



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT

NOTICE OF AWARD

March 5, 2024

Mr. RAMIL LAGROSA
General Manager
The Oriental Hotels and Resorts
4500 Legazpi City, Albay

Dear **Mr. Lagrosa**:

We are pleased to inform you that the project, "**Lease of Hotel Rooms (Accommodation) for the CY 2024 First (1st) Quarter Regional Coordination Meeting (RCM)**," is hereby awarded to your company in the amount of **Four Hundred Twenty-Two Thousand Four Hundred Pesos only (Php 422,400.00)**.

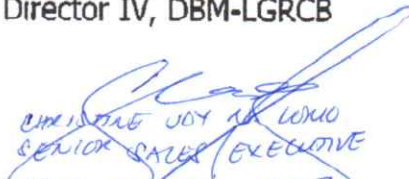
Based on the evaluation of your submitted documents, the Department of Budget and Management (DBM) Bids and Awards Committee, through the Local Government and Regional Coordination Bureau (LGRCB), finds your submission as the single calculated and responsive quotation for the said project.

Thank you and God bless.

Very truly yours,


Digitally
signed by
Ryan S. Lita

RYAN S. LITA
Director IV, DBM-LGRCB


BRINGING JOY TO WHO
SENIOR SALES EXECUTIVE
THE ORIENTAL HOTEL
March 5, 2024



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT

NOTICE TO PROCEED

March 5, 2024


Mr. RAMIL LAGROSA
General Manager
The Oriental Hotels and Resorts
4500 Legazpi City, Albay General Manager

Dear Mr. Lagrosa:

This is to inform your company that performance of the obligations specified in the attached Contract for the Project, "**Lease of Hotel Rooms (Accommodation) for the CY 2024 First (1st) Quarter Regional Coordination Meeting (RCM)**," shall commence upon receipt of this Notice to Proceed.

Thank you and God bless.

Very truly yours,

 Digitally
signed by
Ryan S. Lita

RYAN S. LITA
Director IV, LGRCB
Department of Budget and Management

I acknowledge the receipt and acceptance of this Notice on: March 5, 2024

Name of Consultant and/or Representative: CHRISTINE JOY N. LOBLO

Authorized Signature: 

ROOM CONTRACT

Title of Event : CY 2024 First (1st) Quarter Regional Coordination Meeting (RCM)
 Date : MARCH 7-9, 2024
 Hotel : THE ORIENTAL LEGAZPI – ROOM ACCOMMODATION

This Contract is entered into by and between:

<p>THE ORIENTAL HOSPITALITY AND RESTAURANT MANAGEMENT INC.</p>	<p>CLIENT: Local Government and Regional Coordination Bureau, Department of Budget and Management</p>
<p>Address: Taysan Hill, Legazpi City</p> <p>Authorized Representative/s: Christine Joy Lorio</p> <p>Designation: Senior Sales Account Executive</p> <p>Mobile Number: 0908.865.4935</p> <p>Telephone No. : n/a</p> <p>Email : albay-sales@theorientalhotels.com</p>	<p>Address: General Solano St., San Miguel, Manila</p> <p>Authorized Representative: Ryan S. Lita</p> <p>Designation: Director IV</p> <p>Mobile Number: 09664170241</p> <p>Telephone No. : n/a</p> <p>Email: <rcgonzaga@dbm.gov.ph></p>

RECITALS:

The Client secured the services of the Hotel to provide the following:

ROOM ACCOMMODATION					ROOM INCLUSIONS:
Check-In Date: March 7, 2024		Check-Out Date: March 9, 2024			
NO. OF ROOMS	NO. OF NIGHTS	ROOM TYPE	RATE	TOTAL	
24	2	Deluxe Twin-Mountain	6400	307,200.00	<ul style="list-style-type: none"> • Buffet Breakfast based on number of allowed room occupants • 2 pairs of slippers • 2 bathroom towel • Complimentary Wi-Fi access • Complimentary bottled water, replenished daily • Daily housekeeping service and turn-down service upon request • In-room safe • 24-hour Security • In-room coffee and tea making facilities • Free access to gym and use of pool
6	2	Deluxe Queen-Mountain	6400	76,800.00	
TOTAL CHARGES:				Php384,000.00	

The Oriental Hotels & Resorts

Manila
 2700 Alibon St., Alibon Hills
 Manila, Philippines
 Tel: 02-8862-8888
 Fax: 02-8862-8889

Legazpi
 Taysan Hill, Legazpi City
 Legazpi, Albay
 Tel: 053-222-8888
 Fax: 053-222-8889

Baguio
 P.O. Box 100, Baguio City
 Baguio, Benguet
 Tel: 075-222-8888
 Fax: 075-222-8889

Cebu
 P.O. Box 100, Cebu City
 Cebu, Philippines
 Tel: 032-222-8888
 Fax: 032-222-8889

San Miguel
 P.O. Box 100, San Miguel
 San Miguel, Ilocos Norte
 Tel: 077-222-8888
 Fax: 077-222-8889

SUMMARY OF CHARGES	PAYMENT TERMS AND BANK DETAILS
<p>ROOMS : PHP384,000.00</p>	<p>PAYMENT:</p> <ul style="list-style-type: none"> • 100% send bill arrangement, client must provide either of the following documents to guarantee their event: Notice of Award, Notice to Proceed, Purchase Order, Certificate of Availability of Fund, Contract of Service or Letter of Agreement. • Non-payment on the prescribed payment due dates is a ground for cancellation of the event which shall be covered by the Standard Cancellation Policy of this Contract • Total Contract price is inclusive of Service Charge and Vat • Any payment made by the CLIENT to the HOTEL is non-refundable. • The hotel only accepts cash, credit card, and dated company check as a form of settlement. Company check has to be made payable to The Oriental Hospitality and Restaurant Management Services Inc. and must be transmitted to the HOTEL prior to or upon check-in. • If payment is made via bank transfer, kindly send copy of the deposit slip to the email indicated above. Payment must be made to: <p>Bank Name: PNB</p> <p>Account Name: The Oriental Hospitality and Restaurant Management Services Inc.</p> <p>Account Number: 2526-7000-0972</p> <p>Branch: Legazpi City, Albay</p> <p>TIN: 497-126-588-00008</p>
<p>SALES Php384,000.00</p> <p>Net of sales Php328,205.11</p> <p>5% Service Charge Php16,410.26</p> <p>Less: 12% Vat Php39,384.62</p>	
<p>GRAND TOTAL CHARGES Php384,000.00</p>	
<p>Note: 10% Contingency will only cover additional room requirement at the same price (depends on the availability of the rooms.) Php38,400.00</p>	

HOTEL ROOMS & BANQUET – RULES AND POLICY

1. The total amount payable to the Hotel may increase because of incidental and other authorized charges.
2. The Php 500.00 security deposit required upon check-in is refundable upon check-out unless there is damaged/lost item, which will be deducted from the security deposit.
3. Any other incidental expenses incurred by the participant should be charged on PERSONAL ACCOUNT and must be settled in full upon check-out.
4. **CHECK-IN/OUT TIME** - The HOTEL's standard check-in time starts at 2:00 p.m. Check-out time is at 12:00 noon. Early check-in and late check-out are subject to the availability of rooms.
5. **REVISION/AMENDMENT**
 - Additional room accommodation is subject to room availability.
 - Additional meals required by the CLIENT may be allowed by the HOTEL provided that notification shall be advised at least seventy-two (72) hours prior to the arrival date. The hotel will impose a surcharge of 10% per person based on the agreed meal rates.
 - Reduction in the guaranteed number of rooms and the number of covers on the food and beverage arrangements will be charged based on the HOTEL's cancellation policy.
 - The Hotel does not allow leftover foods to be packed or be brought inside the room or for take home without the signed Take Out agreement form.

The Oriental Hotels & Resorts

Manila
1100 Alibon Street, Manila
1100 Legazpi City
1100 Legazpi City
1100 Legazpi City

Legazpi
1100 Alibon Street, Manila
1100 Legazpi City
1100 Legazpi City
1100 Legazpi City

Palawan
1100 Alibon Street, Manila
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1100 Alibon Street, Manila
1100 Legazpi City
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Palawan
1100 Alibon Street, Manila
1100 Legazpi City
1100 Legazpi City
1100 Legazpi City

- Bringing in food and drinks from outside the hotel shall not be allowed.

6. CANCELLATION POLICY

- Cancellations made **60 days** prior to the event shall be charged with a **cancellation fee** equivalent to 30% of the total contracted price.
- Cancellations made **30 days** prior to the event shall be charged with a **cancellation fee** equivalent to 50% of the total contract price.
- Cancellations made **15 days** prior to the event shall be charged with a **cancellation fee** equivalent to 100% of the total contract price.
- Request for postponement of an event/changes in booking dates shall be subject to the approval of the management. Otherwise, the cancellation policy shall be applied.

A penalty surcharge of five (5%) percent shall be imposed for accrued past due accounts on a monthly basis. The hotel only accepts Cash and Dated Company Check as form of settlement. Company check has to be made payable to

The Oriental Hospitality And Restaurant Management Services Inc.

7. Clients, who are also withholding agent/s, must submit: (a) Certificate of Creditable Withholding Tax equivalent to 2% of the bill, exclusive of VAT; and (b) proof from BIR that Client belongs to the top 10, 000 corporations of the Philippines, upon settlement of the final billing. The Hotel will require full payment in case of failure to provide these documents.

8. OFFICIAL SIGNATORIES - That the signatory of this contract is the Client and/or the authorized representative of the Client.

9. Other terms and conditions.

- The Hotel strictly prohibits racking, sticking and/or hammering any material in the walls, ceilings, floor, doors, fixtures of the venue. In case of damages, the Client shall be charged accordingly.
- The Hotel operates a No Smoking Policy in the public areas and bedrooms except in the assigned smoking area located at the entrance of the hotel. Should we believe that a guest has been smoking in bedrooms or any other part of the hotel, a Smoking Fine of Php 5,000 will be charged for deep cleaning and the guest will also be asked to leave the premises.
- Any disturbance or discontinuance of this agreement due to causes beyond the control of the HOTEL shall confer no right or cause of actions against the HOTEL, nor shall the terms and conditions of such agreement be deemed effective and/or continued thereby.
- The Hotel will not be liable for any losses within the premises.
- The Hotel reserves the right to issue additional terms and conditions from time to time that may be necessary for the safety and protection of the guests, and preservation of the interest of the HOTEL. Such terms and conditions when so issued shall have the same force and effect as if originally made a part of this Agreement.

10. Privacy Notice. The Hotel respects your rights to privacy and is committed to the protection of your personal data in compliance with the Data Privacy Act of 2012 and its implementing rules.

10.1 What we collect: Full name, (please indicate details that you require), and such other information as may be needed to process this Contract.

10.2 Purpose of collection: The Hotel and its authorized personnel shall process your personal data for the following purposes: (a) to perform the services you require from us; (b) to comply with legal and mandatory requirements under existing regulations; and (c) to further the

Company's legitimate purpose related to the hospitality industry, such as but not limited to, data analytics to improve our services. We shall process your data in accordance with our privacy policy which you may access on our website.

10.3 Data protection: We have organizational, physical and technical security measures in place to keep your personal and transactional data secured and protected from unauthorized access, collection, use, disclosure, or similar privacy risks.

10.4 Data Privacy Rights: You may reach out to the Hotel's General Manager in case of immediate questions or concerns relating to the processing of your personal data.

11. This Agreement shall be governed by and construed in accordance with the laws of the Republic of the Philippines. All disputes arising from this Contract shall be filed in the courts of the City of Manila, Philippines, to the exclusion of all other venues.

The Oriental Hotels & Resorts

Manila
1000, The Oriental Hotel Manila
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Tagaytay
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Cebu
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Tagaytay
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1000, The Oriental Hotel Tagaytay



The Oriental
LEGAZPI, PHILIPPINES
BY LKY GROUP

IN WITNESS WHEREOFF, the parties hereto sign this document on the date and place stated below:

On Behalf of Hotel:

On Behalf of the Client:

Ms. Christine Joy Lorio

Sales Account Executive

Date: March 5, 2024

Place: LEGAZPI CITY

Mr. Ramil F. Lagrosa

General Manager

By:

DIRECTOR RYAN S. LITA

Authorized Signatory Name:

Date: March 5, 2024

Place: MANILA

The Oriental Hotels & Resorts

Manila
The Oriental Hotel
668 EDSA
Makati City, Philippines
Tel: +632 886 1000

Legazpi
The Oriental Hotel
1000 EDSA
Legazpi City, Philippines
Tel: +635 222 1000

Baguio
The Oriental Hotel
1000 EDSA
Baguio City, Philippines
Tel: +6375 886 1000

Cebu
The Oriental Hotel
1000 EDSA
Cebu City, Philippines
Tel: +633 333 1000

Tagaytay
The Oriental Hotel
1000 EDSA
Tagaytay City, Philippines
Tel: +634 222 1000