

CENTRAL RECORDS DIVISION
FILE COPY



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT

NOTICE OF AWARD

01 MAR 2022

Ms. KIMBERLY ACAS

Sales Manager
Savoy Hotel Manila

Dear **Ms. Acas:**

We are pleased to inform you that the project, "***Lease of Venue for the March 2022 Regional Coordination Meeting,***" is hereby awarded to your company in the amount of **Three hundred forty-four thousand five hundred twenty pesos only (Php 344,520.00).**


Based on the evaluation of your submitted documents, the DBM Bids and Awards Committee, through the Local Government and Regional Coordination Bureau, finds your submission as the lowest calculated and most responsive quotation for the said project.

Thank you and God bless.

Very truly yours,


TINA ROSE MARIE L. CANDA
Officer-In-Charge



Sheila  03/01/2022
Radebas



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT

BIDS AND AWARDS COMMITTEE

NOTICE TO PROCEED

MAR 01 2022

MS. KIMBERLY ACAS


Sales Manager
Savoy Hotel Manila
Andrews Avenue, Newport City
Pasay City

Dear **Ms. Acas**:

This is to inform your company that performance of the obligations specified in the attached Contract for the Project, "*Lease of Venue for the March 2022 Regional Coordination Meeting*," shall commence upon receipt of this Notice to Proceed.

Thank you and God bless.

Very truly yours,


TINA ROSE MARIE L. CANDA
Officer-In-Charge Secretary
Department of Budget and Management

I acknowledge the receipt and acceptance of this Notice on: March 01, 2022

Name of Consultant and/or Representative: Kimberly Acas

Authorized Signature:  _____

Local Government and Regional Coordination Bureau
Gen. Solano St., San Miguel, Manila

Ms. Tina Rose Marie L. Canda
OIC Secretary
Department of Budget and Management

Email: lgrbc@dbm.gov.ph

ROOM AND BANQUET PROPOSAL

Dear Ms. Canda,

Greetings from Savoy Hotel Manila!

Thank you for your interest with **Savoy Hotel Manila**, a 4 star hotel in Newport City and is located 350m away from the NAIA Terminal 3. As a valued business partner, we are pleased to extend the preferential rates provided to your company.

We are pleased to submit to you our offer for your upcoming room accommodation and meeting room requirements. Indeed, we are grateful for the opportunity to cater your needs.

ROOM ACCOMMODATION

Guaranteed # of RMS	Room Category	CHECK-IN	CHECK-OUT	NO. OF NIGHTS	RATE PER NIGHT/ ROOM	TOTAL RATE
18	Essential Twin Bed Rooms 1	02-Mar-22	04-Mar-22	2	PHP 4,000	PHP 144,000.NET

Inclusions:

- Accommodation in Essential 1 18 Twin Bed Rooms
- Complimentary Breakfast
- Complimentary mineral bottle/s in the room
- Complimentary Wi-Fi access

Note: We have currently a limited number of rooms inventory at our non-quarantine floors at first come first serve basis. Therefore, we have **NOT** blocked any rooms at this point.

We shall proceed to hard block your rooms as soon as the signed conforme has been sent to us on or before March 01, 2022



FUNCTION ROOM

Number of Pax:	50 persons
Event:	Meeting
Date:	March 03, 2022
Time:	8AM - 10PM
Venue:	Connect Room
Set Up:	Board Type with Social Distancing (FULLBOARD MEALS)
Meal/Beverage:	AM Snacks, Lunch, PM Snacks, Dinner and Dinner Snacks with Free flowing coffee, juice and water (Php 3,000.00 per person) Php 150,000.00
Function Room Inclusions:	TV for welcome signage
	Basic Sound System and 4 Complimentary Wireless Microphone and 24 additional microphone (Php 800.00 each) Php 19,200.00
	1 Dedicated Person and Events Coordinator
	2 LCD Projector and widescreen
	1 Air Purifier
	1 Podium
	Registration Table
	Complementary Use of the Foyer
	Complimentary use of venue
	Complimentary Wi-Fi Access
	31 Complimentary Parking
Per Day:	March 03, 2022 Php 169,200.00/ day
Contingency	10% contingency *Kindly refer to annex B
TOTAL:	Php 200,520.00NET

SUMMARY OF CHARGES

ROOM ACCOMMODATION: Php 144,000.00
MEETING ROOM: Php 169,200.00
10% Contingency: Php 31, 320.00

Room and Meeting CONTRACT PRICE: PHP 344,520.00

TRANSPORTATION

Exclusive shuttle service to/from Savoy Hotel Manila to NAIA Airport Terminal 1, 2 and 3. Maximum number of passengers is based on the IATF rules and regulations.

- Sedan (max of 2) – Php1,200 per way
- Van (max of 4) – Php1,800 per way

BILLING AND PAYMENT

- 1) The Hotel should receive a copy of this signed contract.
- 2) We require at least 50% Deposit upon confirmation of the group.
Full payment for the balance should be remitted on or before the event..
- 3) For accounts with credit line and on a SEND BILL ARRANGEMENT, A LETTER OF GUARANTEE/CONFIRMATION is required to guarantee this reservation
- 4) All incidental charges that cannot be covered by the payment or LOA/PO given should be settled right after the function in cash or credit card only.

We accept payment made in cash, company cheque, major credit cards or online payment through a credit card.

BDO ACCOUNT DETAILS	
Account Name:	SAVOY HOTEL MANILA, INC
Account Number:	006958008264
Bank/Branch:	BDO Newport Branch
UNIONBANK ACCOUNT DETAILS	
Account Name:	SAVOY HOTEL MANILA, INC
Account Number:	001480003648
Bank/Branch:	Union bank Newport Branch

OTHERS & SAFETY POLICY

1. Smoking Area located on the 11th Floor
2. Guest will be required to fill out a health declaration at the entrance in case of contact tracing or scan QR code.
- Guests who have visible symptoms– a temperature of more than 37.5 degrees Centigrade, or a cough, colds or shortness of breath– shall not be allowed inside and will be advised to proceed to the nearest hospital.
3. Wearing of Facemask are strictly observed.
4. Guest-accessible alcohol sprays are available.
5. A maximum number of allowable persons will also be observed.
6. A one-meter distance between tables and chairs will be implemented.

7. Buffet and self-service areas for food bars, condiments and utensils are not allowed.
8. No beverages of any kind shall be permitted to be brought in the Hotel by the Client or any of the Client's guests, otherwise, a corresponding corkage fee shall apply
9. Please be advised as well the extension on use of function room beyond the given time shall have an additional fee.

CERTIFICATION

Savoy Hotel Manila has been granted the Safety Seal by the Department of Tourism (DOT). This certifies that our hotel continues to comply with the government's health standards.

Savoy Hotel Manila officially received the "Clean and Ready 2021" shield from Diversey, our official partner in safety and sanitation. With a perfect audit score of 98% after intensive training and thorough

audit in safety and sanitation, we are the 3rd Hotel in the Philippines to be certified as a clean and sanitized property with standard safety protocols in place.



FORCE MAJEURE

- The hotel shall not be responsible to the guests for its failure to abide to this agreement in case of fortuitous event, labour dispute, or conditions beyond this control.
- Cancellation charges shall be waived OR reservation dates can be amended within 1 year from original tour dates but subject to rate adjustment, if any, during new tour dates in the event of any the following unavoidable circumstances prior to guest arrival at the resort:
 - Force Majeure (natural calamity)
 - Sickness, pregnancy, death in the family and medical emergency (medical certificate is required as supporting documents)
 - Labor dispute and political unrest

CONFIDENTIALITY

All rates, terms and conditions herein are deemed CONFIDENTIAL. Any disclosure thereof to any third person(s) or entity shall be in violation of this clause. Management has the option to terminate this contract agreement by giving a thirty (30) day notice and without incurring any liability thereof.

Ms. Canda, we hope you find the contract satisfactory. We shall be in contact with you within the next 24 hours to review the above details and answer any query you may have.

Again, we are delighted to the opportunity of working with you and wish to assure you of the finest of service and accommodations **Savoy Hotel Manila** can offer you.

To finalize the above contract, kindly affix below your signature and send us a scanned copy via email.

Thank you and we look forward to a fruitful partnership!

Sincerely


Kimberly Acas
Sales Manager

Authorized Signatory for:
LGRCB-DBM


Name: Ms. Tina Rose Marie L. Canda
Designation: OIC-Secretary DBM
Date: 3/1/22