



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

**NOTICE OF AWARD**

December 05, 2022

**SHARE MAE NICOLE MAILANDER**

Sales Account Manager  
Waterfront Insular Hotel Davao

Dear Ms. Mailander:

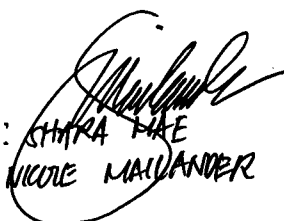
We are pleased to inform you that the project "***Venue for the PH-OGP Regional Meetings/Consultations (Mindanao)***" is hereby awarded to your company in the amount of **One Hundred Eighty-Nine Thousand Five Hundred Fifty Pesos (Php189,550.00) only.**

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

Thank you very much.

Very truly yours,

**ROMEO MATTHEW T. BALANQUIT**  
*Assistant Secretary*  
*Department of Budget and Management*

Received by:   
SHARE MAE  
NICOLE MAILANDER



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
General Solano Street, San Miguel Manila

**BIDS AND AWARDS COMMITTEE**

**NOTICE TO PROCEED**

December 05, 2022

**SHARE MAE NICOLE MAILANDER**

Sales Account Manager  
Waterfront Insular Hotel Davao

Dear Ms. Mailander:

This is to inform your company that performance of the obligations specified in the attached Contract for the Project, "*Venue for the PH-OGP Regional Meetings/Consultations (Mindanao)*" shall commence upon receipt of this Notice to Proceed.

Very truly yours,

**ROMEO MATTHEW T. BALANQUIT**  
*Assistant Secretary*  
*Department of Budget and Management*

I acknowledge the receipt and acceptance of this Notice on: 12/07/2022

Name of Consultant and/or Representative: SHARE MAE NICOLE MAILANDER

Authorized Signature: 

**CONTRACT**  
**(Rooms & Banquet)**

To : **ASEC ROMEO MATTHEW T. BALANQUIT**  
Designation : Assistant Secretary - Budget Policy & Strategy Group

Company : **DEPARTMENT OF BUDGET AND MANAGEMENT**  
Address : General Solano Street, San Miguel, Manila City, Metro  
Manila, 747 Nicanor Padilla St, San Miguel, Manila, Metro Manila

Tel. Number : (02) 8657 3300  
Email Address : governance@dbm.gov.ph

From : **MS. SHARA MAE NICOLE MAILANDER**  
Date : December 01, 2022

Number of Pages : **12 Pages**  
Contract Number : **MRC073**

SUBJECT : **PHILIPPINE OPEN GOVERNMENT PARTNERSHIP (PH-OGP)  
FOURTH QUARTER STEERING COMMITTEE MEETING**

**Greetings!**

Thank you for considering Waterfront Insular Hotel Davao as official Hotel for your **PHILIPPINE OPEN GOVERNMENT PARTNERSHIP (PH-OGP) FOURTH QUARTER STEERING COMMITTEE MEETING** on **December 9, 2022** good for **45 pax**. 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 Agila 3 function room on **December 9, 2022** and **24 rooms on December 8-10, 2022**

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 **December 01, 2022**

**SAFETY STANDARDS: YOU ALWAYS COME FIRST**

The Hotel considers the health and well-being of our guests and employees as top priority. We strictly follow the guidance and instructions from the respective authorities and implement health and epidemic prevention measures accordingly.

Notable safety and security measures of the Hotel include: Wearing of protective face mask is required for everyone entering the Hotel. Entry procedure also includes mandatory thermal temperature check, disinfection of hands with spray sanitizers, and foot baths as additional disinfection measure. Furthermore, a health declaration register is conducted for all guests and employees alike. All Hotel staff are equipped with applicable personal protective equipment, and physical distancing markers are in place around key areas in Hotel. Assuredly, all areas are routinely cleaned and sanitized, specially high-contact surfaces.

**The Hotel reserves the right to stop the function at any moment in the event that Guests or Suppliers continuously refuse to follow safety protocols (including but not limited to: wearing of face mask and face shield, physical distancing at all times during the program or group photos).**

Waterfront Insular Hotel Davao  
Lanang, Davao City 8000 Philippines  
Tel.: (63-82) 233-2881 Telefax: (63-82) 233-2801  
Email: [wihd@waterfronthotels.net](mailto:wihd@waterfronthotels.net)

Waterfront Hotels & Casinos Corporate Office  
7<sup>th</sup> Floor, Manila Pavilion Hotel  
United Nations Avenue corner Ma. Orosa St.  
Manila 1000 Philippines  
Tel.: (63-2) 559-0888 Fax: (63-2) 559-0129  
Email: [corporateoffice@waterfronthotels.net](mailto:corporateoffice@waterfronthotels.net)  
Website: [www.waterfronthotels.com.ph](http://www.waterfronthotels.com.ph)  
Central Reservations: 1-800-10-9376688



The Hotel is implementing policies, procedures, and preventive measures to be able to closely monitor, minimize exposure, comply and effectively attend to any potential health risk or concern of all our guests and employees

**I. ROOM ARRANGEMENTS**

**A. CONTRACTED ROOM RATES**

**Room Breakdown:**

# of rooms	ROOM TYPE	Check in Date	Check out Date	# of nights	Room Rate	TOTAL
4	Standard Room (Double Occupancy)	December 8, 2022	December 10, 2022	2	Php 2,800.00 nett/room/night X 4 rooms X 2 nights	Php 22,400.00
2	Deluxe Room (Double Occupancy)	December 8, 2022	December 10, 2022	2	Php 3,100.00 nett/room/night X 2 rooms X 2 nights	Php 12,400.00
1	Deluxe Room (Single Occupancy)	December 8, 2022	December 10, 2022	2	Php 2,900.00 nett/room/night X 1 room X 2 nights	Php 5,800.00
1	Standard Room (Double Occupancy)	December 9, 2022	December 10, 2022	1	Php 2,800.00 nett/room/night X 1 rooms X 1 night	Php 2,800.00
6	Deluxe Room (Double Occupancy)	December 9, 2022	December 10, 2022	1	Php 3,100.00 nett/room/night X 6 rooms X 1 night	Php 18,600.00
5	Deluxe Room (Single Occupancy)	December 9, 2022	December 10, 2022	1	Php 2,900.00 nett/room/night X 5 rooms X 1 night	Php 14,500.00
4	Deluxe Premium Room (Single Occupancy)	December 9, 2022	December 10, 2022	1	Php3,200.00 nett/room/night X 4 rooms X 1 night	Php 12,800.00
1	Junior Suite (Single Occupancy)	December 9, 2022	December 10, 2022	1	Php 4,500.00 nett/room/night X 1 room X 1 night	Php 4,500.00
<b>24 rooms</b>	<b>TOTAL ESTIMATED ROOM CHARGES</b>					<b>Php 93,800.00</b>

**Inclusions:**

- Buffet Breakfast at Café Uno
- In-room coffee and tea making facilities
- Free Wifi internet in all rooms
- Complimentary Bottled Water
- Access to the gym and pool

**B. MINIMUM ROOMS GUARANTEE**

**TOTAL NUMBER OF ROOMS: 24 rooms = 31 room nights**

The Client shall pay the minimum guaranteed room nights stated above regardless if they be used or not.



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**MEETING**

**BANQUET ARRANGEMENTS**

Function Date	:	December 09, 2022
Function Time	:	10:00AM – 08:00PM
Function Room	:	Agila 3
Function Set-up	:	Classroom Set-up
Meal Requirement	:	Managed Buffet Lunch Plated PM Snacks Managed Buffet Dinner
Minimum Number of Persons Guaranteed	:	45 pax
Motif	:	Navy Blue
Time of Serving	:	Managed Buffet Lunch 12:00NN Plated PM Snacks 03:00PM Managed Buffet Dinner 06:00PM
Menu	:	Chef Discretion
Beverage Arrangement	:	Lunch/ Dinner – With one round of softdrink Snacks – With one round of Ice-tea

**C. ADDITIONAL MEAL RATES**

Managed Buffet Lunch/Dinner	:	Php 750.00 nett per person
Plated AM/PM Snacks	:	Php 250.000 nett per person

**Notes:**

- **Plated type of serving for 29 persons and below**
- **Buffet type of serving for 30 persons and above**

**D. FUNCTION ROOM AMENITIES**

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

- |   |                                   |
|---|-----------------------------------|
| - Free use of function room             | - Basic P/A system                |
| - Registration area                     | - Lobby and function room signage |
| - Microphones with stand                | - Hot and cold water dispenser    |
| - WiFi connection in the function rooms | - Free Flowing Coffee             |

**E. CHANGES IN THE NUMBER OF COVERS/ GUARANTEED PERSONS**

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

- Reduction of covers is not applicable if the Client is availing of social/corporate packages with a minimum guaranteed number (if reduction will result to less than the minimum guaranteed number of persons required of the availed package).
- 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 at least three (3) business days prior to the function. If confirmation on the



guaranteed is not received, the Hotel will consider the number of attendees indicated on the original contract to be correct and guaranteed accordingly.

- For last-minute increase of covers advised less than three (3) days prior to the event, or for on-the-spot increase, the Hotel will impose a 20% surcharge on the additional covers served. Menu for the additional covers may be on Chef's Discretion

**III. ADDITIONAL CHARGES:**

**A. AUDIO VISUAL EQUIPMENTS are available with corresponding charges (based upon availability):**

Equipment	Rate
LCD Projector with Screen (3,500lumens)	Php 5,000.00 nett/day
Karavision	Php 4,500.00 nett/day
Wireless microphone	PHP 1,000.00 nett/day
Lapel microphone	PHP 2,000.00 nett/day
LED Wall (9x12ft)	PHP 40,000.00nett/day

**B. ENERGY FEE: The Hotel shall charge for any electrical equipment brought in by the Client, as follows:**

Equipment	Charges
Audio-visual Equipment	PHP 500.00 net per equipment per day
Live Band	PHP 2,500.00 net per day
Package Energy Fee (Lights, Sound system, Laptop and Projector)	PHP 1,500.00 net per day for all electrical equipment brought in
Package Energy Fee (Lights, Sound system, LED Wall)	PHP 5,000.00 net per day for all electrical equipment brought in
Package Energy Fee (Lights, Sound system, LED Wall, Fog machine, Bubble machine, Confetti blast and Photobooth)	PHP 7,000.00 net per day for all electrical equipment brought in

**C. CORKAGE FEES**

The Hotel shall charge for any food and beverage that the Client will bring in, subject to the Hotel's approval.

**Food:**

Pack meals / Crew meals	PHP 500.00	net per pack meals
Food Carts	PHP 1,500.00	net per cart
Lechon	PHP 1,500.00	net per lechon
Main course in tray	PHP 3,000.00	net per tray
Whole Tuna	PHP 6,000.00	net per tuna
Roasted Calf	PHP 6,000.00	net per leg
Cocktail food/Dessert station	PHP 15,000.00	net per set-up

**Beverages**

House Wine	PHP 1,500.00	net per bottle
Premium wine	PHP 3,000.00	net per bottle
Soft drinks	PHP 3,000.00	net per case



*(Handwritten signatures)*





The function 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 function, an excess hour rental fee shall be charged accordingly, as follows:

Function Room	Extension Fee (Per Hour Rate)
Agila 3	Php 1,000.00

*The extension fee is purely rental only, and not consumable on Banquet food and beverage.*

All third party contractors and exhibitors must comply with the Hotel Safety Protocols

**F. SAFETY & SECURITY**

The Hotel shall only provide a 24-hour roving Security Services for its guests. However, it will be the discretion of DEPARTMENT OF BUDGET AND MANAGEMENT to provide a 24-hour stationed security during ingress, show days and egress days to closely monitor the items of the exhibitors. The hotel can arrange for additional security augmentation exclusively for your event. Prior arrangement is required and the following charges shall apply:

<b>Half-Day (4 Hours)</b>	1 Additional Security Personnel	Php 2,250.00nett
<b>Whole Day (8 Hours)</b>	1 Additional Security Personnel	Php 4,500.00nett

**G. SIGNAGES:**

Equipment	Charges
Welcome Banner Space Rental at the Main Gate (Banner to be provided by the client)	PHP 300.00 net per day (4x8ft) PHP 500.00 net per day (6x12ft)
3x7ft Driveway Lamp Posts with Installation	PHP 3,000.00 net per day for 10 lamp posts
3x7ft Driveway Lamp Posts with Tarpaulin Production and Installation (One Side)	PHP 5,500.00 net per day for 10 lamp posts
3x7ft Driveway Lamp Posts with Tarpaulin Production and Installation (Back to Back)	PHP 10,500.00 net per day for 10 lamp posts

**IV. ESTIMATED CHARGES:**

**Room Charges**

No. of Rooms	Room Type	Room Nights	Nett Rate Per Night	Total
4	Standard Room (Double Occupancy)	2	Php 2,800.00	Php 22,400.00
2	Deluxe Room (Double Occupancy)	2	Php 3,100.00	Php 12,400.00
1	Deluxe Room (Single Occupancy)	2	Php 2,900.00	Php 5,800.00
1	Standard Room (Double Occupancy)	1	Php 2,800.00	Php 2,800.00
6	Deluxe Room (Double Occupancy)	1	Php 3,100.00	Php 18,600.00



**DEPARTMENT OF BUDGET AND MANAGEMENT**

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5	Deluxe Room (Single Occupancy)	1	Php 2,900.00	Php 14,500.00
4	Deluxe Premium Room (Single Occupancy)	1	Php3,200.00	Php 12,800.00
1	Junior Suite (Single Occupancy)	1	Php 4,500.00	Php 4,500.00
<b>TOTAL ESTIMATED ROOM CHARGES</b>				<b>Php 93,800.00</b>

**Function Charges**

Date (2022)	Particulars	No. of Persons	Net Rate	Total
December 9, 2022	Plated AM Snacks	45	Php 750.00net/pax	Php 33,750.00
	Managed Buffet Lunch		Php 250.00net/pax	Php 11,250.00
	Plated PM Snacks		Php 750.00net/pax	Php 33,750.00
<b>Total Estimated Function and Meal Charges</b>				<b>Php 78,750.00</b>

**Other Charges**

Date (2022)	Particulars	Net Rate	Total
December 9, 2022	Incidental Budget	Php 17,000.00	Php 17,000.00
<b>Total Estimated Function and Meal Charges</b>			<b>Php 17,000.00</b>

Total Estimated Room Charges	<b>Php 93,800.00</b>
Total Estimated Function Charges	<b>Php 78,750.00</b>
Total Estimated Other Charges	<b>Php 17,000.00</b>
<b>TOTAL ESTIMATED CHARGES</b>	<b>Php 189,550.00</b>

**V. AUTHORIZED SIGNATORY**

Only the authorized signatory/signatories will sign and approve the Rooms and Event's charges and other charges that may be billed to the Master Account. If none shall be stated below, the contract signatory/signatories will be considered as the only authorized signatory of the Event.

**Authorized Signatory:**

**Specimen Signature:**

**Name:**  
**Designation:**





**VI. TERMS AND CONDITIONS**

**1. DEPOSIT SCHEME**

**1.1 Rooms and Banquet**

The Hotel shall require deposit according to the schedule set below:

Payment Due	Payment Scheme and Amount
Upon confirmation and contract signing (on <b>December 01, 2022</b> ).	The Hotel shall require the following documents: Certificate of Availability of Funds (CAF) with OBR Number and filled out application for Permanent Credit Line.  The CAF must indicate the charges approved for send-bill and the contact person in-charge for payment.
<b>Thirty (30)</b> days upon receipt of the Statement of Account or billing.	Full payment of the total incurred Guest Room, Food & Beverage, Banquet, and all other related charges.

If applicable, the Client should provide a copy of the **Certificate of Withholding Tax (BIR Form 2307)** together with the payment.

The following modes of payments are accepted:

- Credit card payment - Upon confirmation, the Hotel will provide a secure weblink for online credit card charging through Asiapay.
- Online or regular bank transfer to the Hotel's account:

**PESO ACCOUNT**

Account Name : Davao Insular Hotel Co. Inc.  
 Account Number : 2091-0001-91  
 Branch : Lanang, Davao Branch  
 Bank : Bank of the Philippine Islands

Or

Account Name : Davao Insular Hotel Co. Inc.  
 Account Number : 00065-001343-8  
 Branch : Cabaguio Avenue Branch, Davao City  
 Bank : Union Bank

Or

Account Name : Davao Insular Hotel Co. Inc.  
 Account Number : 2562-1029-33  
 Branch : Lanang, Davao Branch  
 Bank : Land Bank of the Philippines

Bank fees may apply and will be shouldered by the Client. Once amount has been deposited, please send a copy of the deposit slip or transaction confirmation to your Sales Account Manager for verification.

- Over the counter cash or credit card payment at the Front Desk



*[Handwritten signatures]*

**2. ACCOUNT SETTLEMENT**

**2.1. Rooms and Banquet**

Full payment of the total incurred Guest Room, Food & Beverage, Banquet, and all other related charges will be settled within 30 days upon receipt of SOA.

If applicable, the Client should provide a copy of the Certificate of Withholding Tax (BIR Form 2307) together with the payment.

- 2.2. Billing will be based on the guaranteed number of rooms and attendees contracted for, or actual attendance, whichever is higher. The authorized Hotel Representative will establish the actual number of rooms and number of covers served.
- 2.3. **Rooms:** Incidental charges will be on personal account unless otherwise approved by the authorized signatory. All incidental charges must be paid right after the event, payable in cash or company check unless a credit line had been authorized.  
A deposit of Php 1,000 shall be required from the guest upon check-in for incidental charges
- 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 damages and attorney's fees. However, if CLIENT is not governed under Philippine Laws, CLIENT agrees to pay damages suffered by the Hotel.

**3. POSTPONEMENT AND CANCELLATION**

3.1. All advice for postponement and cancellation should be submitted to the Hotel in writing within the specified cut-off date. Request should be acknowledged by the Hotel and documented through an addendum.

3.2. **ROOMS :** For Group bookings (10 rooms and above), the following cut-off dates will apply:

Group Size	Cut-off date
10 to 30 rooms	5 days prior to arrival
31 to 50 rooms	7 days prior to arrival
51 to 99 rooms	10 days prior to arrival
At least 100 rooms	15 days prior to arrival

Any cancellations made after the cut-off date will be charged 1 night cancellation fee.

For No Show on the expected arrival date, the Hotel will charge a 1-night No-Show fee.

**BANQUET**

Event Size	Postponement and Cancellation Policy
10 to 50 persons	<p>Notice must be given at least seven (7) days prior to the first event date in order to waive the cancellation fee.</p> <p>If notice is given six (6) days or less prior to the first event date, a postponement/ cancellation fee equivalent to one hundred percent (100%) of the total expected F&amp;B and function room rental charges will be imposed.</p>



<p>51 to 100 persons</p>	<p>Notice must be given at least fourteen (14) days prior to the first event date in order to waive the cancellation fee.</p> <p>If notice is given thirteen (13) days or less prior to the first event date, a postponement/cancellation fee equivalent to one hundred percent (100%) of the total expected F&amp;B and function room rental charges will be imposed.</p>
<p>101 to 300 persons</p>	<p>Notice must be given at least thirty (30) days prior to the first event date in order to waive the cancellation fee.</p> <p>If notice is given twenty-nine (29) days or less prior to the first event date, a postponement/cancellation fee equivalent to one hundred percent (100%) of the total expected F&amp;B and function room rental charges will be imposed.</p>

Postponement adhering to the schedule above will not be imposed a penalty fee. Furthermore, postponement will be subject to the availability of the function room on the alternative date. The alternative date should fall within one (1) year after the original date.

For cancelled events, refund process will take 3-4 weeks upon submission of cancellation notice and signed addendum to the contract stating the cancellation of the event.

3.3 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 at least three (3) 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 guaranteed accordingly.
- 4.2 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.
- 4.3. For last-minute increase of covers advised less than three (3) days prior to the event, or for on-the-spot increase, the Hotel will impose a 20% surcharge on the additional covers served. Menu for the additional covers may be on Chef's Discretion
- 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 per hour shall be charged accordingly.



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.

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.

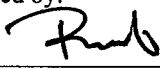
THE PARTIES, through their duly authorized representative, have hereunto affixed their signatures in the City of Davao this 1<sup>st</sup> day of December, 2022.

Prepared by:

  
MS. SHARA MAE NICOLE MAILANDER  
Sales Account Manager

Date: December 01, 2022

Accepted by:

  
ASEC ROMEO MATTHEW T. BALANQUIT  
Assistant Secretary  
Budget Policy & Strategy Group

Date: December 6, 2022

Noted by:

  
MS. MELIZA REYES  
Sales and Marketing Manager – Travel Trade

Date: December 01, 2022

