



Holiday Inn

CLARK PHILIPPINES

March 15, 2012

MR. GIL P. MONTALBO
Director IV, CPRS-DBM

DEPARTMENT OF BUDGET AND MANAGEMENT
Malacañang, Manila
Telephone Number: (632) 735 4916

Subject: DBM BUSINESS PLANNING WORKSHOP
March 28-30, 2012
38 Rooms & 67 Persons

Dear Mr. Montalbo:

Warm greetings from Holiday Inn Clark!

We are delighted that you have chosen our hotel as the venue for your upcoming "DBM Business Planning Workshop". We are pleased to confirm the following arrangements as discussed and agreed upon:

ROOM REQUIREMENTS

ETA	: 10:30 am	ETD	: 5:00 pm
Check-in Time	: 2:00 pm	Check-out Time	: 12:00 noon
Via	: own vehicle	Via	: own vehicle

Official check-in time at 2:00 pm and check-out time at 12:00noon

Date	No. of Rooms	Accommodation	Rate per Room
Mar. 28-30	1	Executive Suite UPG (1 person)	Php 3,000.00 net / room / night
	8	Deluxe Single (1 person)	Php 3,000.00 net / room / night
	29	Deluxe Twin (2 persons)	Php 3,300.00net / room / night

- Rates are inclusive of 10% service charge; No government tax added; non-commissionable
- Rates are valid for this date and function only; Minimum of 38 Rooms & 67 persons
- All rates are quoted in Philippine Peso and are based on the original requirements discussed, should your requirements change, rates quoted shall be subject to review and may change accordingly.

Room Inclusions:

- * Hotel Accommodation
- * Buffet Breakfast
- * Mineral Water in the Room replenished daily

Mimosa Drive, Mimosa Leisure Estate, Clark Freeport Zone, Philippines 2023

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REGISTRATION / FRONT OFFICE / TELEPHONE EXCHANGE

- March 15, 2012 : Submission of Final room list through email at Ruth.Lontoc@ihg.com or through fax at (02) 810 - 3743
- March 28, 2012 at 10:30-11:00AM : Issue welcome drinks
- March 28, 2012 at 2:00PM : Check-in counter at the front desk
Issue two key cards per room to be returned upon check-out
- March 30, 2012 at 12:00NN : Individual Check out at the Front Desk

FRONT OFFICE / TELEPHONE EXCHANGE / CASHIER

- Bar NDD/IDD in all rooms
- Bar Pay TV and LAN connection in all rooms
- Personal incidentals such as Wi- Fi cards, room service and other incidentals shall be settled thru personal account by individual guests.

HOUSEKEEPING

- Complimentary mineral water, replenished daily

SPECIAL CONCESSIONS

- Free use of recreational facilities (swimming pool and fitness inn)

BANQUET REQUIREMENTS

MR. JERRY FLORES, Meetings & Events Manager, will send you a separate contract for your meeting and banquet schedule. You may contact her at 845-1888 loc. 1307 for further assistance.

CONFERENCE VALUE PROGRAM PROPOSAL CONCESSIONS

- Complimentary 11-hour use of function / meeting room as plenary area (8:00AM-7:00PM)
- Breakout rooms, in addition to the plenary area and holding area, shall have corresponding charges (non-consumable)
- Free-flowing coffee and tea during meeting / conference proper
- Audio visual equipment: projector screen and sound system
- Meeting room set-up will include pads, pens, paper napkins, coasters, glasses, ashtrays, matches, mints, rubbish bin, flipchart, whiteboard, pens and markers
- Client will bring own LCD projector
- Complimentary twenty one (21) 24hour WiFi vouchers for the whole event.

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TERMS AND CONDITIONS:

1. We will appreciate receiving your signed contract on or before March 15, 2012.
2. All rooms will be run-of-the house. The hotel reserves the right to assign alternate room(s) should all or a portion of the contracted rooms become unavailable for any reason whatsoever. Additional room requirements shall be subject to room availability.
3. In case of an early departure, the Hotel reserves the right to charge **DEPARTMENT OF BUDGET AND MANAGEMENT** the equivalent amount of the remaining number of room/nights contracted.
4. The official check-in time is set at 2:00PM while the check-out time is set at 12:00 Noon.
5. Neither the hotel nor **DEPARTMENT OF BUDGET AND MANAGEMENT** shall be liable or responsible to each other for any loss or damage or for any delays or failure to perform due to causes beyond its reasonable control which is herein after referred to as force majeure such as acts of God, strikes, epidemics, war, riots, flood, fire, sabotage, terrorist activity or threat, closure or congestion or airports, order or restriction by any governmental authority, or any circumstance of like character.

BILLING ARRANGEMENT:

- A. **DEPARTMENT OF BUDGET AND MANAGEMENT** shall be responsible for the expenses incurred in the following:
 - Organized meals/beverages
 - Beverages (sodas, juices, & alcoholic beverages) charged to company master folio duly acknowledged and signed by the authorized signatories.
 - Incidental charges duly acknowledged and signed by the authorized signatory.
- B. All charges **NOT SPECIFIED** above (i.e. individual telephone charges, laundry, mini-bar consumption) shall be for the Personal Account of the participants payable on cash basis status, immediately after delivery of service or consumption of food.
- C. **DEPARTMENT OF BUDGET AND MANAGEMENT** agrees to shoulder all unsettled incidental charges of the individual guest, if any.
- D. In case of Force Majeure, any deposit made by **DEPARTMENT OF BUDGET AND MANAGEMENT** shall serve as down payment and can be consumed anytime within six months. Failure to consume the deposit shall mean forfeiture of the said amount.
- E. **DEPARTMENT OF BUDGET AND MANAGEMENT** assigns the following authorized signatories in Clark:

MR. GIL P. MONTALBO - Director IV, CPRS-DBM
MS. DIMPNA LEJOS - Planning Officer V

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DEPOSIT AND PRE-PAYMENT POLICY:

We shall require the following payment to be received by the Hotel according to schedule below for the Accommodation and Event/Banquet charges as stipulated in this contract. For credit card payments, the applicable credit card transaction fee will be applied to the total tax invoice for contracts valued at USD5,000 or greater.

Deposit Upon Contract Signing	Scheduled Date	Amount Due
	Total charges shall be based on total contracted room and meal charges, including group incidental acknowledged by the group's official signatory.	
	Total contracted room and meal charges and authorized group incidental charges shall be settled through SEND BILL ARRANGEMENT. Certificate of Availability Funds (CAF) already received last March 6, 2012.	
	Form of payment maybe in cash, corporate check, or any accepted credit card.	
	Total Room Charges	Php 245,400.00
	Total Meal Charges	264,650.00
	Total Estimated Charges	Php 510,050.00

*Note that the above computation is based on the Minimum Roomnights blocked and Minimum Banquet Guarantee (see attached Estimated Charges)

CANCELLATION POLICY AND PROCEDURE:

We understand that from time to time things change, that is why we have developed a flexible approach to cancellations and applicable charges for **DEPARTMENT OF BUDGET AND MANAGEMENT**. It shall pay the Cost of the original number of rooms reserved should there be a decrease in room requirements based on the date range specified below:

Cancellation Date Range	Cancellation Charges
90 days prior to arrival	Your deposit will be refunded in full
Between 90 & 61 days prior to arrival	20% of total estimated accommodation and events charges as booked will be charged
Between 60 & 31 days prior to	40% of total estimated accommodation and events charges as

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arrival	booked will be charged
Between 30 & 15 days prior to arrival	60% of total estimated accommodation and events charges as booked will be charged
Within 14 days of arrival	100% of total estimated accommodation and events charges as booked and no refund of any deposits paid to the hotel

ATTRITION POLICY AND PROCEDURE

Accommodation and event charges are based on delegate numbers advised at time of enquiry and are used to generate your business proposal and quotation. Should your numbers change prior to confirming your booking your quotation may change accordingly.

From the signing of this Contract and up to 30 days prior to the commencement date of the Event, a partial reduction of the bedrooms blocked of up to 10% may occur. In the event of any cancellation in excess of the above stipulated threshold, the Hotel shall assess the Cancellation Fee based upon the above chart.

Mr. Montalbo, we trust that you will find the foregoing arrangements favorable. Kindly signify your conformity by affixing your signature on the space provided below and return to us a copy so we may consider this contract valid and in effect.

Until then, if we may be of any further assistance, please do not hesitate to get in touch with the undersigned or any of the following Clark-based personnel upon your arrival in Clark Field.

- | | | |
|-------------------|-----------------------|----------------------------|
| Rooms | Mr. Jerry Estrada | Front Office Manager |
| | Ms. Aileen David | Asst. Front Office Manager |
| | Mr. Ronnie Arcega | Duty Manager |
| | Mr. Lewie Paras | Duty Manager |
| | Mr. Hinch Ticsay | Duty Manager |
| Housekeeping | Mr. Nelson Lapuz | Executive Housekeeper |
| Sales & Marketing | Ms. Mabel Roman | Director of Sales |
| Meetings & Events | Ms. Judy Sarmiento | Associate Director |
| Food & Beverage | Ms. Thelma Valdepeñas | Director |
| Finance | Mr. Auggie Adrid | Credit Manager |

Should you have further queries or additional requirements, please feel free to call any of the undersigned at telephone no. (02) 846 0267 or fax number: (02) 810-3743

We thank you for giving us the opportunity to serve you and be a part of this very important event. We look forward to working with you again on many future occasions.



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CLARK PHILIPPINES

Very truly yours,

**HOLIDAY INN CLARK
PHILIPPINES**

RUTH LONTOC
Sales Assistant

Conforme:

DEPARTMENT OF BUDGET AND MANAGEMENT

MR. GIL P. MONTALBO
Director IV, CPRS-DBM

Date: _____

Noted by:

PRECIOUS CUNANAN
Senior Sales Manager



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**DEPARTMENT OF BUDGET AND MANAGEMENT
ESTIMATED EXPENSES**

March 28-30, 2012

38 rooms & 67 persons

Date	No. of Rooms	Rooms	Rate	No. of Persons	No. of Nights	Total
Mar. 28-30	1	Executive Suite (1 person) UPG		1	2	6,000.00
	8	Deluxe Single (1 person)	3,000.00	8	2	48,000.00
	29	Deluxe Twin (2 persons)	3,300.00	58	2	191,400.00
	38	ROOM CHARGES		67	2	245,400.00
					PHP	

Date	No. of Persons	Meal Type	Rate	Days	Total
Mar. 28	67	AM Snack, Separate Buffet Lunch & PM Snack	850.00	1	56,950.00
	67	Separate Buffet Dinner	700.00	1	46,900.00
Mar. 29	67	Separate Buffet Breakfast	Part of Room	1	-
	67	AM Snack, Separate Buffet Lunch & PM Snack	850.00	1	56,950.00
	67	Separate Buffet Dinner	700.00	1	46,900.00
Mar. 30	67	Separate Buffet Breakfast	Part of Room	1	-
	67	AM Snack, Separate Buffet Lunch & PM Snack	850.00	1	56,950.00
		MEAL CHARGES			PHP 264,650.00
		TOTAL ROOM & MEAL CHARGES			PHP 510,050.00