



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
MALACAÑANG, MANILA

14 January 2013

**NOTICE OF AWARD**

**Ms. Katrina M. España**  
Account Manager – Banquet  
The Heritage Hotel Manila  
Roxas Boulevard corner EDSA  
Pasay City, 1300

Dear **Ms. España**,

We are pleased to inform you that the Contract for the project "Lease of Workshop Venue, Inclusive of Food, for the Extractive Industries Transparency Initiative (EITI) CSO Consultation Congress and National Planning Workshop on 17-19 January 2013" is hereby awarded to your company in the amount of Three Hundred and Seventy-Two Thousand Pesos (P372,000.00).

Very truly yours,

  
**Florencio B. Abad**  
Secretary



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
MALACAÑANG, MANILA

15 January 2013

**NOTICE TO PROCEED**

**Ms. Katrina M. España**  
Account Manager – Banquet  
The Heritage Hotel Manila  
Roxas Boulevard corner EDSA  
Pasay City, 1300

Dear **Ms. España**,

This is to inform your company that performance of the obligations specified in the attached Contract for the project "Lease of Workshop Venue, Inclusive of Food, for the Extractive Industries Transparency Initiative (EITI) CSO Consultation Congress and National Planning Workshop on 17-19 January 2013" shall commence upon receipt of this Notice to Proceed.

Very truly yours,

~~\_\_\_\_\_~~  
**Florencio B. Abad**  
Secretary

Name & Signature: \_\_\_\_\_

*Katrina España* 1/15/13

Designation: \_\_\_\_\_

*Account Manager*

Date: \_\_\_\_\_

*1/15/13*



**THE HERITAGE HOTEL**  
MANILA

managed by  
MILLENNIUM HOTELS AND RESORTS  
*You are the Centre of Our World*

January 15, 2013

**Hon. Florencio B. Abad**  
Secretary  
**Department of Budget and Management**  
Bldg. 2 Boncodin Hall  
Gen. Solano St.  
San Miguel Manila  
Tel No.: +63 4901000

Dear Secretary Abad,

Warm greetings from **THE HERITAGE HOTEL MANILA!**

We are indeed fortunate that you confirmed THE HERITAGE HOTEL MANILA for your **Philippine Extractive Industries Transparency Initiative (EITI) CSO Consultation Congress and National Planning Workshop** scheduled on **17-19 January 2013**.

By way of confirmation, we have drafted the following arrangements for your group. Should there be changes, please let us know. We would appreciate you signing and returning this contract to us on or before 16 January 2013.

**BANQUET REQUIREMENT:**

DATE	TIME	Number of Persons	Function Room	Meal Requirement	Rate per Person	Total
January 17, 2013	8:00am - 5:00pm		Heritage Ballroom	Am & Pm Snacks with Buffet Lunch	Php 1,200.00 net	Php 72,000.00
January 18, 2013	8:00am - 5:00pm	125pax	Heritage Ballroom +break-out rooms	Am & Pm Snacks with Buffet Lunch	Php 1,200.00 net	Php 150,000.00
January 19, 2013	8:00am - 5:00pm	125pax	Heritage Ballroom +break-out rooms	Am & Pm Snacks with Buffet Lunch	Php 1,200.00 net	Php 150,000.00
<b>Total:   Php 372,000.00</b>						



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*\*Special Rates are inclusive of 10% service charge and applicable government tax.*

- *Rate per person Php 1200.00 net in excess of 180persons*

**BANQUET AMENITIES**

- PA System
- Stage
- CD Player
- Projection Screen
- Pads, Pencils & Mint Candies
- Whiteboard with markers/s and erasers
- Flipchart/s with marker
- Placecards/namecards
- Flowing coffee or tea
- 10 Complimentary parking slots

**CANCELLATION / NO SHOW**

Under the terms of this agreement, we have reserved all your function room requirements. In the event of cancellation or postponement made after the confirmation of the booking, surcharge equivalent to the full amount of contract based on your minimum guaranteed guests.

**Date of Cancellation**

From confirmation date to 6 weeks prior to the function  
30 days prior the function date  
7 days prior the function date

**Cancellation Charge**

50 % of the guaranteed revenue  
75% of guaranteed revenue  
100% of the guaranteed revenue

**BILLING ARRANGEMENT**

Meal arrangement including the incidental charges will be charged to **Department of Budget and Management** For Send Bill arrangement, the Hotel requires a Letter of Authorization approved by the Finance Dept. Full payment must be made within **(30) days** upon receipt of the Statement of Account.

**CHANGES, ADDITIONS, STIPULATIONS OR LINING OUT**

Any changes, additions, stipulations or deletions including corrective lining out by either Hotel or **Department of Budget and Management** will not be considered agreed to or binding on the other unless such modification have been initialed or otherwise approved in writing by the other.

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**EXCLUSION OF LIABILITY**

**THE HERITAGE HOTEL MANILA** will not be held liable or responsible for failure to carry our obligations, mentioned herein directly or indirectly brought about by consequences of war, riots or other Acts of God or any condition beyond the control of the hotel.

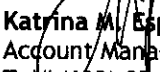
We trust that you find the above arrangement favorable. We would like to reassert our desire to host your group and you can be assured that all efforts will be exerted to ensure the great success of your conference.


This agreement will constitute a binding contract between **THE HERITAGE HOTEL MANILA** and **Department of Budget and Management**. The individuals signing below represent that each is authorized to bind his or her party to this agreement. In the event a fully signed copy of this agreement is not received on the above date and deposit is not made on the agreed date all catering arrangement referred herein will be released and neither party will have any obligations under this agreement.

Thank you once again and we look forward to the pleasure of servicing you and your guests to **THE HERITAGE HOTEL MANILA**.


Yours truly,  
**The Heritage Hotel**


Accepted by:  
**Department of Budget and Management**

  
**Katrina M. Españó**  
Account Manager - Banquet  
Tel# (632) 8548888 loc 7215  
Mobile# (63 917) 5020502

  
**Hon. Florencio B. Abad**  
Secretary  
Department of Budget and Management

Noted by:

  
**Trygve Tagorda**  
Assistant Director of Catering  
Tel# (632) 8548888 loc 7127  
Mobile# (63 922) 8160593

  
**Clare G. Amador**  
Assistant Secretary / Chief of Staff  
Department of Budget and Management

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES )  
CITY OF MANILA) S.S.

BEFORE ME, a Notary Public for and in the City of Manila, Philippines, personally appeared the following

Name	Community Tax Certificate/ Government ID No.	Date and Place Issued
FLORENCIO B. ABAD	CTC No. <u>300 36286</u> DBM ID No. 3706	<u>Basco, Batanes, 1/26/2012</u> Manila
KATRINA M. ESPAÑO	<u>Driver's License No.</u> <u>No 309007168</u>	<u>Pasay City, 5/12/2011</u>

known to me to be the same persons who executed the foregoing Contract and who acknowledged to me that the same is their free and voluntary act and deed and of the entities they respectively represent.

This Contract for the Lease of Heritage Hotel for the CSO Consultation Congress and National Planning Workshop was signed by the parties, and signed/initialed by their material witnesses on each and every page thereof.

**JAN 15 2013**

WITNESS MY HAND AND SEAL this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

Doc. No. 37  
Page No. 8  
Book No. J4  
Series of 2013.

*fcm*  
**ATTY. FRANCISCO DELA CRUZ MIRALLES**  
 NOTARY PUBLIC-MANILA  
 MY COMMISSION EXPIRES ON 12-31-2013  
 350 G/F BODINO BLDG.  
 ANJ. VILLEGAS STREET, LIMBITA, MANILA 1000  
 IBP NO. 86803 10-5-11 MANILA 2012  
 PTR NO. 1407717-1-3 2013 MANILA  
 ROLL NO. 32583  
 MCLB III-000016-8-1-11