

September 16, 2015

Ms. Sofia C. Yanto
Assistant Secretary, DBM
Department of Budget and Management
General Solano Street San Miguel Manila
Telephone Number: +63 2 7912000 x 3111
Email: pdecastro@dbm.gov.ph

Re: Contract for Department of Budget and Management
September 17-18, 2015

Dear Ms. Yanto,

Thank you for your interest in Marco Polo Ortigas Manila. We have the pleasure in submitting this contract for your kind consideration:

FUNCTION ROOM REQUIREMENT

Date	Event	Time	Venue	Guaranteed Attendance
September 17, 2015	Plenary	8:00 AM – 5:00 PM	Ballroom A	120
	Break Out Room 1	3:00 PM – 5:00 PM	Freesia	20-30
	Break Out Room 2	3:00 PM – 5:00 PM	Verbena A	20-30
	Plated Dinner	5:30 PM – 11:30 PM	Kashmir	20
	Buffet Dinner	6:00 PM – 11:00 PM	Verbena AB	50
September 18, 2015	Plenary	8:00 AM – 5:00 PM	Ballroom B	120
	Break Out Room 1	10:00 AM – 12:00 NN	Aloe A	20-30
	Break Out Room 2	10:00 AM – 12:00 NN	Aloe B	20-30

	Plated Lunch	12:00 NN – 2:30 PM	Oudh A and B	30
	Snacks for Debriefing	5:30 PM – 8:00 PM	Oudh B	20

Rates:

Php 2,000.00 net per person
AM Snack + Buffet Lunch + PM Snack

Break Out Room: Php 10,000.00 net per day per function room

Php P1,400.00 net per person
Plated Dinner

Php P1,600.00 net per person
Buffet Dinner

Php 1,400.00 net per person
Plated Lunch

P300.00 net per person
Snacks for Debriefing

Php 84,864.00 net
Sound System (Professional Audio, Lighting, Projector and Screens, Microphone)

P17,075.00 (for two nights)
Accommodation for the organizing team
Two (2) nights accommodation for the organizing team

Rates are inclusive of 10% service charge, 12% VAT and applicable government tax

Inclusions:

- Complimentary use of the plenary
- Audio visual equipment : 1 LCD projector with 1 screen, 1 podium, 2 microphones, Basic PA System
- Free flowing Coffee, Hot Tea, and Local Purified Water
- Mints, Pad and Pencils
- Parking Passes (10% of total number of attendees)
- Wifi Connection for all
- Complimentary 1 round of Iced Tea or Soft Drink for Lunch/ Dinner



MARCO POLO REWARDS:

Marco Polo Rewards Program is our special reward program offered to our corporate bookers. Earn Marco Polo Rewards Points on qualified room bookings for all Marco Polo properties and function room bookings at Marco Polo Ortigas Manila to redeem rewards and privileges for future use. Please contact your Sales Manager for more details regarding the program.

BILLING ARRANGEMENT

We will require a full payment before the event. Any incidentals incurred during the function shall be settled immediately after the event through cash or credit card only.

Please make all checks payable to: FRONTIER ORTIGAS HOTEL AND RESORT CORPORATION (Marked "For Payee's Account")

Please be advised not to withhold any taxes from payments to FRONTIER ORTIGAS HOTEL AND RESORT CORPORATION in observance of income tax holiday valid until 2019.

BANK DETAILS:

Account Name: FRONTIER ORTIGAS HOTEL AND RESORT CORPORATION
 Bank Name: BDO – Emerald Avenue Branch
 Bank Address : G/F Unit 101, Taipan Place, Don Francisco Ortigas Jr. Rd. Pasig City
 Beneficiary Account No. (Peso Payments): 001340207646 (Philippine Pesos)
 Beneficiary Account No. (Dollar Payments): 101340198698 (US Dollars)
 SWIFT Code: BNORPHMM

CANCELLATION AND REDUCTION

Kindly refer to the applicable charges and wash down in guest rooms, cancelled guest rooms and/ or function rooms after signing this proposal:

120 Days prior the Event/ Arrival Date:	No penalty.
60-119 Days prior:	Function Room Reservation Fee forfeited.
30-59 Days prior:	50% Function Room deposit forfeited;
16-29 Days prior:	50% Function Room deposit forfeited;
0-15 Days prior:	100% Cancellation Fee charged for the Event charges.

FORCE MAJEURE CLAUSE

By signing this agreement, Marco Polo Ortigas Manila shall not be liable for failure to carry out such arrangements as mentioned which are caused by labor disputes, Acts of God or conditions beyond our control.


We hope that the arrangements in this proposal merit your approval. Should you have any further queries, please do contact me at telephone number (632) 7207777. We will be delighted to further discuss and finalize the agreement.




Ms. Yanto, once again, thank you for considering **Marco Polo Ortigas Manila**. We look forward to the pleasure of working with you on this event.

With Warm Regards,
Marco Polo Ortigas Manila

Agreed and accepted by


Mac Rosell
Assistant Director of Catering


Ms. Sofia C. Yanto
Assistant Secretary, DBM
Department of Budget and Management


Alvin Marasigan
Director of Catering



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

NOTICE OF AWARD

September 15, 2015


MS. CHRISTINE ROSELL
Marco Polo Hotel
Meralco Avenue, Ortigas Center
Pasig City 1600

Dear **Ms. Rosell**:


We are pleased to inform you that the Contract for the Project, "Lease of Venue for the OGP GIFT Fiscal Openness Working Group Asia Pacific Workshop" is hereby awarded to your company.

Please coordinate with the Administrative Service of this Department for the implementation/execution of the Project.

Very truly yours,


SOFIA C. YANTO
Assistant Secretary
Concurrent Director, Administrative Service

CONFORME :


CHRISTINE ROSELL


AWIN M. ARIGAN



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

NOTICE TO PROCEED

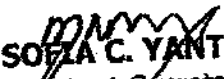
September 16, 2015

MS. CHRISTINE ROSELL
Marco Polo Hotel
Meralco Avenue, Ortigas Center
Pasig City 1600

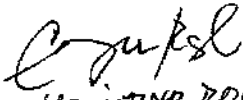
Dear **Ms. Rosell**:


This is to inform you that performance of the obligations specified in the attached Contract for the Project, "Lease of Venue for the OGP GIFT Fiscal Openness Working Group Asia Pacific Workshop" shall commence as scheduled.

Very truly yours,


SOFLA C. YANTO
Assistant Secretary
Concurrent Director, Administrative Service

CONFORME:


CHRISTINE ROSELL


ALVIN R. YANTO