



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

NOTICE OF AWARD

September 18, 2024

Ms. DIANA C. FIGUERRES

Senior Sales Manager
Park Inn by Radisson Clark
SM City Clark, Manuel A. Roxas Hwy
Clark Freeport Zone, Mabalacat, 2010 Pampanga

Dear **Ms. Figuerres**:

We are pleased to inform you that the project, "*Lease of Venue and Accommodation for Capacity Development Activities of the PFMCP Pool of Speakers (2 Semesters)*," is hereby awarded to Park Inn by Radisson Clark in the amount of **eight hundred seven thousand and nine hundred fifty pesos and 0/100 centavos only (Php 807,950.00)**.

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

Thank you and God bless.

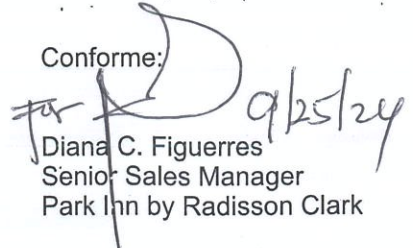
Very truly yours,


ATTY. DIANA C. CAMACHO-MERCADO

Assistant Secretary

Advocacy, Capacity Development, Economic Affairs, and Stakeholder Relations (ACES) Group

Conforme:


Diana C. Figuerres
Senior Sales Manager
Park Inn by Radisson Clark



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

NOTICE TO PROCEED

September 18, 2024

Ms. DIANA C. FIGUERRES

Senior Sales Manager
Park Inn by Radisson Clark
SM City Clark, Manuel A. Roxas Hwy
Clark Freeport Zone, Mabalacat, 2010 Pampanga

Dear **Ms. Figuerres:**

This is to inform your company that performance of the obligations specified in the attached Contract for the Project, "*Lease of Venue and Accommodation for Capacity Development Activities of the PFMCP Pool of Speakers (2 Semesters)*," shall commence upon receipt of this Notice to Proceed.


Thank you and God bless.

Very truly yours,


ATTY. DIANA C. CAMACHO-MERCADO

Assistant Secretary
Advocacy, Capacity Development, Economic Affairs, and Stakeholder Relations (ACES) Group

Conforme:

 9/25/24
Diana C. Figuerres
Senior Sales Manager
Park Inn by Radisson Clark



September 16, 2024

Atty. Diana C. Camacho-Mercado

Assistant Secretary

Advocacy, Capacity Development, Economic Affairs
and Stakeholder Relations (ACES) Group

Department of Budget and Management

General Solano Street, San Miguel, Manila

Email Address: ae-francisco@dbm.gov.ph

Mobile Number: +63 917 162 3160

**LETTER OF AGREEMENT
Room Accommodation & Meal Arrangements
October 21-24, 2024**

Dear **Atty. Camacho- Mercado**,

Thank you for choosing Park Inn by Radisson Clark as the venue of your event on **October 21-24, 2024**. 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 **September 13, 2024**.

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

Kind regards,

Diana C. Figuerres
Senior Sales Manager

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

Department of Budget and Management
Meeting
October 21-24, 2024

LETTER OF AGREEMENT

ROOM ACCOMMODATION & MEAL ARRANGEMENTS

BETWEEN

Business Partner
Contact Person
Designation
Address

DEPARTMENT OF BUDGET AND MANAGEMENT
Alexis Francisco
Training Specialist II
General Solano Street, San Miguel, Manila

AND

The Hotel
Contact Person
Title
Address

Telephone
Email Sales Office
Email Reservation Department
Website

PARK INN BY RADISSON CLARK
Diana C. Figuerres
Senior Sales Manager
M.A. Roxas Highway, Brgy. Dau
2010 Mabalacat City, Pampanga
0977 805 7175
dfiquerres@parkinn.com
pirc.reservations@parkinn.com
parkinn.com/hotel-clark

Agreement Period

This agreement is valid only for the following

Seminar
October 21-24, 2024

I. GUEST ROOM REQUIREMENTS AND RATES

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

Room Categories	21 Oct Mon	22 Oct Tue	23 Oct Wed	24 Oct Thu	Total Room Nights
Standard Room (Twin occupancy)	3	3	3	Check out	9
Standard Room (Triple occupancy)	1	1	1	Check out	3
Standard Room (Twin occupancy)		20	20	Check out	40
Total	4	24	24	Check out	52

*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:

- Confidential between Park Inn by Radisson Clark and **Department of Budget and Management**
- Valid only for the event stated in this agreement.
- Quoted in Philippine Peso and inclusive of applicable government taxes and fees.
- Nett, non-commissionable and quoted on a room, per night basis, unless otherwise stated.
- Based on single occupancy, double or twin occupancy using existing bed type available at the hotel or room type and occupancy as stipulated in rates table.
- 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.
- Applicable only for a guaranteed minimum number of rooms based on above table, rooming list, confirmed and materialized. Should the number of rooms reduce from the initial guaranteed number, rates will be subject to renegotiation.
- Extra person charge is at Php1,500 net per person per night inclusive of buffet breakfast

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

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II. ACCOMMODATION REQUIREMENTS

IMPORTANT NOTES:

Department of Budget and Management must provide the Hotel on **September 23, 2024** 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

V. FOOD AND BEVERAGE REQUIREMENTS

A. Meal Packages

Date	Banquet Requirements	Venue	Set-up	Minimum guaranteed number of persons
Oct 22	Meeting with AM Snacks, Buffet Lunch, PM Snacks (0800H-1700H)	SMX Convention Center Clark - Hall 3	Cabaret	50
	Buffet Dinner (1800H-2100H)	HUES Restaurant	Existing	
Oct 23	Meeting with AM Snacks, Buffet Lunch, PM Snacks (0800H-1700H)	SMX Convention Center Clark - Hall 3	Cabaret	50
	Buffet Dinner (1800H-2100H)	HUES Restaurant	Existing	
Oct 24	Meeting with AM Snacks, Buffet Lunch, PM Snacks (0800H-1700H)	SMX Convention Center Clark - Hall 3	Cabaret	50

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Inclusions:

- Complimentary use of meeting venue based on above schedule
- Free flowing of freshly brewed coffee or tea
- Buffet Lunch/Dinner with one round of iced tea or chilled juice
- Wi-Fi internet access with speed of up to 20 mbps
- Basic Sound System, Projector and screen

Note: in excess of the above hours in the meeting room, an extension of Php10,000.00 net per hour will be applied

Minimum Guarantee

A **minimum guaranteed banquet revenue of Php427,450.00** is required for the entire duration of your event. Please review and advise us on the minimum guaranteed revenue or attendance one week prior the function date. Charges will be made based on the minimum guaranteed revenue or attendance or the actual revenue or attendance, whichever is higher.

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 guarantee number of persons at least one (1) week prior to the function date. Otherwise, a **20% surcharge on top of the menu price/package** will be applied accordingly. A 10% buffer only will be prepared for possible increase in minimum guaranteed attendance on the day of the event. Note that a minimum guarantee of person is required in order to prepare the right amount of food and beverage supply for your guests. The Chef will need to plan ahead on the buffer as well for possible increases.
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	Room Rate	Number of rooms	Estimated Charges
Oct 21-24, 2024	Standard Room (Twin occupancy)	Php 5,500 net per room per night	3	Php49,500.00
Oct 21-24, 2024	Standard Room (Triple occupancy)	Php 7,000 net per room per night	1	Php21,000.00
Oct 22-24, 2024	Standard Room (Twin occupancy)	Php 5,500 net per room per night	20	Php220,000.00
Total Room Charges				Php290,500.00

Organized Meal Charges

Date	Banquet Requirements	Number of Persons	Total Amount
Oct 22, 2024	Meeting with AM Snacks, Buffet Lunch, PM Snacks and Buffet Dinner (0800H-2100H)	50	Php157,650.00
Oct 23, 2024	Meeting with AM Snacks, Buffet Lunch, PM Snacks and Buffet Dinner (0800H-2100H)	50	Php157,650.00
Oct 24, 2024	Meeting with AM Snacks, Buffet Lunch and PM Snacks (0800H-1700H)	50	Php112,150.00
Total Banquet Charges			Php427,450.00

Other Charges

	Rental	Lot	Total Amount
Oct 22-24	LED Wall Rental (9x12)	1	Php85,000.00
Oct 22-24	Projector and White Screen	2	Php 5,000.00
Total Banquet Charges			Php90,000.00

Estimated Total Room, Venue and Organized Meal Charges

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	Amount
Total Room Charges	Php 290,500.00
Total Banquet Charges	Php 427,450.00
Other Charges (LED Wall rental)	Php 90,000.00
Total Revenue including government taxes and other charges	Php 807,950.00

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	Php807,950.00	To be settled either via cash, credit card, or bank transfer after the event. The client is requested to provide the NOA, NTP, and LOA on or before September 18, 2024.
Group Incidental Charges		On company account; duly noted and acknowledged by the authorized signatory
Personal Incidental Charges		On personal account of the guests to be settled upon consumption or delivery of service

CUT-OFF DATES

This agreement is being held on a tentative basis and will only be considered as a definite booking upon receipt of the signed contract and full payment.

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.

A. 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
30 days and below	100% of the total contracted room charges specified in this agreement

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B. BILLING PROCEDURES

Master Account

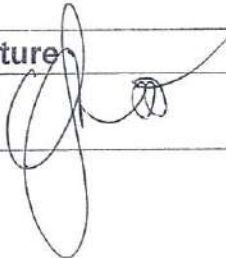
All guestrooms, room rental, organized functions and other meeting and F&B charges authorized by the Authorized Representative shall be charged to the Master Account unless otherwise instructed.

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.

Authorized Representative

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.

Name and Designation	Signature
Atty. Diana C. Camacho-Mercado Assistant Secretary	

C. 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

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

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.

D. 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.

E. 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.

F. 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.

G. 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

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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

H. 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 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>

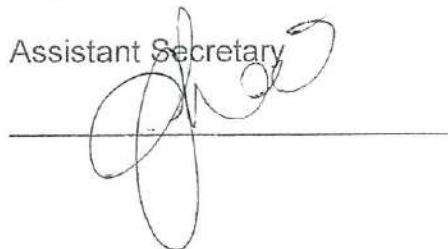
Accepted on behalf of:

Company Name: **Department of Budget and Management**

Printed Name: **Atty. Diana C. Camacho-Mercado**

Position: **Assistant Secretary**

Authorized Signature:



Date:



Offered on behalf of PARK INN BY RADISSON CLARK:

Printed Name: **DIANA C. FIGUERRES**

Position: Senior Sales Manager

Authorized Signature: _____

Date:

Noted by:

Printed Name: **MICHAEL FRANCIS NABONG**

Position: Director of Sales and Marketing

Authorized Signature: _____

9/16/24

Date:

Approved by:

Printed Name: **CHRISTINA G. DUMARAOS**

Position: General Manager

Authorized Signature: _____

Date:

