



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT

**NOTICE OF AWARD**

**MS. ARABELLA R. BARZ**  
Business Development Manager  
Park Inn by Radisson Clark

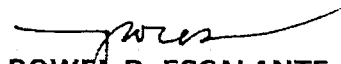
Dear Ms. Barz:

We are pleased to inform you that the project "Lease of Venue for 2022 Strategic Planning Conference" is hereby awarded to your company in the amount of **One million six hundred thirty-seven thousand four hundred sixty pesos only (Php 1,637,460.00)**.

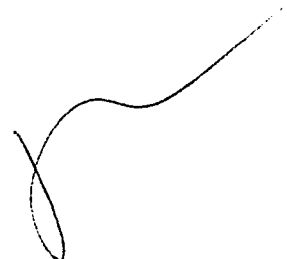
Based on the evaluation of your submitted documents, the DBM Bids and Awards Committee, through the Corporate Planning and Management Service, finds your submission as the lowest calculated and most responsive quotation for the said project.

Thank you and God bless.

Very truly yours,

  
**ROWEL D. ESCALANTE**  
Director, CPMS

**CERTIFIED TRUE COPY**  
CPMS: 





REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT

**NOTICE TO PROCEED**

**MS. ARABELLA R. BARZ**  
Business Development Manager  
Park Inn by Radisson Clark  
M.A. Roxas Highway, Brgy. Dau,  
Mabalacat City, Pampanga

Dear **Ms. Barz**,

This is to inform your company that performance of the obligations specified in the attached Contract for the Project "Lease of Venue for 2022 Strategic Planning Conference" shall commence upon receipt of this Notice to Proceed.

Thank you and God bless.

Very truly yours,

  
**ROWEL D. ESCALANTE**  
Director, CPMS

I acknowledge the receipt and acceptance of this Notice on: 28 October 2022

Name of Consultant and/or Representative: Arabella R. Barz / Mariska Martha N. Olafó

Authorized Signature: 

**CERTIFIED TRUE COPY**  
CPMS: 



October 28, 2022

**Dir. Rowel D. Escalante**  
Director  
Corporate Planning and Management Services  
Department of Budget and Management  
General Solano Street  
Barangay 646, San Miguel, Manila  
Mobile Number: +63 9261984998  
Email: [dbm-prms@dbm.gov.ph](mailto:dbm-prms@dbm.gov.ph)

**LETTER OF AGREEMENT**  
**Room Accommodation & Meal Arrangements**  
**November 23-25, 2022**

Dear Dir. Escalante,

Thank you for choosing Park Inn by Radisson Clark as the venue of the **2022 Strategic Planning Conference on November 23-25, 2022**. We have attached the agreement outlining the details as discussed to date.

In order for us to continue to hold the confirmed space, please return the signed agreement on or before **November 04, 2022**.

We look forward to working with you and welcoming your valued guests to Park Inn by Radisson Clark.

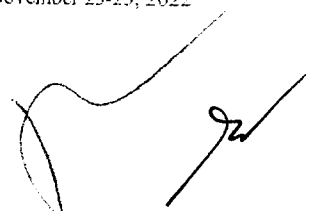
Kind regards,

  
**Arabella R. Barz**  
Business Development Manager

**CERTIFIED TRUE COPY**  
**CPMS:** 

**Park Inn by Radisson Clark**  
(Next to SM City Clark)  
M.A. Roxas Highway, Brgy. Dau  
2010 Mabalacat City, Pampanga, Philippines  
Tel: +63 45 598 7000  
[parkinn.com/hotel-clark](http://parkinn.com/hotel-clark)

Department of Budget and Management  
2022 Strategic Planning Conference  
November 23-25, 2022



LETTER OF AGREEMENT  
ROOM ACCOMMODATION & MEAL ARRANGEMENTS  
BETWEEN

Business Partner  
Contact Person  
Designation

DEPARTMENT OF BUDGET AND MANAGEMENT  
Dir. Rowel D. Escalante  
Director, CPMS

Address

General Solano Street  
Barangay 646, San Miguel, Manila

AND

The Hotel  
Contact Person  
Title  
Address  
Address  
Telephone  
Email Sales Office  
Email Reservation Department  
Website

PARK INN BY RADISSON CLARK  
Arabella R. Barz  
Business Development Manager  
M.A. Roxas Highway, Brgy. Dau  
2010 Mabalacat City, Pampanga  
0977 805 7175  
[abarz@parkinn.com](mailto:abarz@parkinn.com)  
[pirc.reservations@parkinn.com](mailto:pirc.reservations@parkinn.com)  
[parkinn.com/hotel-clark](http://parkinn.com/hotel-clark)

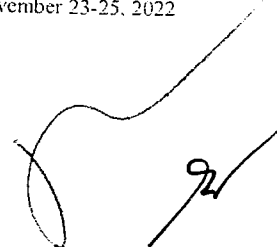
*Agreement Period*

*This agreement is valid only for the following*

2022 Strategic Planning Conference  
November 23-25, 2022

Park Inn by Radisson Clark  
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Department of Budget and Management  
2022 Strategic Planning Conference  
November 23-25, 2022



**I. GUEST ROOM REQUIREMENTS AND RATES**

The following daily room and rates would apply as specified below:

Room Categories	23 Nov Wed	24 Nov Thurs	25 Nov Fri	Total Room Nights
Superior Room (single occupancy)	18	18	Check out	36
Standard Room (double occupancy)	41	41	Check out	82

*\*Please advise exact number of room configuration required and advance party/ies to check in, if any, so we may block accordingly. Advance information on this matter will be helpful in order for us to make the necessary blockings.*

**Rate quoted in this agreement is:**

- (a) Confidential between Park Inn by Radisson Clark and Department of Budget and Management
- (b) Valid only for the event stated in this agreement.
- (c) Quoted in Philippine Peso and inclusive of 10% Service charge, 12% VAT and .65 local tax.
- (d) Nett, non-commissionable and quoted on a room, per night basis, unless otherwise stated.
- (e) Based on single occupancy, double or twin occupancy using existing bedding available at the hotel or room type and occupancy as stipulated in rates table.
- (f) Rates offered are based on a minimum of 100% actualization of room block stated in this agreement. If the final utilization of rooms drop below this number, the hotel retains the right to review the rates offered.

**The room rates quoted are inclusive of:**

- Complimentary buffet breakfast at Hues restaurant
- Complimentary use of WIFI internet access in all areas of the hotel
- Complimentary two (2) bottles of mineral water, replenished daily
- Complimentary use of swimming pool and fitness gym
- In-room flat iron and ironing board
- In-room coffee and tea making facilities
- In-room safety deposit box

**Benefits:**

- The hotel is approximately 10 minutes away from the airport
- The hotel is conveniently located next to SM City Clark

**Features:**

- 254 guestrooms including Junior Suites & Suites
- A fully equipped fitness centro, outdoor swimming pool and a lobby bar

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**Department of Budget and Management**  
2022 Strategic Planning Conference  
November 23-25, 2022

**II. ACCOMMODATION REQUIREMENTS**

**IMPORTANT NOTES:**

A. **Department of Budget and Management** must provide the Hotel on **November 16, 2022** an updated rooming list, inclusive of the following information:

- a. Name of participant (For twin sharing, names of occupants must be indicated.)
- b. Check-in and check-out dates
- c. Room category
- d. Flight details (Please indicate if airport transfer is required. Corresponding charges will apply.)

**III. CHECK-IN/CHECK-OUT**

Check-in: 1500H (subject to room availability for early arrivals)  
Check-out: 1200H (subject to room availability for late departures)

- (a) To guarantee an early check-in, the following charges will apply:
  - a. Between 1200H and 1400H – complimentary, subject to availability
  - b. Earlier than 1200H – requires the room to be reserved from the previous night at a full night's charge as per above.
- (b) To guarantee a late check-out, the following charges will apply.
  - a. Between 1200H and 1400H – 25% of room rate
  - b. Between 1600H and 1800H – 50% of room rate
  - c. After 1800H – 100% of the room rate

**IV. PORTERAGE/ROOM DROP**

Porterage and room drop are complimentary. Any additional service that requires outsourcing will be charged accordingly with corresponding service charges.

**V. FOOD AND BEVERAGE REQUIREMENTS**

**A. Meal Packages**

Date	Banquet Requirements	Venue	Set-up	Minimum guaranteed number of persons
November 23, 2022	Whole Day Meeting with AM Snacks, Lunch, PM Snacks and Dinner (0800H-2000H)	SMX Function Room 3	Round tables	100
November 24, 2022	Whole Day Meeting with AM Snacks, Lunch, PM Snacks and Dinner (0800H-2000H)	SMX Function Room 3	Round tables	100
November 25, 2022	Half Day Meeting with AM Snacks, Lunch and Packed PM Snacks (0800H-1330H)	SMX Function Room 3	Round tables	100

**Inclusions:**

- Use of the function room based on the above schedule
- Free flowing of freshly brewed coffee or tea
- **November 23-25 meals (based on above arrangements)**

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- One (1) round of iced tea for lunch & dinner
- Wi-Fi internet access with speed of up to 15 mbps
- Basic A/V equipment
- Conference stationeries and pencil
- Whiteboard with markers

**B. Food and Beverage Terms and Conditions:**

1. All meeting room, food and beverage, and related services are inclusive of applicable taxes and service charge in effect on the date of the event. Function rooms are assigned according to the expected attendance and set-up. The Hotel reserves the option to assign alternative meeting space suitable for the Group's requirement should the expected attendance change, subject to availability and with prior agreement with the Organizer.
2. Deposits are non-refundable. For cancellations or postponements, deposits will be either forfeited or may be used within a limited period of time as approved by the Hotel depending on the Cancellations and Release Back Policies.
3. For confirmation given less than 3 weeks or 21 days, menu selection will be subject to change depending on the availability of item on the day of the event.
4. Please confirm increase in the minimum guaranteed number of persons at least One (1) week prior to the function date.
5. The Hotel strictly prohibits racking, sticking and/or hammering any material in the walls, ceilings, floor, doors, and fixture of the venue. In case of damages, the client agreed to be charged accordingly.
6. One (1) week before the function, the CLIENT shall advise the hotel, the reception program and the list and contact number of suppliers, subcontractor they have enlisted related to this event.
7. The consent of the HOTEL to the CLIENT'S bringing in or out of food and beverage items shall not in any way affect or serve to relieve or mitigate the CLIENT'S aforesaid responsibility and liability for the same. The CLIENT shall be solely liable for any personal damages or injuries, including death, that may be suffered by the CLIENTS guests and other persons attending the Function by reason of having partaken of the Food and Beverage items brought in or out by the CLIENT, whether or not due to the unsatisfactory quality or spoil state thereof including responsibility to and for such persons delivering the same. In this regard, the CLIENT undertakes to indemnify and hold the HOTEL free and harmless against any and all claims, suits and actions for damages that may be brought against the hotel by the CLIENT'S guests and other persons attending the Function or delivering the said items

**VI. BREAKDOWN OF CHARGES**

**Room Charges**

Date of Stay	Room Category	Number of rooms	Number of nights	Estimated Charges
November 23-25, 2022	Superior Room (single)	18	2	Php 180,00.00
November 23-25, 2022	Standard Room (double)	41	2	Php 393,600.00
<b>Total</b>				<b>Php573,600.00</b>

**Contingency**

Date	Details	Total Amount
November 23-25, 2022	10% Contingency	Php 148,860.00

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**Organized Meal Charges**

Date	Banquet Requirements	Number of Persons	Total Amount
November 23, 2022	Whole Day Meeting with AM Snacks, Lunch, PM Snacks and Dinner	100	Php 340,000.00
November 24, 2022	Whole Day Meeting with AM Snacks, Lunch, PM Snacks and Dinner	100	Php 340,000.00
November 25, 2022	Half Day Meeting with AM Snacks, Lunch and Packed PM Snacks	100	Php 235,000.00
<b>Total</b>			<b>Php 915,000.00</b>

**Estimated Total Room, Venue and Organized Meal Charges**

**PHP 1,637,460.00**

*For check payment, payee should be PREMIER CENTRAL, INC.*

**VII. DEPOSIT/PRE-PAYMENT SCHEDULE**

Upon acceptance of this agreement, Park Inn by Radisson Clark will require Department of Budget and Management to arrange payment of the following:

Schedule	Amount	Due Date
Full Payment of Total Contracted Charges	PHP 1,637,460.00	On send bill arrangement to be settled Thirty (30) days after receipt of the Billing Statement
Group Incidental Charges		On company account upon check-out; duly noted and acknowledged by the official signatory
Personal Incidental Charges		On personal account of the guests to be settled upon check out

**A. CUT-OFF DATES**

This agreement is being held on a tentative basis and will only be considered as a definite booking after the receipt of the initial deposit.

However, should another organization approach us with a commitment to book the proposed dates on a definite basis, you will be advised and given a 48-hour right of refusal

You have the option to confirm your booking or to release the space and the room block in writing any time prior to the expiry of the 48 hours.

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**Department of Budget and Management**  
 2022 Strategic Planning Conference  
 November 23-25, 2022



**B. CANCELLATION POLICIES**

Upon acceptance of this agreement, should any cancellation occur, the hotel is entitled to cancellation fees as follows:

**Cancellation Charges Applicable**

PERIOD	CANCELLATION CHARGES
15 days and below	100% of the total contracted room and meal charges specified in this agreement

**C. BILLING PROCEDURES**

**Master Account**

All guestrooms, room rental, organized functions and other meeting and F&B charges authorized by the Authorized Representative shall be charged to the Master Account unless otherwise instructed.

**Individual Account**

All incidental charges incurred by guests such as telephone calls, laundry and mini bar shall be billed to the individual's personal account. Settlement of the individual accounts shall be upon checkout either by cash or credit card. Credit card imprint or cash deposit is required upon check in.

**D. PAYMENT TERMS**

**Taxes and Levies**

Unless otherwise specified in this agreement, all charges are inclusive of prevailing taxes and levies applicable at the time the bill is presented, but the bill will reflect the total amount payable (i.e. charges plus applicable taxes and levies).

**Bank Account Information**

All payments are to be made to the following account, unless otherwise notified by the hotel:

NAME OF BANK : BANCO DE ORO – One Ecom Center  
 ACCOUNT NAME : Premier Central Inc.  
 ACCOUNT NO. : 006280422649  
 SWIFT CODE : BNORPHMM

At the end of the event the hotel will present a bill, which will include, but not be limited to, any other charges not specified in this agreement but authorized by the Authorized Representative during the event. Business Partner agrees to make full settlement of the bill upon its presentation.

**Currency**

If payment is made in any currency other than that used by the hotel, Business Partner is responsible for any fluctuation in the currency exchange. The hotel shall be paid the full amount in the currency as charged.

**No Set-Off or Deduction**

Business Partner shall not set-off or deduct any amount from the payments due and payable to the hotel.

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**Department of Budget and Management**  
 2022 Strategic Planning Conference  
 November 23-25, 2022

**E. FORCE MAJEURE**

Park Inn by Radisson Clark shall not be held liable for failure to execute arrangements specified herein directly or indirectly occurred by or through or in consequence of war, strikes, riots and Acts of God or conditions beyond the control of Park Inn by Radisson Clark.

**F. INDEMNITY**

Business Partner assumes sole responsibility for, and will indemnify and hold harmless, the hotel, the hotel operator, and their respective employees and agents from and against, all claims, liabilities or damage, arising from or in connection with the Business Partner's event and any person present at or involved in such event.

**G. OTHERS**

**Hotel Policies**

Business Partner shall (and ensure that all persons present at or involved in Business Partner's event) at all times adhere to the policies and procedures of the hotel implemented from time to time.

**Authorized Representative/s**

Business Partner acknowledges and agrees that the hotel is entitled to act in reliance on the authority and instructions of the Authorized Representative in relation to the event and the accommodation, unless otherwise notified in writing by Business Partner.

**H. GOVERNING LAWS**

In compliance with the Philippine Executive Order 26, entitled providing for the Establishment of Smoke-Free Environments in Public and Enclosed Places, issued by Philippine President Rodrigo Duterte, which took effect July 23, 2017. Park Inn Clark is now 100% percent smoke free within the building and all guest rooms. You'll be reminded at the time of booking and upon arrival that smoking is not permitted inside the building. Your confirmation letter will also include a reference to the policy. There is a PHP 5,000 room recovery fee for guests who do not comply in order to cover the extensive cost of restoring guest rooms with a smoke-free condition.

It is our pleasure to have smoking guests who politely respect the rules of this policy. Therefore, we have provided a shaded area away from the building reserved for smoking. Smoking is not permitted within 10 meters from entrance, exit, or any place where people pass or congregate, according to the executive order stated above.

This agreement is governed by the laws of the Philippines

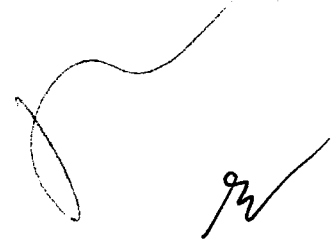
**I. DATA PRIVACY PROTECTION**

By signing this Agreement, you consent to the collection, use, processing and transfer of personal data as described in this paragraph. You understand that Park Inn by Radisson Clark and its subsidiaries hold certain personal information about you, including your address, date of meeting or event, email address, first name / last name, profession and employment,

Radisson Rewards membership number, telephone number. You further understand that Park Inn by Radisson Clark and/or its subsidiaries will transfer Data amongst themselves as necessary for the purpose of implementation, administration and management. You understand and further authorize Park Inn by Radisson Clark and/or any of its subsidiaries to retain your Personal Data for as long as is required to fulfill the activities set out in this Privacy

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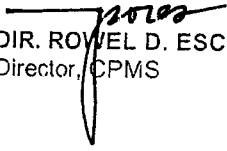




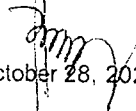
Policy, for as long as otherwise communicated to you or for as long as is permitted by applicable law. For example, we may retain your Personal Data if it is reasonably necessary to comply with any legal obligations, meet any regulatory requirements, resolve any disputes or litigation, or as otherwise needed to enforce this Privacy Policy and prevent fraud and abuse. You also understand that you may, at any time, review Data, require any necessary amendments to Data or withdraw the consents herein in writing by contacting Park Inn by Radisson Clark.

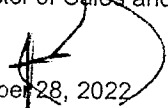
For more information please go to <https://www.radissonhotels.com/en-us/privacy>

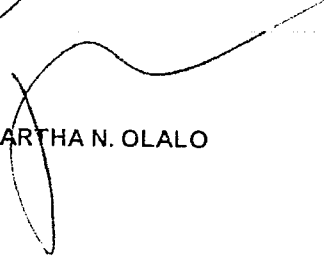
**Accepted on behalf of:**

Company Name: DEPARTMENT OF BUDGET AND MANAGEMENT  
Printed Name: DIR. ROWEL D. ESCALANTE  
Position: Director, CPMS  
Authorized Signature:   
Date:

**Offered on behalf of PARK INN BY RADISSON CLARK:**

Printed Name: ARABELLA R. BARZ  
Position: Business Development Manager  
Authorized Signature:   
Date: October 28, 2022

**Noted by:**  
Printed Name: MR. MICHAEL FRANCIS NABONG  
Position: Director of Sales and Marketing  
Authorized Signature:   
Date: October 28, 2022

**Approved by:**  
Printed Name: MS. MARISKA MARTHA N. OLALO  
Position: General Manager  
Authorized Signature:   
Date: October 28, 2022

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**Department of Budget and Management**  
2022 Strategic Planning Conference  
November 23-25, 2022



**Dir. Rowel D. Escalante**  
Corporate Planning and Management Service  
**Department of Budget and Management**

Thru:  
**Ms. Hazel Orbeta**  
Planning Officer III  
Mobile: +63 9261984998  
Email Add.: [dbm-pms@dbm.gov.ph](mailto:dbm-pms@dbm.gov.ph)

October 28, 2022

Dear Dir. Escalante,

Thank you for your request. The Hotel's **Room and Meeting Package** at **Park Inn by Radisson Clark** makes the ordinary extraordinary – with 100% satisfaction guaranteed.

Enjoy your stay with us:

- Friendly personalized service with surprising, feel good extras
- Strategic and highly accessible location
- Fast wireless internet access for all in-house guests

Additional exciting details are just a **click** ([www.parkinn.com/hotel-clark](http://www.parkinn.com/hotel-clark)) away.

Now, please find attached your individual contract proposal.

If you have any questions about the proposal or your event, please do not hesitate to get in touch with us. We are looking forward to welcoming your guests. Your success is our ambition.

Best regards,

**Park Inn by Radisson Clark**

  
**Arabella R. Barz**  
Business Development Manager  
Mobile: +63 977 8057175  
Phone: +(63 45) 598 7000  
Fax: +(63 45) 598 7077  
E-Mail: [abarz@parkinn.com](mailto:abarz@parkinn.com)

**CERTIFIED TRUE COPY**  
CPMS: 



ROOMS OVERVIEW				
Room Type	No. of Rooms	Room Rate	Stay Dates	Estimated Cost
Superior Room (Single)	18	Php 5,000 net per room per night	Check in: November 23, 2022 Check out: November 25, 2022	Php 180,000.00
Standard Room (Twin)	41	Php 4,800 net per room per night	Check in: November 23, 2022 Check out: November 25, 2022	Php 393,600.00
<b>Total</b>				<b>Php 573,600.00</b>

Inclusions:

- Inclusive of breakfast based on occupancy at HUES
- Complimentary 2 bottles mineral water per room
- Complimentary 24hour wifi access

EVENT OVERVIEW				
Date	No. of Persons	Meal	Venue	Total Amount
Nov 23	100	AM Snacks, Lunch, PM Snacks and Dinner (0800H-2000H)	SMX Function Room 3	Php340,000.00
Nov 24	100	AM Snacks, Lunch, PM Snacks and Dinner (0800H-2000H)	SMX Function Room 3	Php340,000.00
Nov 25	100	AM Snacks, Lunch, Packed PM Snacks (0800H-1330H)	SMX Function Room 3	Php235,000.00
<b>Total</b>				<b>Php915,000.00</b>

Inclusions:

- Complimentary use of SMX Convention Center Function Room 3 based on the above schedule
- Free flowing of freshly brewed coffee or tea
- **Nov 23-24:** AM Snacks Managed Buffet Lunch, PM Snacks, Managed Buffet Dinner
- **Nov 25:** AM Snacks Managed Buffet Lunch and PM Snacks
- One (1) round of iced tea for lunch and dinner
- Wi-Fi internet access with speed of up to 15 mbps
- Basic A/V equipment,
- One (1) LCD projector and screen
- Conference stationeries and pencil
- Alcohol based hand sanitizer at meeting room

ESTIMATED COST OVERVIEW	
Cost	Amount
Room Cost	Php 573,600.00
Meetings & Events Cost	Php 915,000.00
10% Contingency	Php 148,860.00
<b>Estimated total Cost</b>	<b>Php 1,637,460.00</b>

**Note: Room & Meeting rooms are subject to availability upon confirmation**

The estimated room and meal costs includes 12% VAT, 0.65% local tax and 10% service charge

#### PAYMENT

Send bill arrangement for 30 days provided a Certificate Availability of Fund will be presented.

## TERMS AND CONDITIONS

*The Hotel's Room & Meeting Package* is valid for a minimum of 100 persons in. All quoted prices are in *Philippine peso*.

The contract is binding when it has been signed by both parties.

## ACCEPTANCE AND SIGNATURE

I have received, read and I agree with the above contract proposal.

Dir. Rowel D. Escalante  
Department of Budget & Management

Arabella R. Darz  
Park Inn by Radisson Clark

Client / Contact

Hotel / Contact

Rowel D. Escalante      10/28/22  
Date/Signature

Arabella R. Darz      10/28/22  
Date/Signature