



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
ADMINISTRATIVE SERVICE
MALACANANG, MANILA

NOTICE OF AWARD

December 12, 2013

MS. KATHLEEN R. NARCISO

Hotel Kimberly, Inc.
Amadeo Road, Brgy. Kaybagal North
Tagaytay City

Dear **Ms. Narciso**:

We are pleased to inform you that the activity "*Merit Promotional Plan Writeshop*" is hereby awarded to your company in the amount of Thirty Two Thousand Pesos (P32,000.00).

Based on the evaluation of your submitted documents, the Administrative Service finds your submission as the lowest calculated and responsive quotation for the said project.

Thank you very much.

Very truly yours,


ATTY. SOFIA C. YANTO
Director, Administrative Service


RECEIVED:
MS. KATHLEEN NARCISO

MANILA
770 Pedro Gil Street, Malate 1004
Metro Manila, Philippines
Call (02) 521-1888 Fax (02) 526-7270



TAGAYTAY
Crisanto M. Delos Reyes Avenue
(formerly Amadeo Road) Brgy. Kaybagal North
Tagaytay City, Philippines
Call (046) 483-8888 Fax (046) 483-5210

TAGAYTAY CLIENT CONTRACT

Issued Date: 13th December 2013

**Department of Budget and
Management**

DATE OF FUNCTION
December 16-17, 2013

TYPE OF FUNCTION
Live-in Workshop

MS. LOLITA P. MATIAS
OIC – Chief Admin Officer

ADDRESS
4th Floor, Boncodin Hall, General
Solano St., San Miguel, Manila

CONTACT #
7354807 /
09057906474

HOTEL KIMBERLY TAGAYTAY
KATHLEEN ANNE NARCISO
Sales Account Manager

GUARANTEED # of PAX
10 persons

FUNCTION ROOM
LUZ

=====

Thank you for considering **Hotel Kimberly Tagaytay** as official Hotel of the **WORKSHOP** on **Dec. 16-17, 2013**.
Further to our discussion, the hotel is very pleased to submit the following information for your confirmation.

Based on said schedule, we would appreciate a progressive advice on the status of room required on or before
November 15, 2013.

The details are as follows:

A. PACKAGE PER PERSON RATES

Single Occupancy	Php 3,250.00 nett per person per night
Twin Sharing	Php 2,450.00 nett per person per night
Triple Sharing	Php 1,600.00 nett per person per night
Quadruple Sharing	Php 1,600.00 nett per person per night

(Rates applicable for a minimum of 5 rooms & above)

Inclusions:

- Overnight Room Accommodation with Breakfast
- AM & PM Snacks
- Family Style Lunch with one(1) round of Iced tea
- Family Style Dinner with one(1) round of Iced tea
- Use of function room for nine (9) hours
- Flowing Of Coffee or tea
- Free Wi-Fi Access
- Free use of hotel facilities such as: swimming pool, game room equipped with table tennis, darts, billiards table, air hockey and bar. Gym & Fitness equipments
- NOTE: Meals will be on a chef discretion basis

B. LIVE-OUT PACKAGE

PHP 750.00 nett/person/day

Inclusions:

- AM & PM Snacks
- Family Style Lunch with one(1) round of Iced tea
- Use of function room for nine (9) hours
- Flowing Of Coffee or tea
- Free Wi-Fi Access
- Managed Buffet Meals minimum of 20 persons & above
 - Family Style for 12-19 person

BANQUET RATES

Date	Time	Set-up	# of pax	Function room
Dec. 16, 2013	1000-2100	CLASSROOM	10 persons	LUZ
Dec. 17, 2013	0900-1500	CLASSROOM	10 persons	LUZ

Remarks: Function Room rental of Php 3,500.00 net per hour shall apply in excess of the allotted hours

Note: Function room rental will be waived once the minimum revenue requirement will be met through the meals or estimated banquet charges. If the total banquet charge does not meet the minimum revenue requirement, the HOTEL shall charge the difference as FUNCTION ROOM RENTAL.

Per Meal Basis:

AM or PM Snacks (with coffee or tea)	Php 300.00 nett/person
Lunch or Dinner (with one round of iced tea)	Php 650.00 nett/person

The Hotel shall provide the following, Free of Charge:

-Pads & Pencils	-whiteboard with marker	-basic lights & sounds
-Flipchart with marker	-iced water & mints	-2 wired mic

LCD Projector Rental

Php 4,500.00 nett/unit/day

Videoke Rental

Php 3,500.00 nett/unit, maximum of 4 hours

Note: Please be informed that equipment(s) are subject to availability and would require advance reservation.

Corkage Fee:

Any local beer	1:1 maximum of 4 cases
Premium Brands	Php 2000.00 nett / bottle
Standard Brand	Php 1500.00 nett / bottle
Red and White Wine	Php 500.00 nett / bottle
Lechon : 50 pax	Php 3000.00
100 pax	Php 6000.00

*Note: Please be informed that our function room is not soundproof. There may be some instances that you might hear other room's discussion or sounds.

MEAL SCHEDULES

December 16, 2013

Event Proper: 0900-2100 LUZ

LUZ	10am	AM snacks	10pax
LUZ	12noon	Plated Lunch	10pax
LUZ	3pm	PM snacks	10pax
LUZ	7pm	Plated Dinner	10pax

December 17, 2013

Event Proper: Breakfast @ Café @ K

0900-1500 LUZ

Café @ K	6-8am	Breakfast	10pax
LUZ	10am	AM snacks	10pax
LUZ	12noon	Plated Lunch	10pax
LUZ	3pm	PM snacks	10pax

COST BREAKDOWN:**DECEMBER 16-17, 2013**

Rm Type	# of Rms	# of Pax	In	Out	# of Nights	Rate per person	Amount
Twin	5	10	Dec. 16	Dec. 17	1	2450	24,500.00

Live-out Package

Date	Meals	Rate	# of persons	Amount
Dec. 17	AM Snacks, Lunch, PM Snacks	750	10	7,500.00

ESTIMATED TOTAL PACKAGE RATE >>> PHP 32,000.00 NETT**OTHER CONDITIONS****Rooms**

1. Please note that we shall strictly impose the hotel policy on check-in and check-out
2. Registration will be at the front desk
3. Please be advised that check-out time is 12:00 noon and check-in is 2:00 PM. An extension on the use of the room/s is subject to space availability and is subject to one night charge unless otherwise prior arrangement/s had been made.

Meal Banquet

1. Reduction in the guaranteed minimum within 7 days prior to arrival date will no longer be accepted.
2. All beverages ordered except for the one round of drink included in the meals shall be charged on a cash and carry basis.
3. We shall provide your scheduled meals as per the guaranteed minimum stipulated in each function with a 10% allowance for the increase in attendance. In excess of the guaranteed minimum, additional persons shall be charged the same rate as quoted.
4. Should there be any last minute changes or if the actual attendance exceeds the 10% allowance this shall be subject to our chef's discretion, meal preparation, pricing and availability of operating equipment.
5. The hotel shall not be held responsible for the delay in food replenishment should the actual attendance exceed the 10% allowance for the spillover stated above.
6. In the event that fewer people attend the function, the guaranteed minimum shall be charged.
7. In case of cancellation of any scheduled function, the hotel will post charges equivalent to the guaranteed minimum of the pertinent organized function.
8. Guests are strictly prohibited to take out left over foods from the buffet station.

INGRESS/EGRESS ARRANGEMENTS

- Ingress will be scheduled before the event but subject to space availability.
- Egress will be immediately after the event
- Ingress and Egress dates will not include use of air-condition.

PRODUCT DISPLAY AND SECURITY

Hotel Kimberly, Inc. shall only provide a 24 hour roving Security Services for its guests. However, it will be the discretion of the ORGANIZER or CONTRACTOR to provide a 24 hour stationed security during ingress, show days and egress days to closely monitor the items of the exhibitors. For additional request the Hotel will charge accordingly.

SET-UP POLICIES

The clients/exhibitors are requested to adhere the following regulations and stipulations:

- Posters, signage (if any) are to be incorporated into the Hotel's existing signboard or lobby postings and subject to the Hotel's approval.
- Location of the ORGANIZER or CONTRACTOR signages must be confined within the exhibit area or function room premises.

- For exhibitions, dimensional drawings/ floor plans showing layout of booths must be submitted to the Hotel before ingress day or must be advised to the sales person during the negotiation.
- No nails, staples or screws shall be driven or holes drilled in the walls, doors, pillars, or other parts of the structure of the premises.
- Sticking of materials with masking tape/ double sided tape, staples etc. to any surfaces of the function rooms to be used by the ORGANIZER or CONTRACTOR are strictly prohibited.
- Moving of heavy equipment in the function rooms without proper protection is not permitted.
- Obstruction and Locking of the Fire exit is strictly not permitted.
- Tampering or removal of the Hotel's electrical and power installations are not permitted.
- Painting and major carpentry inside the exhibit area or function rooms are not allowed.
- Dumping of unused construction materials or exhibit equipments at the Hotel's back areas are strictly prohibited.

BILLING ARRANGEMENTS

The hotel will require the following:

Full Payment amounting to Php 32,000.00 nett should be settled through send bill arrangement on January 3, 2014.

Incidental charges should be on personal account of the guest, paid prior to check-out.

Payment may be settled thru bank deposit or telegraphic transfer to our bank account. Pls. see the details below:

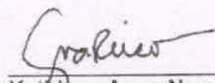
Bank Account Name	:	Hotel Kimberly, Inc.
Bank Account Number	:	1801-0200-69
Bank Name	:	BPI
Branch	:	BPI Summit Ridge

Note: Please fax the deposit slip at 526-7270 or email through kathleen.narciso@hotelkimberly.com


1. The guaranteed number of reservations made shall be charged accordingly whether the said party attained the said number of reservation or not. In excess, of the guaranteed number of reservations, same rate shall be applied.
2. In case of no show, guaranteed room nights shall be charged to the contracting party
3. Incidental charges such as telephone bills, laundry, room service, corkage fee, minibus consumption etc. that are not included in the contract/ package shall be for the personal account of the guest to be incorporated in their individual guest folios to be settled upon check-out.
4. Rooming list must be properly coordinated by the contracting party two weeks before the function date or else the hotel will not be held responsible should problems or complain arises.
5. Losses or damages of hotel property done by the contracting party shall be charged accordingly to the contracting party.
6. The hotel requires that a waiver be signed between the contracting party and the hotel concerning PACKED MEALS
7. CHOSEN MENU must be provided two (2) weeks prior to actual date of the function; otherwise meals to be served shall be on chef's discretion.
8. Last minute requirements shall not be entertained or shall be charged accordingly.
9. For proper coordination or to avoid confusions, only the official coordinator of the contracting party represented by **MS. MELISSA EUGENIO – HR Staff** shall be entertained by the Sales & Marketing Department with regards to instructions and requirements. No other personnel from the side of the contracting party can transact except the stipulated personnel
10. Corkage fee :

Any local beer	1:1 maximum of 4 cases
Premium Brands	Php 2000.00 nett / bottle
Standard Brand	Php 1500.00 nett / bottle
Red and White Wine	Php 500.00 nett / bottle
Lechon : 50 pax	Php 3000.00
100 pax	Php 6000.00
11. Late check-out beyond 12 noon is subject to additional rate which is equivalent to a day use rate.

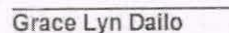
Prepared by:


Kathleen Anne Narciso
Sales Account Manager

Noted by:


Janett Reyes
Corporate Sales Manager

Reviewed by:


Grace Lyn Dailo
Corporate Finance Manager

POSTPONEMENT AND CANCELLATION

- 1.1. Should the CLIENT postpone the schedule of the event to another date or time, the CLIENT must notify the Sales Department in writing at least SEVEN (07) days in advance. Postponement will be subject to the availability of the function room and guest room on the alternative date. Should the CLIENT opt to cancel, par. 1.4 shall apply depending on the date of notice of cancellation was made.
- 1.2. Should the CLIENT notify the HOTEL of the postponement less than a month prior to the event date and there are no function 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. 1.4 shall apply.
- 1.3. 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.
- 1.4. Rooms: The following Cancellation Schedule and Charges shall apply to all cancellations of DEFINITE/CONFIRMED rooms & function room booking with signed contracts:

Definite bookings cancelled
7 days prior to arrival date

100 % of the guaranteed deposit
will be forfeited

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.

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

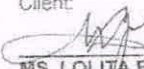
GENERAL CONDITIONS OF THE HOTEL

1. The CLIENT agrees to pay for number of covers, drinks, incidentals and other charges as stated on the reverse side hereof. CLIENT agrees that the number of persons (PAX) shall be determined exclusively by the representative of the HOTEL and shall be the basis for final billing.
2. The CLIENT also agrees to pay the guaranteed number of guests as indicated at the back of this contract or the actual number of guests whichever is higher. The HOTEL will set up facilities for the CLIENTS guaranteed number of guests.
3. The CLIENTS shall advise the hotel in writing of the guaranteed number of guests at least seventy two (72) hours before the date and time on the reverse side hereof. In case, no such notice is received by the HOTEL it shall be understood and agreed that the guaranteed number of guests shall be that already indicated in this contract.
4. For confirmation of the function, the CLIENTS agree to pay 50% of the estimated revenue upon signing of the sales contract. With the exemption, of those with credit line, 7 days prior to the function. In case of cancellation by the CLIENT, surcharge of (50%) on the total deposit is forfeited. Cancellation five (5) days before the function total deposit is forfeited in favor of the hotel.

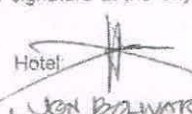
5. The hotel reserves the right to assign an alternate room/venue should the contracted room/venue become unavailable for any reason whatsoever.
6. In case of suit against the CLIENT by the HOTEL for the collection of unpaid accounts, attorney's fees, litigation cost and other expenses shall be charged to the CLIENT.
7. The court of the City of Manila and _____ shall have exclusive venue to try and dispute of difference or legal action, which may arise between the parties under this contract. Form of payment: Payment maybe in cash, manager's or cashier's check. Personal checks are not acceptable.
8. The CLIENT hereby authorizes the HOTEL to check his/her credit references

IN WITNESS WHEREOF, the parties have hereunto set their signature at the City of Manila, Philippines
this _____ day _____ 2013.

Client:


MS. LOLITA P. MATIAS
OIC - Chief Admin Officer

Hotel:


Ms. Natalie Ng
Managing Director
Hotel Kimberly



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
ADMINISTRATIVE SERVICE
MALACANANG, MANILA

NOTICE OF PROCEED

December 16, 2013

MS. KATHLEEN R. NARCISO

Hotel Kimberly, Inc.
Amadeo Road, Brgy. Kaybagal North
Tagaytay City


Dear **Ms. Narciso**:

Per attached approved contract, we hereby notify that your company may commence work on the activity "*Merit Promotional Plan Writeshop*" upon receipt and acceptance of this notice.


In this regard, your company shall coordinate the office of the Administrative Service in executing the said service, in accordance with the terms and conditions stated in the contract.

Thank you very much.

Very truly yours,


ATTY. SOFIA C. YANTO
Director, Administrative Service

Conforme:



Ms. Kathleen Narciso