



18 March 2013
(revised 1)

FUNCTION CONTRACT

Account Name : DEPARTMENT OF BUDGET AND MANAGEMENT
Address : Mezzanine 125 Mabini Hall, J.P. Laurel St.
Malacanang, Manila
Type of Function : STRATEGIC PLANNING WORKSHOP
Date of Function : March 24-26, 2013
Day : Sunday to Tuesday
No. of persons : 75 persons
Tel. No. : 735-4806
Contact Person : MS. DIMPNA O. LEJOS / MS. PRINCESS PARAHIMAN
Person-in-charge : Michelle Ramos-Gunayon
Authorized Signatory : MS. LAURA B. PASCUA, Undersecretary, DBM

I. **VENUE:** PENINSULA DE PUNTA FUEGO

II. ROOM REQUIREMENTS:

Date & Time of Arrival : March 24, 2013 / 8:00 AM
Date & Time of Departure: March 26, 2013 / 5:00 PM

Check in Time : 2:00 PM
Check out Time : 12:00 NN

No. of rooms: 25 Rooms – 8 Single, 1 Triple, 16 Quadruple

III. MEAL REQUIREMENTS:

Day 1: Buffet Lunch, PM Snacks, Buffet Dinner
Day 2: Buffet Breakfast, AM Snacks, Buffet Lunch, PM Snacks, Buffet Dinner
Day 3: Buffet Breakfast, AM Snacks, Buffet Lunch, PM Snacks

IV. BEVERAGE REQUIREMENTS:

Lunch and dinner includes (1) round of iced tea. Other drinks ordered by the guest shall be charged to their personal account unless signed by the authorized signatory.

V. TOTAL CONTRACT PRICE:

The total package is SIX HUNDRED SIXTY THREE THOUSAND NINE HUNDRED FIFTY Pesos (**PhP 663,950.00**). **50% Down Payment to be settled on or before March 19, 2013. Balance and all incidental charges to be settled thru send bill arrangement, 14 days upon receipt of final Statement of Account (SOA).**

COMPUTATION

8 Single Occupancy	PhP 12,950 net	x	8 persons	= PhP 103,600.00
1 Triple Sharing	PhP 8,950 net	x	3 persons	= PhP 25,950.00
16 Quadruple	PhP 8,350 net	x	64 persons	= PhP 534,400.00

TOTAL PACKAGE COST

PhP 663,950.00 NETT

Payment can be deposited thru the following banks:

	ACCOUNT NAME	ACCOUNT NUMBER
RCBC	Club Punta Fuego, Inc.	1-214-33931-1
Union Bank	Club Punta Fuego, Inc.	1-02-03-0-00101-3

VI. AMENITIES AND CONCESSIONS:

- Access to the exclusive Club Punta Fuego
- Complimentary access at Terrazas during the stay
- Free use of Function Room
- Free use of in-house audio and visual equipment (except LCD)
- Free use of in-house sound system
- Complimentary Candy mints
- Notepad and Pencil
- Free Flowing Coffee or Tea
- Welcome drinks upon arrival
- Free use of the shuttle within the club
- Free use of the swimming pools and beaches from 9AM-6PM (locker and towel not included)
- **Amenities and concession not included in the package are subject to applicable guest rate.**
- **All other amenities and concessions not mentioned in this contract will be subject to guest rate.**

VII. RESTRICTIONS:

- No buses shall be allowed to enter the club.
- No fireworks display
- Proper swimming attire in all our swimming pools
- The club will not be held liable for any loss or damage of personal belongings located at the common area such as beach area, clubhouses, etc.
- Taking pictures or videos of houses is strictly prohibited.

VIII. OTHER REQUIREMENTS:

- 1) The Client should furnish the Club of the room assignment.
- 2) The Client should furnish the Club of the Schedule of Activities.
- 3) The Client should furnish the Club of the list of vehicles entering the peninsula including its plate numbers.

IX. TERMS & CONDITIONS:

- a. The **CLIENT** pays a minimum of **Seventy Five (75) persons** as covers and incidentals added to the contract price.
- b. The Club shall charge the **CLIENT** for the guaranteed number of persons as booked plus the actual number of persons in addition to the reserved number based on the headcount during the function itself.
- c. A "Certificate of Creditable Tax" for taxes withheld shall be submitted by the **CLIENT** to the Club prior to the group's checkout. Otherwise, the **CLUB** will require full payment of the total contract price as guaranteed by the **CLIENT**.
- d. The **CLUB** should allow no reduction in the number of guaranteed covers later than **SEVENTY TWO (72)** hours prior to the date of function. Any increase made in the guaranteed number of covers should be made not later than **FORTY-EIGHT (48)** hours.
- e. The **CLIENT** specifically agrees that in case of cancellation of function for whatever reason the following will be implemented:
 - 15 to 21 days before the event, Client will be charged 25% of the total contracted package cost.
 - 0 14 days before the event, Client will be charged 50% of the total contracted package cost.

- 2 to 6 days before the event, Client will be charged 75% of the total contracted package cost.
 - Less than 2 days and for "No-show", Client will be charged 100% of the total contracted package cost.
- f. All foods and beverages items shall be exclusively purchased from the CLUB. A CORKAGE FEE shall be charged if the **CLIENT** brings his own food and beverage.
- g. Reduction & cancellation in the total number of rooms reserved should be made not more than FOURTEEN (14) days before the actual date of arrival. A corresponding cancellation fee shall be charged for any cancellation made after the period.
- h. Any loss, damages, breakages or injury that the Club and/or its guests may suffer attributable to acts or omissions of the CLIENT during the function, shall give rise to the latter's liabilities which the former may recover under the existing law.
- i. The Club reserves the right to substitute similar or comparable accommodations/ menus for the function in case of fortuitous event.
- j. Any/ all national and city permits, licenses before holding the function covered by this agreement shall be responsibility of the CLIENT.
- k. The court of the Municipality of Nasugbu, Batangas shall have exclusive jurisdiction to try any dispute or difference that may arise between the parties under this contract.
- l. Force Majeure- The Performance of this Agreement by either party is subject to acts of God, war, government regulations, damage or destruction of the Hotel, outbreaks of disease, or epidemics in the country, where Hotel is located, disaster, fires, strikes, civil disorder, or other similar cause or threat thereof, beyond the reasonable control of the parties, making it illegal, or impossible to perform to the terms and conditions contained in this Agreement. For any of the above reasons, this Agreement may, without liability on the parties, be determined by written notice of no less than 7 days, from one party to the other or be revised at the absolute discretion of the Hotel by written notice to the Organizer.

Page 5/contract letter
DEPARTMENT OF BUDGET AND MANAGEMENT

Should you agree with the above terms and conditions, kindly affix your signature at the conforme portion below and send it back to us at 750-6025.

Thank you very much and more power!

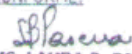
Sincerely yours,


MICHELLE RAMOS-GUNAYON
Sales Manager

Noted:


DANI ALAGA
Director of Operations

CONFORME:


MS. LAURA B. PASCUA
Undersecretary
DEPARTMENT OF BUDGET AND MANAGEMENT
MALACANANG, MANILA



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

NOTICE OF AWARD

8 March 2013

Michelle Ramos-Gunayon
Sales Manager
Club Punta Fuego
15F 139 Corporate Center,
Valero St., Salcedo Village,
Makati City

Dear Ms. Gunayon:

We are pleased to inform you that the contract for the lease of venue for the DBM Strategic Planning 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

9 March 2013

Michelle Ramos-Gunayon
Sales Manager
Club Punta Fuego
15F 139 Corporate Center,
Valero St., Salcedo Village,
Makati City

Dear Ms. Gunayon:

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

Very truly yours,


LAURA B. PASCUA
Department Undersecretary

Received by:

(Signature over printed name and date of receipt)