



**CONTRACT**  
(Banquet)

To : Ms. Laura B. Pascua  
 Designation : Undersecretary  
 Organization : **Department of Budget and Management**  
 Address : Malacanang, Manila  
 Mobile Number : (02)735-48-06 / 09228191478  
 Email Add. : rhufano@dbm.gov.ph

From : Sherin D. Batac  
 Designation : Sales Coordinator  
 Date : August 14, 2013  
 Number of Pages : 2 pages

**SUBJECT : DBM Policy and Planning Group Workshop on August 16, 2013**

***Greetings!***

Thank you for choosing G hotel Manila by Waterfront as the official Hotel of Department of Budget and Management. On August 16, 2013. Further to our discussion, the hotel is very pleased to submit the following information for your confirmation. The details are as follows:

Based on your request, the Hotel has made a reservation of the Café Noir function room from August 16, 2013.

Room & Function room cut-off schedule has been drawn up for your reference. Based on said schedule, we would appreciate a progressive advice on the status of room required on or before August 14, 2013.

**I. CATERING/MEETING ARRANGEMENT**

Below are the function rooms reserved based on the following dates:

| <i>Date</i>     | <i>Time</i>      | <i>Meal Requirements</i>          | <i>Attendees</i> | <i>Meal Rates</i>       |
|-----------------|------------------|-----------------------------------|------------------|-------------------------|
| August 16, 2013 | 8:00 pm- 6:00 pm | AM/PM Snacks & Family Style Lunch | 15 persons       | PhP1,000.00 nett/person |

All meals are inclusive of one (1) round of juice or iced tea.

The Hotel shall provide the following facilities/services **FREE OF CHARGE**:

- Whiteboard with Marker and Eraser
- Registration Table with 1 Local Telephone Line
- 1 LCD Screen for AVP Representation
- 3 Complimentary Parking Tickets
- Sound System with 2 Microphones and Standby Technician
- Waive energy fee for 3 laptops and 1 projector

**MINIMUM GUARANTEE**

Should there be request for meal requirements to be served in the function rooms; the Hotel will require the total number of persons to avail of the meals at least 30 days prior to service time. All meals should be guaranteed by the engager based on the minimum requirement for each function room.

In the event of increase in the minimum guarantee, the hotel will require at least one week prior advice and the latest, 72 hours on site.

The hotel reserves the right to provide meals with Menus at Chef's discretion in the event notice of change in minimum guarantee is not relayed within the specific time required.

Meal schedule shall be advised <7> days prior to the event.

**INCREASE IN COVERS**

The hotel will prepare a buffer of 10% of the minimum guarantee for a maximum of 100 persons for buffet meals only. In excess, the hotel will impose a 20% surcharge on the increase in the minimum guarantee for an advise given less than 36 hours from the serving time. For events that fall on a Monday, the final number of guaranteed persons should be advised at the latest by 11:00AM on Saturday. The surcharge will only apply to the excess covers

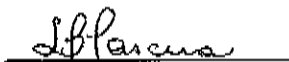
Audio-visual requirements are available at minimal charges:

|                          |                                  |
|--------------------------|----------------------------------|
| <i>Extra Microphones</i> | <i>Php500.00 nett/microphone</i> |
| <i>LCD Projector</i>     | <i>Php3,000.00 nett/day</i>      |

*\* Should there be additional brought in equipment that will consume electricity, an ENERGY FEE of Php2, 500.00 nett per day shall be charged. (Waived Energy Fee for 1 Projector and 3 Laptop)*

**AUTHORIZED SIGNATORY (IES)**

Undersecretary Laura B. Pascua



**TERMS AND CONDITIONS**

**1. DEPOSIT SCHEME**

**1.1 <Rooms and Event/Function rooms>**

The hotel requires signed copy of Contract, and VAT Exempt form on or before August 14, 2013. with total amount of PHP 15,000.00 nett. All bills and incidental charges are on SENDBILL arrangement to Department of Budget and Management, payable 30days after receipt of the billing statement, invoice and order slips.

Deposits are non-refundable and non-transferable. Total estimated revenue is rate multiplied by the number of attendees plus additional charges. *All deposits and payments must be paid either cash or company cheque to the account of G HOTEL MANILA BY WATERFRONT at the following bank details.*

**PROFORMA INVOICE**

| FUNCTION                      |                                  |  |          |          |               |
|-------------------------------|----------------------------------|--|----------|----------|---------------|
| Date                          | Meal                             |  | # of Pax | Rates    | Total         |
| 16-Aug.-13                    | AM/PM Snacks& Family-Style Lunch |  | 15       | 1,000.00 | PHP 15,000.00 |
| <b>Estimated Banquet Cost</b> |                                  |  |          |          | PHP 15,000.00 |
| <b>TOTAL ESTIMATED COST</b>   |                                  |  |          |          | PHP 15,000.00 |

All deposits and payments must be paid either cash or company cheque to the account of **G HOTEL MANILA BY WATERFRONT** at the following bank details.

**Peso Account**

For banking in or telegraphic transfers, please deposit payment through:

Bank Name : PHILIPPINE NATIONAL BANK  
 Branch : Kalaw, Luneta Branch  
 Account Name : G HOTEL MANILA BY WATERFRONT  
 Peso Account Number : 362-884-200-016

**2. ACCOUNT SETTLEMENT**

**2.1. Banquet**

The CLIENT agrees to settle other additional charges incurred during the stay upon check-out or on August 16, 2013 unless the HOTEL has agreed to defer the payment of the balance to a later date or a credit line has been authorized at least 90 days in advance and proper credit applications completed.

- 2.2. Billing will be based on the guaranteed number of rooms/room nights/occupancy per room contracted for, or actual attendance, whichever is higher.
- 2.3. Incidental charges will be on personal account unless otherwise approved by the authorized signatory. All incidental charges must be paid right after the event or upon check-out, payable in cash or company check unless a credit line had been authorized.
- 2.4. Failure to comply with the agreed terms of account settlement stated in the contract, the HOTEL shall charge an additional ten percent (10%) to the outstanding balance of the CLIENT.
- 2.5. Should the payment be enforced by court action, the CLIENT shall pay an additional twenty-five percent (25%) of the money judgment by way of attorney's fee.

**3. POSTPONEMENT AND CANCELLATION**

- 3.1. Should the CLIENT postpone the schedule of the room reservation to another date or time, the CLIENT must notify the Sales and Marketing or Conventions and Events Department in writing at seven (7) days in advance. Postponement will be subject to room availability on the alternative date. Should the CLIENT opt to cancel, par. 3.9 shall apply depending on the date of notice of cancellation was made.
- 3.2. Should the CLIENT notify the HOTEL of the postponement less 7 days to the check-in date and there are no rooms available on the alternative date, the CLIENT has the option to proceed with the original schedule or cancel the event. Should the CLIENT opt to cancel the event, par. 3.4 shall apply.
- 3.3. Postponement notice of the event received less than one week prior to the scheduled event date stated in the contract shall be considered a cancellation. Cancellation charges apply.
- 3.4. **Function Rooms** : The following Cancellation Schedule and Charges shall apply to all cancellations of DEFINITE rooms & function room booking with signed contracts:
  - Definite bookings cancelled 30 days prior to arrival date 20% of the guaranteed deposit will be forfeited
  - Definite bookings cancelled 15 days prior to arrival date 50% of the guaranteed deposit will be forfeited
  - Definite bookings cancelled 100% of the guaranteed deposit

- 7 days prior to arrival date will be forfeited
- Definite bookings cancelled 100% of the total guaranteed rooms will be charged
- 2 days prior to arrival date
- **NO SHOW** on agreed arrival date shall be charged in full equivalent to the total number of room nights guarantee in favor of the Hotel.

3.5. **Rooms canceled after the cut-off date:** Cancellation of rooms after the cut-off dates without notice of extension, the minimum guarantee established in the contract and as blocked by the Hotel shall apply to be the number of rooms guaranteed to be paid.

3.6. **Force Majeure:** The HOTEL will not be held liable for services not rendered due to acts of God, war, government regulations, natural calamities, civil disorders, curtailment of transportation facilities and other inevitable incidents beyond the control of the HOTEL that interrupts the expected course of events. However, deposits made by the CLIENT can be applied to future bookings.

#### 4. FOOD AND BEVERAGE

4.1. Unless the CLIENT gives an advice, the HOTEL will extend services only for the guaranteed number of persons confirmed by the CLIENT. A confirmation on the guaranteed number of attendees will be required seven (7) business days prior to the event. If a confirmation on the guaranteed is not received, the HOTEL will consider the number of attendees indicated on the original contract to be correct and guarantee accordingly.

4.2. Guaranteed number of attendees indicated in the contract is not subject to reduction.

4.3. The HOTEL prepares an allowance of ten percent (10%) from the minimum guaranteed number of attendees. Should the actual number of attendees exceed the minimum guaranteed number, the HOTEL will not be held liable for any damage or inconvenience it may cause.

4.4. All food and beverage arrangement must be supplied exclusively by the HOTEL. The CLIENT cannot bring other food and beverage items into the HOTEL. In the event that the HOTEL allows the CLIENT to bring food and drinks items, the CLIENT shall be held liable for the condition, quality and sufficiency of the items and corresponding handling and corkage fees applies on all items. The CLIENT shall be required to sign a waiver form for all food and beverage items brought in the HOTEL premises.

#### 5. FUNCTION ROOM

5.1. Event must begin and end promptly at the scheduled time on the contract. If the space is available and the CLIENT would want to extend the event, an excess hour rental fee of **<Php7,000** per hour shall be charged accordingly. (*charges for excess hour will depend on the type or size of the function room*)

5.2. The HOTEL reserves the right to change the function room assignment to a space more suitable as needed with prior notice.

#### 6. SPECIAL ARRANGEMENT

6.1. The HOTEL must be advised on any additional arrangement needed. Corresponding charges for the additional amenities will apply.

6.2 **Damage Bond:** A damage bond in the amount of **PHP 50,000** (**note: bond amount will depend on the type of event and size of function room**) will be required for special set-up and arrangement in the function room. Damage bond amount will be computed based on the type of possible damage that may be incurred from ingress until egress period. Damage bond is refundable in full, but without interest, seven (7) business days after the event provided that no damage was incurred at the HOTEL event venue. In the event that this is done without

authorization and damage is incurred, the HOTEL will assess the damage and automatically bill the cost of repair and/or replacement to the CLIENT.

7. The CLIENT is obliged to adhere to the General Rules and Regulations/Banquet and Meeting Guidelines of the HOTEL. Any damages incurred to the HOTEL property will be properly assessed and will be charged accordingly to the CLIENT.

THE PARTIES, through their duly authorized representative, have herunto affixed their signatures in the City of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_.

By:

*L. Pascua*

Ms. Laura B. Pascua  
Undersecretary  
Department of Budget and Management

\_\_\_\_\_  
Sherin D. Batac  
Sales Coordinator  
G Hotel Manila by Waterfront

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

Date: August 14, 2013

NOTED BY:

*Janice A. Guadayo*

\_\_\_\_\_  
Janice A. Guadayo  
Sales Manager  
G Hotel Manila by Waterfront  
Date: August 14, 2013

Funds Available:  
*myignacio*  
ESPERANZA Q. IGNACIO  
Chief Accountant


*DOMF 2013-8-1423*  
*2/11/2013*

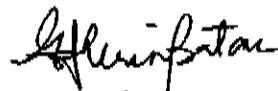


REPUBLIC OF THE PHILIPPINES  
**Department of Budget and Management**  
Malacañang, Manila

**CERTIFICATE OF AVAILABILITY OF FUNDS**  
August 15, 2013

This is to certify that funds are available to cover the expenses for the conduct of the Policy and Planning Group Workshop on August 16, 2013 at G-Hotel, Manila, chargeable against the DBM Funds. This account will be settled through a send bill arrangement by the DBM.

  
**ESPERANZA Q. IGNACIO**  
Chief Accountant

  
8/16/13



REPUBLIC OF THE PHILIPPINES  
**Department of Budget and Management**  
Malacañang, Manila

**NOTICE OF AWARD**

14 August 2013

**JANICE A. GUADAYO**  
Sales Manager  
**G Hotel Manila by Waterfront**  
Roxas Boulevard, Manila

Dear Ms. Guadayo:

We are pleased to inform you that the contract for the lease of venue for the DBM Policy and Planning Group Workshop is hereby awarded to you.

Please coordinate with the Corporate Planning and Reforms Service (CPRS) for the implementation/execution of this project.

Thank you very much.

Very truly yours,

  
**LAURA B. PASCUA**  
Department Undersecretary



REPUBLIC OF THE PHILIPPINES  
**Department of Budget and Management**  
Malacañang, Manila

**NOTICE TO PROCEED**

14 August 2013

**JANICE A. GUADAYO**  
Sales Manager  
**G Hotel Manila by Waterfront**  
Roxas Boulevard, Manila

Dear Ms. Guadayo:

This is to inform you that performance of the obligations specified in the Contract for the Lease of Venue for the DBM Policy and Planning Group Workshop shall commence as scheduled.

Very truly yours,

  
**LAURA B. PASCUA**  
Department Undersecretary

Received by:

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*(Signature over printed name and date of receipt)*