on the minimum guaranteed revenue or attendance. Charges will be made based on the minimum guaranteed revenue or attendance or the actual revenue or attendance, whichever is higher.
- Function rooms are assigned according to the expected attendance and set-up. The Hotel reserves the option to assign alternative meeting space suitable for the Group's or Event's requirement should the expected attendance change, subject to availability and with prior agreement with the Organizer or Engager.
- We shall require a reservation fee or deposit upon confirmation in order to guarantee the date, space and rates you have reserved. Please refer to the schedule of payment.

Radisson Blu Cebu

Serging Osmeña Blvd., corner Juan Luna Ave., Mabolo, Cebu City 6000, Philippines

T: +63 32 402 9900 / 505 1709

info.radissonblucebu@radisson.com

radissonhotels.com/blu



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All meeting rooms, food and beverage, and related services are inclusive of applicable taxes and service charge in effect on the date of the event. If the company has a credit line with the hotel, send bill may be arranged but should be supported by a Letter of Authorization or Purchase Order from the company stating what should be charged accordingly.

- e. Banquet rates are non-commissionable.
- f. Deposits are non-refundable. For cancellations, with the exception of Force Majeure, or postponements, deposits will be either forfeited or may be used within a limited period of time as approved by the Hotel depending on the Cancellations and Release Back Policies.
- g. Please confirm increase in the minimum guarantee of persons at least one (1) week prior to the function date. Otherwise, a 20% surcharge on top of the menu price/package price will be applied accordingly. A 10% buffer only will be prepared for possible increase in minimum guaranteed attendance on the day of the event. Note that a minimum guarantee of persons is required in order to prepare the right amount of food and beverage supply for your guests. The Chef will need to plan ahead on the buffer as well for possible increases.
- h. In the event that a client will bring in food items into the hotel or bring out food items left-over from a function, the client shall sign a disclaimer form and comply with all legal requirements relating to food safety as well as indemnify the hotel from and against all claims and damages resulting to the consumption of the food.
- i. In the event that client will subcontract, the client has the responsibility to communicate to their awarded supplier / contractor the guidelines for ingress, egress, ballroom usage as well as accomplishing of the necessary permits as applicable or as deemed necessary.

Rooms & Banquet Attrition and Cancellation Charges

This agreement is being held on a tentative basis and will only be considered as a definite booking after the receipt of the signed contract by **February 16, 2024**.

However, should another organization approach us with a commitment to book the proposed dates on a definite basis, you will be advised and given a 48-hour right of refusal. You have the option to confirm your booking or to release the space and the room block in writing any time prior to the expiry of the 48 hours.

Period	Attrition	Cancellation Charges
90 days before the event	100% of the Room & Banquet blockings may be cancelled without penalty	No Charge
60 days before the event	20% of the Room & Banquet blockings may be released without penalty. In excess of the	75% of the total Room & Banquet and other food & beverage charges specified in this agreement



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	acceptable 20%, cancellation charges apply.	
30 days and under	Any Room & Banquet blockings released within this period will be subject to cancellation charges.	100% of the total Room & Banquet and other food & beverage charges specified in this agreement

Payment Schedule

Upon acceptance of this agreement, Radisson Blu Hotel Cebu will require the **Department of Budget and Management** to arrange payment of the following:

Schedule	Amount	Due Date
Full Payment of the Total Guaranteed Room & Banquet Charges	PhP 820,120.00	send bill arrangement (with provision of Purchase Order on or before Feb 16, 2024)
Incidental charges (if authorized by Department of Budget and Management) will be settled at the conclusion of the event		

Estimated Breakdown of Charges

Rooms

20-22 February 2024

6 Superior Rooms x PhP5,535.00nett x 2 nights	=	PhP 66,420.00
10 Superior Rooms x PhP6,035.00nett x 2 nights	=	PhP 120,700.00

Banquet

20-21 February 2024

Feria Buffet Dinner at PhP1,800.00nett x 30 persons x 2 days	=	PhP 108,000.00
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21 February 2024

Half Day Package at PhP1,600.00nett x 300 persons	=	PhP 480,000.00
LED Wall at PhP45,000.00nett x 1 unit x 1 day	=	<u>PhP 45,000.00</u>

Total Estimated Charges for Rooms & Banquet **PhP 820,120.00**



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RADISSON REWARDS FOR BOOKERS AND PLANNERS



Radisson Rewards for Bookers and Planners is designed for our travel professionals. As a member, you will be rewarded for bookings at any of our more than 700 hotels in Europe, Middle East, Africa and Asia-Pacific and enjoy exclusive opportunities to earn and redeem points for a wide selection of award night stays, airline miles and more. If you are not a member yet, please consider joining our loyalty program now at <https://www.radissonhotels.com/en-us/radisson-rewards/join-b2b> . Make sure to provide your Radisson Rewards membership number every time you request a meeting proposal from our hotels.

Please include your Radisson Rewards for Bookers and Planners membership number and name here:

Member number: _____

Member name: _____

Billing Procedures

a. Master Account

All rooms, banquet/functions and other food and beverage charges allowed by the Authorized Representative shall be charged to the Master Account under **Department of Budget and Management** unless otherwise instructed.

b. Individual Account / Incidental Charges

All incidental charges incurred by guests shall be billed to the individual's personal account unless otherwise advised by the authorized signatory. Settlement of the individual accounts shall be upon check-out either by cash or credit card.

c. Credit Facilities

In the event credit facilities are requested by the Business Partner, an appropriate credit application must be completed by the Business Partner and approved by Radisson Blu Hotel Cebu thirty (30) days prior to the guest arrival and/or date of the event.

Radisson Blu Cebu
Serging Osmeña Blvd., corner Juan Luna Ave., Mabolo, Cebu City 6000, Philippines
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info.radissonblucebu@radisson.com
radissonhotels.com/blu



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Payment Terms

a. Taxes and Levies

Unless otherwise specified in this agreement, all charges are inclusive of prevailing taxes and levies applicable at the time the bill is presented, but the bill will reflect the total amount payable (i.e. charges plus applicable taxes and levies).

b. Bank Account Information

All payments are to be made to the following account, unless otherwise notified by the hotel:

NAME OF BANK: **BANCO DE ORO SM CITY CEBU B**
ACCOUNT NAME: **SM PRIME HOLDINGS, INC. - RADISSON BLU HOTEL CEBU**
ACCOUNT NUMBER: **00245-0092613**
SWIFT Code: **BNORPHMM**

Upon check-out, the hotel will present a bill which will include, but not be limited to, any other charges not specified in this agreement but authorized by the Authorized Representative during the event. Business Partner agrees to make full settlement of the bill upon its presentation.

c. The Business Partner is responsible for any withholding taxes:

- Pay the income withholding taxes
- Provide Radisson Blu Cebu with original copy of the Certificate of Tax Withheld (BIR Form 236) within 30 days.
- Deduct the withholding tax from its payment.

d. Currency

If payment is made in any currency other than that used by the hotel, Business Partner is responsible for any fluctuation in the currency exchange. The hotel shall be paid the full amount in the currency as charged.

e. No Set-Off or Deduction

Business Partner shall not set-off or deduct any amount from the payments due and payable to the hotel.

f. Credit / Send Bill Arrangements

Should the Business Partner fail to settle the accounts within the said credit period and /or exceeds the credit limit approved, Radisson Blu Cebu reserves the right to withdraw the credit facility. The Hotel also reserves the right to refuse any new bookings on a credit basis until all outstanding accounts are settled.

Invoices unpaid after the credit period shall be imposed an interest of 1.5% per month.

Claims for VAT exemption to zero rating should be properly supported by a valid Certification from BIR for the current year.



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Function Space Allocation

Radisson Blu Hotel Cebu reserves the right to substitute the function room(s)/venue(s) should the room(s)/venue(s) reserved become unavailable due to causes beyond the hotel's control and/or in case a substantial drop in final numbers occur. The Business Partner will be advised in advance by the hotel. There would be no change in the payments due under the agreement.

Systems and Equipment Use

All systems and equipment that Business Partner wishes to use in the hotel for the event that are not supplied by the hotel must be inspected, tested and approved by the hotel prior to use. Business Partner is responsible in all aspects for such systems and equipment and the hotel shall not be liable in any manner for such systems and equipment and their use.

Force Majeure

Radisson Blu Hotel Cebu shall not be held liable for failure to execute arrangements specified herein directly or indirectly occurred by or through or in consequence of war, strikes, riots and Acts of God or conditions beyond the control of Radisson Blu Cebu. In the event of Force Majeure, Business Partner will be refunded all paid deposits.

Indemnity

Business Partner assumes sole responsibility for, and will indemnify and hold harmless, the hotel, the hotel operator, and their respective employees and agents from and against, all claims, liabilities or damage, arising from or in connection with the Business Partner's event and any person present at or involved in such event.

Hotel Policies

Business Partner shall (and ensure that all persons present at or involved in Business Partner's event) at all times adhere to the policies and procedures of the hotel implemented from time to time.

Authorized Representative

Business Partner acknowledges and agrees that the hotel is entitled to act in reliance on the authority and instructions of the Authorized Representative in relation to the event and the accommodation, unless otherwise notified in writing by Business Partner.

Governing Laws

In case of suits arising from the interpretation, protection and enforcement of this proposal, the parties agree to institute such actions exclusively within the proper courts of Cebu City, Cebu, Republic of the Philippines, to the exclusion of all others. The offending party shall pay attorney's fees, interest, damages and cost of suit in addition to such claims as imposed by the court.



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Accepted on behalf of:

Company Name: Department of Budget and Management
Printed Name: Mary Joy O. De Leon
Designation: Fiscal Planning and Reforms Bureau
Authorized Signature: 

Date: Feb. 16, 2024

Offered on behalf of Radisson Blu Hotel Cebu:

Printed Name: Gelmar P. Patok
Position: Senior Sales Manager
Authorized Signature: 

Date: February 15, 2024

Printed Name: Marife P. Yuson
Position: Director of Sales & Marketing
Authorized Signature: 

Date: February 15, 2024