



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

NOTICE OF AWARD

August 08, 2023

MS. CAROLYN PANCHO

Operations Manager
Kew Hotel Tagbilaran
Kew Hotel Bldg., J.A. Clarin St.,
Tagbilaran City, Bohol

Dear **Ms. Pancho:**

We are pleased to inform you that the project "***Lease of Venue for PH-OGP Consultation/Workshops/Meetings (Visayas)***" is hereby awarded to Kew Hotel in the amount of **Two Hundred Thirteen Thousand and One Hundred Pesos (P213,100.00) 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,


MARY JOY O. DE LEON
Acting Director IV
Fiscal Planning and Reforms Bureau
Department of Budget and Management



REPUBLIC OF THE PHILIPPINES
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NOTICE TO PROCEED

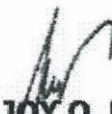
August 8, 2023

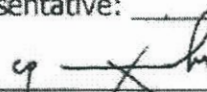
MS. CAROLYN PANCHO
Operations Manager
Kew Hotel Tagbilaran
Kew Hotel Bldg., J.A. Clarin St.,
Tagbilaran City, Bohol

Dear **Ms. Pancho:**

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

Very truly yours,


MARY JOY O. DE LEON
Acting Director, FPRB

I acknowledge the receipt and acceptance of this Notice on: AUG 10 2023
Name of Consultant and/or Representative: Carolyn A. Pancho
Authorized Signature: 



J.A Clarin St. Tagbilaran City, 6300 Bohol
 www.kewhotel.com.ph/tagbilaran
 Email: sales@kewhotel.com.ph
 Contact No.: 501-0730 / 0917-4754374 / 0998-2435238

CONTRACT OF SERVICE

CLIENTS ("YOU")		KEW HOTEL	
Client's Name	Director Mary Joy O. De Leon	Name	Kew Hotel Tagbilaran
Company	Department of Budget and Management	Address	J.A Clarin Street Dampas District Tagbilaran City
Address	DBM Bldg., 1, General Solano St., San Miguel		
Mobile No.	09209430435	Mobile No.	0917-4754-374/0998-2435-238
Landline No.	(632) 8735-3300	Landline No.	(038) 501-0730
Email Add.	knagales@dbm.gov.ph	Email Add.	sales@kewhotel.com.ph

You may review and the detailed information provided to ensure that this accurately reflects your needs and requirements.

EVENTS DETAILS		
Events Name: Action Plan Development Workshop		
Date: AUGUST 24, 2023	Time: 8:00am-5:00pm	
Guaranteed No. of Person: 80PAX	Expected No. of Person: 80PAX	
Events Room: 7TH FLOOR BALLROOM	Set Up: ROUND TABLE	Motif: -
Total Amount: PHP150,000.00	Down Payment: -	Balance: -
Special Arrangement: SEND BILL ARRANGEMENT		

cp Jh

ROOM ACCOMMODATION DETAILS

Guest Name: Director Mary Joy O. De Leon		
Company Name: Department of Budget and Management		
Arrival Date: AUGUST 23,2023	Departure Date: AUGUST 25,2023	
Type of Rooms :	No. of Rooms	No. of Pax/Room
DELUXE TWIN W/ BALCONY	5	2
DELUXE CORNER	3	2
TOTAL AMOUNT: PHP63,100.00	DOWNPAYMENT: -	
Special Arrangements: END BILL ARRANGMENTS		

OVER ALL TOTAL

ROOM ACCOMODATION/FUNCTION ROOM WITH MEALS	TOTAL AMOUNT: PHP213,100.00
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- Subject change upon approval of the both parties.
- Does not include service charges, labor fees, federal, state or local taxes or any other fees outside of food and beverage product sales.

The terms and conditions of this agreement between you and the Kew are intended to clarify and communicate the commitment between the two parties to assure the result of your event meets the expectations.

1. **EVENTS ROOMS** – You agree and confirm with us the assigned event room before printing any materials listing specific meeting or function locations. The schedule event (refer on first page) indicates the space that is tentatively being held for 7th Floor Ballroom and will be held on a definite basis upon signing of the contract by both parties. In case, for any reason the function space reserved is not available for your event, you agree that we may substitute another space appropriate enough to the number of your expected guest and event.
2. **DECORATIONS** – Display items may not be attached to any stationary wall, floor, window or ceiling with nails, staples or double sided tape or any other substance in order to prevent damage to the fine fixtures and furnishing. All decorations supplied by the Event Organizers must meet with the approval of the Hotel Management. Paints, Charcoal, Smoke and Fog are strictly prohibited. Clients are only permitted to decorate the designated venue 2hrs prior to the event (Lights ONLY).
3. **TECHNICAL EQUIPEMENT & RENTAL CHARGES** – Any equipment required that are not included on the contract will be subject to specific rental fee (subject to availability and by arrangement). Usage for venue with the minimum of 3hrs is free of charge. Succeeding hours at Php3000.00 per hour.

cp Jhy

4. **OVERTIME** - You agree to start your event promptly at the schedule start time and agree to have your guests; invitees and other guest vacate the venue at the end of time indicated on the final BEG. You further agree to reimburse us for any overtime wage payment or other expense incurred by us due to your failure to comply with these regulations. After 30mins, extensions will apply Php3, 000.00 per hour.
5. **CORKAGE** - You must obtain prior approval from Kew Hotel Tagbilaran for any brought in food and drinks. Hotel will not be responsible for anything happen to your guest due to those (brought in) food. Corkage fee will apply accordingly.
6. **LAST MINUTE CHANGES/ AMENDMENT** - The both parties agree that any amendments or changes to the arrangements described in this contract must be made in writing, signed by both you and Kew Hotel provided, however that this contract includes all signed or unsigned banquet event orders (and the terms and conditions contained therein and attached there to) issued by Kew Hotel for this and related events. Changes must be made at least 24hrs prior to the event (Set up ONLY). Changes within 24hrs before the event will no longer be entertained.
7. **LOSSES AND BREAKAGES** - Hotel is not liable for you items that might be lost during your function. Lost and damages of tableware and other banquet item caused by the un becoming behavior of your guests and/or damages in the club's properties caused by contractual services like mobile disco, decorators and other shall be charge to you account.
8. **ROOM ACCOMMODATION** - The guest does not acquire any claim for the availability of a particular room, unless the hotel confirmed the availability of a particular room in writing. Standard check in time is at 2:00PM and early check -in is subject to availability. Not confirmed booking will be released at 6PM. The hotel is entitled to demand a guarantee for late arrivals. On the agreed day of departure, check-out time is at 12:00pm. Late checkout is may vary to hotel occupancy and has corresponding charges of 50% (12:00pm-3:00pm) and 100% (3:00pm-6pm) on the published rate. Possible further claims for compensation for any damages by the hotel are reserved.
9. **PROMOTIONAL CONSIDERATIONS** - We have the right to review and approve any advertisements or promotional materials in connection with your function which specifically reference the Kew Hotel's name or logo. Kew Hotel does not offer or accept any terms or conditions which provide commissions, rebates, honors points or other forms of compensation related to revenue for food, beverage room or equipment rental.
10. **GUARANTEE OF ANTICIPATED REVENUE** - At least 72hours (three business days) before your event, you must inform us, in writing of the exact number of people who will attend your event. You will be charged base on the total guarantee persons and the additional attendees together will all the remaining balance immediately after the event.
11. **CANCELLATION** - If it is necessary to cancel the event, we ask that you give us an early notice as much as possible to make the room available to other guests.
 - Cancellation within 10 days - 50% of total estimated cost.
 - Cancellation within 5 days - 75% of total estimated cost.
 - Cancellation within 3 days - 100% of total estimated cost.NOTE: The parties agree on the following amounts to be paid by you to Kew upon notice of cancellation as liquidated damages.
12. **CONFIRMATION** - We will require a fifty percent (50%) down payment of the total estimated cost or of the minimum room charge to confirm the reservation.

cp Jh

13. **PAYMENT** - Unless you established a credit in advance with us, you will pay the entire contract price in cash, by credit card or by certified check at least five (5 business days) prior to your function or by personal bank check two (2 weeks) prior to your function. If you have established credit, full payment will be due within fifteen days (15) after you receive the bill. If payment of all undisputed charges is not received within fifteen (15) days after your receive of the final invoice, finance will charge of 1.5% per month, or the maximum amount allowed by law, whichever is less, will accrue on the unpaid, undisputed amount, commencing on the date of the receipt of the final invoice.
14. **FORCE MAJEURE:** Neither party shall be responsible for failure to perform this contract if circumstances beyond their control, but not limited to; acts of God, shortage of commodities or supplies to be furnished by the Hotel, Government authority or impossible for the Hotel to hold the event.

FIRST PARTY

MARY JOY O. DE UEDA

SECOND PARTY

Carolyn Pancho

KEW HOTEL