



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT

**NOTICE OF AWARD**

October 16, 2023

**MS. NICA MAALA**  
Sales Executive  
Quest Hotel Tagaytay

Dear **Ms. Maala**:

We are pleased to inform you that the project, "Lease of Venue for the Talent Development Committee Writeshop," is hereby awarded to your company in the amount of **Two Hundred Thirty-One Thousand Nine Hundred and Fifty Pesos (Php 231,950.00)**.

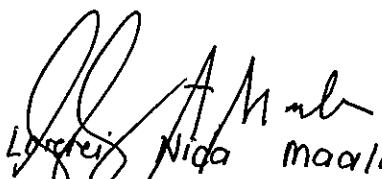
Based on the evaluation of your submitted documents, the DBM Bids and Awards Committee, through the Administrative Service – Human Resource Development Division, finds your submission as the lowest calculated and most responsive quotation for the said project.

Please coordinate with the AS-HRDD for the implementation/execution of this project.

Thank you.

Very truly yours,

  
**RAMON VICENTE B. ASUNCION**

  
Lorena Nida Maala  
October 16, 2023



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT

**BIDS AND AWARDS COMMITTEE**

**NOTICE TO PROCEED**

October 16, 2023

**MS. NICA MAALA**

Sales Executive  
Quest Hotel Tagaytay

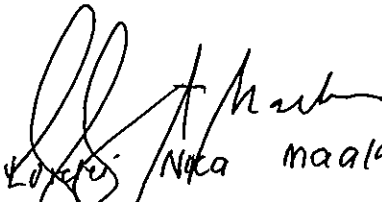
Dear **Ms. Maala:**

This is to inform your company that the performance of the obligations specified in the attached Contract for the Project, "*Lease of Venue for the Talent Development Committee Writeshop*," shall commence upon receipt of this Notice to Proceed.

Thank you.

Very truly yours,

  
**RAMON VICENTE B. ASUNCION**

  
Nica Maala  
October 16, 2023



Ms. Anne Andal  
 Reservation Specialist  
 October 14, 2023

Director Ramon Vicente Asuncion  
 Administrative Service  
 Department of Budget and Management  
 T: +632 657 3300 local 3126  
 E: hrdd@dbm.gov.ph

**CONTRACT OF AGREEMENT**

Dear Director Asuncion,

Thank you for choosing Quest Hotel Tagaytay.

This document sets out the terms and conditions of the agreement between the **Quest Hotel Tagaytay** and **Department of Budget and Management** for the event requirements on **October 18-20, 2023**.

**I. ACCOMMODATION**

Room Category	No. of Rooms	No. of Pax	Room Rate	No. of Nights	TOTAL AMOUNT
Deluxe (Single Occupancy)	2	2	PHP 3,400.00 Net	2	PHP 13,600.00 Net
Deluxe (Double Twin)	8	16	PHP 3,850.00 Net	2	PHP 61,600.00 Net
JR. Suite (Triple Occupancy)	1	3	PHP 5,400.00 Net	2	PHP 10,800.00 Net
Total					<b>PHP 86,000.00 Net</b>

**Inclusions:**

- Room accommodation with Breakfast
- Complimentary Wi-Fi in guest rooms and guest areas
- Coffee and tea-making facilities
- Complimentary drinking water

**MEETING AT FORA TRADE HALL:**

Function Date	Event Type	Time	No of Persons	Venue	Set-up	Rate Per Person	Total
October 18, 2023	Whole Day Meeting	8:00 AM – 6:00 PM	21	Meeting Room 1 & 2	Classroom	PHP 2,500.00 Net	PHP 52,500.00 Net
October 19, 2023	Whole Day Meeting	8:00 AM – 6:00 PM	21	Meeting Room 1 & 2	Classroom	PHP 2,500.00 Net	PHP 52,500.00 Net
October 20, 2023	Whole Day Meeting	8:00 AM – 2:00 PM	21	Meeting Room 1 & 2	Classroom	PHP 1,950.00 Net	PHP 40,950.00 Net
Total							<b>PHP 145,950.00 Net</b>

**QUESTHOTELSANDRESORTS.COM/TAGAYTAY**

Fora Rotunda Tagaytay, Emilio Aguinaldo Highway  
 Silang Crossing East, Tagaytay, Cavite 4120 Philippines  
 +6346 419 8788 | +6346 419 8488 • tagaytayinfo@questhotelsandresorts.com

# Quest Hotel

TAGAYTAY

## Meeting Inclusions

- Use of function space at the above-mentioned contracted time
- PA sound system with 2-3 microphones
- Complimentary use of projector & screen
- White Board / Flipchart upon request
- Free Flowing Coffee and Service Water
- Note pads and pencils upon request
- Complimentary Wi-Fi at the assigned function room

## MEALS

Day 1 & 2:      AM Snack  
                    Lunch  
                    PM Snack  
                    Dinner

Day 3 :         AM Snack Lunch  
                    PM Snack

## Summary of Charges

**Accommodation                 : PHP 86,000.00 Net**  
**Meals & Function Room       : PHP 145,950.00 Net**

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**TOTAL: PHP 231,950.00 Net**

*NOTE: All rates are quoted in Philippine Peso and are based on the original requirements stated above, should your requirements change, rates quoted shall be subject to review and may change accordingly.*

## II. PAYMENT AND BILLING POLICY

The contract between the **Department of Budget and Management** and **Quest Hotel Tagaytay** is valid after the hotel receives the signed contract on or before October 16, 2023.

## BILLING ARRANGEMENT

Send bill arrangement of 15-30 days.

### Bank Details:

*Name to Appear on check:* FORA Services, Inc.

Account Name                 : FORA Services, Inc.  
Account No                    : 200-030-90817-8  
Swift Code                    : EWBCPHMM  
Bank                            : EASTWEST BANK  
Bank Address                 : G/F Unit 1001.1, Fora Mall, Emilio Aguinaldo Highway, Brgy.  
  Crossing East, Rotunda, Tagaytay City, Cavite, 4120, PH

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# Quest Hotel

TAGAYTAY

1. All room and other charges stated in this contract shall be part of the Master Bill / Master Guest Folio of
2. Other incidentals charges will be on personal of the guests. Cash basis will apply
3. Currency: All prices quoted in this contract/proposal are stated in Philippines Peso, the official currency of the Republic of the Philippines.

## AUTHORIZED SIGNATORY

**DIRECTOR RAMON VICENTE ASUNCION**  
Administrative Service  
Department of Budget and Management

### **III. EXTERNAL SUPPLIER POLICY**

Should company utilize outside contractors or subcontractors in the hotel premises during the stay, including, but not limited to, a destination management company, audio/visual services, decorators, or others, you must notify the hotel of your intention to use such providers at least thirty days in advance of your event. All outside contractors must sign a hold harmless, indemnification and insurance agreement in the form currently in use at hotel for similar outside contractors and provide proof of insurance in amounts acceptable to hotel (amounts and types of insurance may be changed or increased in Hotel's sole discretion based on the type of services the outside contractor will be providing) before they will be allowed to provide services on Hotel premises.

When equipment such as audio-visual equipment, p/a systems, computers, laptop and projectors, etc are bought in, **Department of Budget and Management** is requested to register those items with the Hotel Security Department to verify their existence. It is recommended to arrange additional security services to ensure the protection. It is the hotel's sole discretion to allow or disallow outside provider inside the hotel premises.

### **IV. SAFETY, SECURITY AND FORCE MAJEURE**

While the hotel shall take all necessary precautions, the hotel shall not be held responsible for any loss or damage to belongings of the company or any guest in attendance prior, during or after an event held at the hotel.

- Any fire exit signs, fire exits and firefighting facilities must be always kept clear of obstacles.
- No fireworks may be set off within the hotel premises without prior written approval.
- No unlawful activities may be conducted within the hotel premises.

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**V. POSTPONEMENT AND CANCELLATION POLICIES**

An event is considered confirmed if a written agreement has been signed both by **Quest Hotel Tagaytay** and **Department of Budget and Management**.

All confirmed bookings are guaranteed and as such, earnest or confirmation deposit and succeeding payments given are non-refundable in case of cancellation.

**VI. ACCEPTANCE OF CONTRACT AGREEMENT**

Contained in this agreement are the detailed commitments and arrangements agreed by both parties. Any changes and additional arrangements / agreements after this contract has been signed and sealed shall have to be restated and processed and signed off by both parties thru an addendum contract

Please send us back a signed copy of this contract on or before **October 16, 2023** for the above agreements to apply and for the hotel to prepare for the arrival of your guests

Signed on behalf of the Hotel,

Signed on behalf of the Organizer,

**Nica Maala**  
Sales Executive  
Quest Hotel Tagaytay

**Director Ramon Vicente Asuncion**  
Administrative Service  
Department of Budget and Management

Noted by:

**Ms. Cecille Kimpc**  
Assistant Vice President of Sales  
Chroma Hospitality Inc.

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