



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

NOTICE OF AWARD

March 27, 2018

MR. ARIEL LABONITE

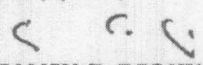
Ace Hotel and Suites/ USA Development Corporation
United Street corner Brixton Street,
Pasig City

Dear **Mr. Labonite**,

We are pleased to inform you that the contract for the lease of Project, "Conduct of Risk and Opportunity Calibration Workshop" is hereby awarded to your company in the amount of **Two Hundred Twenty Six Thousand Pesos (Php 226,000.00)**.

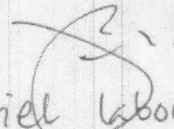
Please coordinate with the Corporate Planning and Management Service (CPMS) of DBM in the implementation/ execution of this project.

Very truly yours,


BENJAMIN E. DIOKNO
Secretary



Acknowledged by:


Ariel Labonite

March 28, 2018



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

NOTICE TO PROCEED

March 27, 2018

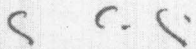
MR. ARIEL LABONITE

Ace Hotel and Suites/ USA Development Corporation
United Street corner Brixton Street,
Pasig City

Dear **Mr. Labonite**,

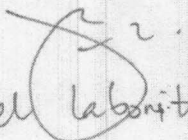
This is to inform you that the performance of obligations specified in the attached Contract for the Project "Conduct of Risk and Opportunity Calibration Workshop" shall commence as scheduled.

Very truly yours,


BENJAMIN E. DIOKNO
Secretary



Acknowledged by:


Ariel Labonite

March 28, 2018

Contract



26 March 2018

BENJAMIN E. DIOKNO

Secretary

Department of Budget and Management

General Solano St., San Miguel, Malacañang, Manila

Thru: Ms Mercedes P. Navarro
Director, CPMS

Dear **Sec. Diokno**,

We are delighted to learn that **Department of Budget and Management** has chosen Ace Hotel and Suites as the venue of your Meeting on **April 3, 2018**. We are pleased to present the following special arrangements for your group:

I. ACCOMMODATION REQUIREMENTS:

Based on your requirements, a total of 17 guestrooms will be needed.

Arrival Date	Departure Date	No. of rooms	No. of nights	Room Type	Daily Room Rate	Total Cost
Apr 3	Apr 4	16	1	Deluxe Room (Twin)	Php 3,200.00	Php 51,200.00
Apr 2	Apr 3	1	1	Secretariat (Quad)	Concession	Free of Charge

- Above rate are **inclusive** of 10% service charge, 12% VAT and 2.8% city tax.
- Rates are **CONFIDENTIAL** and may **NOT** be published online or in any printed collaterals.

STANDARD AMENITIES

- Complimentary **Buffet Breakfast** at Sky Garden Lounge (8th Floor)
- Complimentary Parking (1 car per room policy)
- Complimentary Bottled Water (Daily Replenished)
- LCD television with cable programming
- Free Wi-Fi Access, Daily Newspaper
- Daily Make up of room
- Concierge services

ROOM FEATURES AND AMENITIES

- 32" LED TV with cable channels
- Executive writing desk with ergonomic chair
- Electronic safe
- In room coffee and tea making facilities
- Soft linen made of the finest Korean feathers
- Individually-controlled air conditioning system
- Telephone with NDD/IDD facility
- Personal refrigerator
- Minibar by request
- Ensuite Bathroom with comfortable slippers
- Hair dryer

OTHER HOTEL SERVICES AND AMENITIES

- Transportation, tours and travel desk
- 24 hours maintenance and Security System
- Close Circuit Television on public areas
- Standby emergency power
- Hi-speed elevator with security access card
- 24 hours Front office and concierge services
- ATM Facilities
- GYM Facilities
- Wellness Spa
- Laundry Shop, Convenience Store
- Family KTV, Restaurant and Bar
- Skyhigh bar @ 22 floor / Roofdeck

United Street corner Brixton Street Pasig City
Telephone number: 628-1888
Website: www.acehotelsuites.com



Check In / Out Time

Our check in time is 1400H on the day of arrival. We will make every effort to accommodate arrivals prior to this time depending on room availability. Should you wish to guarantee availability of the guestrooms to accommodate your guests' early arrival may we suggest that rooms are reserved for the day before the room charge shall be based on the daily group room rate as quoted above?

Our check out time is 1200H on the day of departure. Should guests wish to check out after the normal check out time, we will be pleased to offer the half-day rate, which is 50% off corporate rate.

Cancellation Policy:

Date	Cancellation / Room Reduction Clause	Deposit Requirement
On Or before March 29, 2018	Rooms: Rooms cancelled will be subject to 50% cancellation charge equivalent to entire duration of stay.	Room incidentals are to be settled immediately upon check out, either through Cash or credit card. Charges not included in the Contract shall be charged individually on personal accounts based on room numbers.
On Or before March 30, 2018	Rooms: Rooms cancelled will be subject to 100% cancellation charge equivalent to entire duration of stay.	Room incidentals are to be settled immediately upon check out, either through Cash, credit card. Charges not included in the Contract shall be charged individually on personal accounts based on room numbers.

II. CATERING AND EVENTS SERVICES

DATE	VENUE	DESCRIPTION	NO. OF PERSONS	RATE PER PERSON	EST. TOTAL COST
Apr 3	Function Hall	AM Snack Buffet Lunch PM Snack Buffet Dinner	85	Php 1,880.00	Php 159,800.00
		Break Out Rooms	5	Php 3,000.00	Php 15,000.00

FUNCTION ROOM RESERVATION

The function space will be blocked as soon as the event is confirmed and contract letter signed.

FUNCTION ROOM CHARGES

Room rental for the function room of **Department of Budget and Management** is waived in lieu of food and beverage charges, as detailed in the contract. Usage of the function room shall be in accordance with the stipulated time schedule. Event must begin and end promptly from 8:00 am to 9:00 pm. If the space is available and the guests would want to extend the event, an excess hour rental in the amount of Php 5,000.00 per hour, non-consumable* will be charged accordingly. Corresponding charges for additional electronic equipment such as laptops and other electronic gadgets will be waived.

FUNCTION ROOM CANCELLATION AND POSTPONEMENT

A fee of 50% of total estimated cost of the function will be imposed if the cancellation notice is on or after March 29, 2018. In case of postponements due to unavoidable circumstance(s), a written notice of postponement shall be submitted to the hotel at least fourteen (14) days before the date of the function. Revised dates shall be subject to function room availability. If the postponement notice is made on or after March 30, 2018, 100% cancellation fee of the total estimated function revenue shall be imposed.

GUARANTEED NUMBER OF ATTENDEES

Should the engager, **Department of Budget and Management** decide to change the number of attendees originally covered in the contract **Department of Budget and Management**, should notify the Hotel in writing Contract fourteen (14) days before the date of function. At the latest, any advice of increase should be made seventy-two (72) hours prior to the date of the function and will be entertained based on space availability. **Department of Budget and Management** agrees to pay for the guaranteed number of attendees should the attendance fall lower.

However, should the number of attendees exceed the guaranteed number; **Department of Budget and Management** agrees to pay for the additional served subject to the actual count. Additional charges will be based on the rate per person as agreed upon.



III. SUMMARY OF CHARGES

ROOM CHARGES

Arrival Date	Departure Date	No. of rooms	No. of nights	Room Type	Daily Room Rate	Total Cost
Apr 3	Apr 4	16	1	Deluxe Room (Twin)	Php 3,200.00	Php 51,200.00
Apr 2	Apr 3	1	1	Secretariat (Quad)	Concession	Free of Charge
ESTIMATED ROOM CHARGES						Php 51,200.00 net

BANQUET CHARGES

DATE	VENUE	DESCRIPTION	NO. OF PERSONS	RATE PER PERSON	EST TOTAL COST
Apr 3	Function Hall	AM Snack Buffet Lunch PM Snack Buffet Dinner	85	Php 1,880.00	Php 159,800.00
		Break Out Rooms	5	Php 3,000.00	Php 15,000.00
ESTIMATED BANQUET CHARGES					Php 174,800.00 net

SUMMARY OF CHARGES

ROOM CHARGES	:	Php 51,200.00 net
BANQUET CHARGES	:	Php 174,800.00 net
TOTAL	:	Php 226,000.00 net

Reservations

Currently we have the rooms available and have been reserved for your group. The special rate and benefits are extended to this group. We would appreciate your signature on this contract as your form of acceptance of the terms and conditions stated above. You may provide us the signed contract on or before **March 28, 2018**.

Payment Terms

- Send Bill arrangement and 30 days payment term upon receiving the SOA.
- Non-guaranteed reservations will automatically be released 48 hours prior to arrival.
- Payments in cash or company check may be deposited to our bank account:
 - Bank Name: Rizal Commercial Banking Corp (RCBC)
 - Account Name: USA DEVELOPMENT CORP
 - Account Nos. : 000 000 900 167 5965
 - Swift Code: RCBC PHM
- Please make checks payable to: **USA DEVELOPMENT CORP**. All check payments are subject to clearing.

Non-Compliance

If the required deposit or payment is not received on the date indicated, reservation for the group may be subject to cancellation without prior notice. Reinstatement of the group reservation shall only be made upon receipt of payment and to the extent that rooms and/or function rooms are available at that time.

We would appreciate receiving from you a copy of the specimen signatures of your authorized signatories for this event. All personal incidental charges incurred shall be settled immediately upon check out either in cash, or any acceptable credit card based on room numbers.

No Show/ Cancellation on Day of Arrival

If any guests do not arrive on the scheduled date of arrival or in case of cancellation on the day of arrival, no show or cancellation shall be applied equivalent to the entire duration of the stay. The guest's reservation will also be automatically cancelled unless a request to reinstate the room for the following day is made.

Contract



Damage

The company shall be held responsible for any damage made to the hotel and function room during your function and the corresponding repair charges shall be billed to the company except due negligence of the hotel.

Exclusions of Liability

The **ACE HOTEL & SUITES** and **Department of Budget and Management** will not be held liable for failure to execute obligations specified herein directly or indirectly occasioned by or through or in consequence of war, change of statutes of the Philippine Government, strikes, riots, and other civil disturbances, typhoons, floods, natural calamities and other acts of God, fire or such other conditions and events beyond the control of the Hotel. In the event of non-performance due to the above reasons, the Hotel shall refund in full the deposits received for this function.

Thank you for selecting Ace Hotel and Suites. For further queries, please do not hesitate to contact me at telephone number: 682 1888 local 5210, mobile: 0917 549 5441 or fax 470 9142

Yours sincerely,

Mr Ariel Labonite
Sales Account Executive
ACE HOTEL AND SUITES

CONFORME:

BENJAMIN E. DIOKNO
Secretary
Department of Budget and Management



Acknowledged by:

Ariel Labonite

March 28, 2018

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