



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

NOTICE OF AWARD

November 04, 2024

BENJAMIN YUZON

Finance Manager
Royce Hotel & Casino
M.A. Roxas Avenue Corner N. Aquino Ave., Clark Freeport Zone, Pampanga

Dear **Mr. Yuzon:**

We are pleased to inform you that the contract for the Project, Lease of Venue for the Philippine Open Government Partnership (PH-OGP) Institutionalization Activities in Region III (Pampanga),” is hereby awarded to Royce Hotel & Casino in the amount of **Eight Hundred Forty Thousand One Hundred Twenty-Five Pesos (P840,125.00)** only.

Based on the evaluation of your submitted documents, the Philippine Open Government Partnership Project Management Office finds your submission as the single calculated and most responsive quotation for the project.

Thank you and God Bless.

Very Truly Yours

RYAN S. LITA

Director IV

Conforme:

Name of Authorized Representative

Royce Hotel & Casino

Date: November 01, 2024



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

NOTICE TO PROCEED

November 04, 2024

BENJAMIN YUZON

Finance Manager

Royce Hotel & Casino

M.A. Roxas Avenue Corner N. Aquino Ave., Clark Freeport Zone, Pampanga

Dear **Mr. Yuzon:**

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 Philippine Open Government Partnership (PH-OGP) Institutionalization Activities in Region III," shall commence upon receipt of this Notice to Proceed.

Thank you and God Bless.

Very truly yours,


RYAN S. LITA
Director IV

11/04

Conformed:



Name of Authorized Representative
Royce Hotel & Casino

Date: November 04, 2024



ACOMMODATION AND BANQUET CONTRACT

RHC2024-192-G

This Memorandum of Agreement made and entered into this 29th day of October 2024 by and between:

EIGHT INTEGRATED DEVELOPMENT CORPORATION, a corporation duly-registered and existing under the laws of the Philippines, and doing business under the name and style of ROYCE HOTEL; ROYCE CASINO with office address at M.A. Roxas Avenue Corner N. Aquino Ave., Clark Freeport Zone, Pampanga, represented herein by its **Finance Manager, BENJAMIN YUZON**, and hereinafter referred to as the Hotel;

-and-

DEPARTMENT OF BUDGET AND MANAGEMENT represented herein by **MR. RYAN S. LITA** hereinafter referred to as the **CLIENT'S**; The parties are and hereinafter individually referred to as the Party and collectively referred to as the Parties;

WITNESSETH, that:

WHEREAS, the Client requires a **Banquet Arrangements** on **November 13-16, 2024** in **Clark Freeport Zone, Pampanga**;

WHEREAS, the Hotel is capable and willing to provide **Banquet Arrangements** for Client in **Clark Freeport Zone, Pampanga**;

NOW, THEREFORE, for and in consideration of the foregoing premises and subject to the terms and conditions set forth herein, the parties have agreed as follows:

I. ROOM ARRANGEMENTS

| Room Type | Occupancy | No. of rooms | Check-in | Check-out | Rate | Total |
|------------------------------|-----------|--------------|-------------------|-------------------|---------------|-----------------------|
| Premium Twin | 2 | 5 | November 13, 2024 | November 16, 2024 | Php 10,175.00 | Php 152,625.00 |
| Deluxe Twin | 2 | 20 | November 14, 2024 | November 16, 2024 | Php 4,250.00 | Php 170,000.00 |
| TOTAL COST FOR ROOMS: | | | | | | PHP 322,625.00 |

***Special Rates subject for this date and booking only. Rates are inclusive of 10% Service Charge;**

Inclusions:

- ✓ Complimentary Breakfast
- ✓ Complimentary bottled drinking water
- ✓ Complimentary use of wireless internet



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II. MEAL ARRANGEMENTS:

| DATE | MEAL | VENUE | RATE | PAX | TOTAL |
|------------------------------------|-----------------------|------------|--------------|-----|-----------------------|
| November 14, 2024 | MANAGED DINNER BUFFET | AMARE | PHP 1,125.00 | 50 | PHP 56,250.00 |
| November 15, 2024 | MANAGED LUNCH BUFFET | BALLROOM A | PHP 1,350.00 | 300 | PHP 405,000.00 |
| November 15, 2024 | PM SNACKS | BALLROOM A | | | |
| November 15, 2024 | MANAGED DINNER BUFFET | AMARE | PHP 1,125.00 | 50 | PHP 56,250.00 |
| TOTAL BANQUET ARRANGEMENTS: | | | | | PHP 517,500.00 |

Inclusions:

- ✓ Use of Venue
- ✓ Two units LCD Projector and Wide Screen
- ✓ Basic lights and sound system (with microphone)
- ✓ Podium & Flag
- ✓ Basic meeting requirements

A. In excess of Minimum Guaranteed Number of Attendance

- Number of pax guaranteed may be increased up to 10% with the same cost per pax per meal. Meals will be on chef's discretion in excess of the guaranteed and 10% excess of the guaranteed number of pax.

B. Corkage Fee

- For any food and beverage items brought in to the hotel, charges per item will be equivalent to 50% of the hotel's selling price.
- Any food required for cooking has a corresponding charge for the electricity/gas usage in addition of corkage fee.

C. Safety Concerns:

- **OUTSIDE FOOD** – Bringing in onto Hotel property and/or premises of any food not provided or prepared by the Hotel is strictly prohibited.
- Due to food security and safety concerns, left over food cannot be wrapped and/ or taken out.
- The Client is responsible for any meal arrangement of its staff, suppliers, exhibitors, and contractors. However, no outside catering or outside food will be allowed to be served to the guests, staff, suppliers, exhibitors or contractors on Hotel property and/ or premises unless a special arrangement have been made, subject to corresponding corkage fees and signed food waiver.
- Crew Meals from the Hotel are available upon prior arrangement, subject to a minimal charge.

III. FUNCTION ROOM AND OTHER TECHNICAL REQUIREMENTS:

| Date | Time | Venue | Set up | Description | Rental/Charges |
|----------------|---------------------|----------------------|--|-------------|----------------|
| November 14-16 | 06:00 AM – 10:00 PM | AMARE AND BALLROOM A | RECTANGULAR TABLES, ROUND TABLES AND CHAIR | - | Free of Charge |



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| | | | | | |
|-------------------|---------------------|------------|---------------|---------|---------------------|
| November 15, 2024 | 12:00 NN – 05:00 PM | BALLROOM A | 9x12 LED Wall | INHOUSE | PART OF THE PACKAGE |
|-------------------|---------------------|------------|---------------|---------|---------------------|

FUNCTIONAL HALL ASSIGNMENT

Function Halls are assigned according to the expected attendance and set up. The Hotel reserves the right to assign alternative meeting space suitable for the events' requirements should the expected attendance change, subject to availability and prior agreement with the Client.

EXTENSION OF USE OF FUNCTION ROOM

An hourly, or part thereof, surcharges shall be applied should the Event extend over the contracted time of use of function room. Any extension of usage of function hall shall also be subject to availability should there be any function(s) right after your event. Please see below for the corresponding hourly rates per function hall:

| Function Hall | Rate per Hour |
|----------------|---------------|
| Grand Ballroom | Php 50,000.00 |
| Executive Hall | Php 25,000.00 |

INGRESS & EGRESS

Early access for pre set up and/or rehearsal is subject to availability of the function hall. If overnight set up of the function hall is required, a reasonable charge, which shall be mutually agreed upon by the parties will be levied. The Hotel reserves the right to make the appropriate changes in function venues should there be amendments to the above or availability of more suitable venues.

INGRESS & EGRESS without air condition and minimal lights @ Php7,000.00 (8 Hours before the event)

INGRESS & EGRESS with air condition and lights @ Php25,000.000)8 hours after the function)

DECORATION

The Hotel may subject to payment of any additional fees, provide banners and/or backdrops for the event with no less than seven (7) working days' notice. A quotation will be provided to the Client upon Hotel's receipt of the required specifications. Promotional materials may only be placed at the stand of the function hall that Client will occupy. The Hotel reserves the right to refuse the display of any banners, backdrops, props or signage that is brought to the Hotel without prior written consent of the Hotel, which consent shall not be unreasonably withheld. All set-ups for Hotel prior-approved props and backdrops to be installed by Client's appointed contractors shall be in compliance with safety and fire regulations prescribed by local laws and regulations and by the Hotel's fire and safety standards. The Hotel shall not responsible for any consequences arising from Client's breach of such laws, regulations and/ or standards.

DELIVERY AND CONDITION OF STORAGE

The Client shall advise the Hotel no less than 72 hours prior to the delivery of materials, decoration items or any equipment needed for the Event ("Client's Property") so that arrangements can be made to coordinate the delivery of the same through the Hotel service area. All Client's Property shall be stored at the Hotel entirely at the Client's Risk.

If Client's Property (or any part thereof) is not claimed within 24 hours after the last scheduled day of the Event, the Hotel shall be entitled to dispose of Client's Property in any way it deems fit without any liability whatsoever.

INDEMNIFY

The Client shall defend and hold the Hotel and all of its directors, officers, shareholders, and employees harmless from and against any and all losses, damages', claims, demands, action, penalties, suits, costs, fees and liabilities solely and directly arising out of, caused by or resulting from any default of or breach by the Client of its obligations under this Agreement resulting solely



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and directly from the negligence or misconduct of the Client, its respective officers, directors, employees, agents, contractors, members or participants, provided such individuals are acting within the scope of their employment.

GOVERNMENT LAW AND DISPUTES

This Agreement shall be governed by, and shall be construed, interpreted and applied in accordance with the laws of the Republic of the Philippines.

Any disputes, controversy, or claims arising out of or in connection with this Agreement, including any questions regarding its existence, validity, or termination, shall be finally resolved by arbitration under the Rules of the Republic of the Philippines currently in force.

DAMAGE

The Hotel's Deed of Indemnity and Acknowledgement of Risks, Work Permit Force and function Set- up Rules and Regulations must be signed and agreed upon prior to the commencement of any work to be carried out within the Hotel's premise. The Hotel reserves the right to refuse entry to any contractors/workmen/decorators/suppliers exhibitors. etc. engaged by the Client, should the Hotel not receive a duly executed copy of the said documents from the Client, Exhibitors, Suppliers, or Contractors immediately upon entry onto Hotel Premises during the pre-assigned date and time of ingress and prior to commencement of the works to be carried out. The Client shall be liable for any damage to Hotel property of the Hotel guest solely and directly caused by the Client and/ or by its contractors, exhibitors, suppliers, decorators, workmen, etc. and for losses, damages, claims, costs and expenses arising there from.

IV. SECURITY

The Hotel's priority is the safety and security of our guests and associates. We have strict security measures in place that includes security checks by the entrance to the hotel lobby, security

personnel who patrol the hotel perimeters and roving officers within the hotel. The Hotel, however, cannot ensure the security of items left unattended in function rooms or hotel public areas.

The Client shall at its own cost and expense arrange its own security to ensure the safety of any valuables kept or used at the Hotel premises during the Event. The safekeeping of any items on display/exhibition shall, at all times prior to, during and after the event, be the responsibility of the Client. Armed guards/security is strictly prohibited.

All firearms must be surrendered to the security officer prior to entry inside Hotel premises.

FIRE AND SAFETY REGULATIONS

IN ORDER TO ENSURE THE SAFETY OF OUR GUESTS, the Hotel requires the Client and any/all its contractors/workmen/decorators/suppliers/exhibitors/etc. engaged or hired by the Client to adhere to all Hotel Policies, rules and regulations, including but not limited to those governing Hotel fire and safety issues. The Client shall be responsible for ensuring that all fire exists inside the Function halls are not obstructed by seating arrangements, stages, equipments and other set up for the Event. No inflammable materials may be brought onto Hotel premises without the prior written permission from the Hotel.

V. TOTAL AMOUNT PAYABLE

PACKAGE BREAKDOWN

| | | |
|---------------------------|------------|-------------------|
| Meals | Php | 517,500.00 |
| Accommodation | Php | 322,625.00 |
| Others | Php | - |
| | | ----- |
| Total Package Cost | Php | 840,125.00 |

Rate is inclusive of 10% Service Charge; No Government Tax added



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Special Rate subject for this date and booking only.

Settlement may also be made thru bank deposit under EIGHT INTEGRATED DEVELOPMENT CORPORATION with the following banks:

CHINA BANK (Account No. 107000011060)

LANDBANK OF THE PHILIPPINES (Account No. 1581-0351-16)

VI. TERMS AND CONDITIONS

1. CONFIRMATION & CUT OFF DATE

The Hotel shall NOT allow a decrease of minimum guaranteed number of persons. Otherwise; billing will still be based on the original guaranteed number of persons.

The individuals signing below represent that each is authorized to bind its principal to this Agreement. In the event a fully signed copy of this Agreement is not received by the above date, all function rooms and guestrooms referred herein will be released automatically without further notice, and neither Party will have any obligations under this Agreement.

2. BILLING ARRANGEMENT

All prices quoted in this Agreement are stated in Philippines Peso Currency. Should the Client fail to settle accounts within the agreed terms, the Hotel shall have the right to demand immediate payment of outstanding accounts. Interest of two percent (2%) per month will be charged on all overdue accounts.

All other charges incurred on individual basis during and prior the Event shall be covered by published rates and must be settled immediately in cash on or before **DECEMBER 01, 2024. For Sendbill Arrangements, payments should be made at least (30) Days upon Submission of Statement of Account. Otherwise, an interest of two percent (2%) per month will be charged to overdue accounts.**

3. NON COMPLIANCE

The Hotel reserves the right to release all reservations and arrangement made by the Client for the Event without prior notice if the Hotel does not receive fifty percent deposit and all such other documents from the Client by the deadline date stipulated in this Agreement. Reinstatement of reservations and arrangements may only be made upon receipt of payment and are subject to availability of guest rooms and/or function halls. Any increases in prices or incurred Hotel costs are for the account of the Client.

4. CANCELLATION

Rooms and Banquet Function

Cancellations or postponements made after the confirmation of the booking will merit a surcharges equivalent to the rates listed below:

| Date of Cancellation | Cancellation Charge |
|-----------------------------------|----------------------------|
| From confirmation date to: | |
| 30 days prior to arrival date | 50% of guaranteed revenue |
| 15 days prior to the arrival date | 75% of guaranteed revenue |
| 7 days prior to the arrival date | 100% of guaranteed revenue |

Likewise, an automatic cancellation fee will be charged for each no-show on the date of arrival. The foregoing cancellation rules shall, however, not apply, if the cancellation is due to fortuitous event.

Down payment is non-refundable



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5. CONFIDENTIALITY

- All information contained in this Agreement is private and confidential and may not be disclosed to third parties for whatever reasons or purpose.
- In order for this Agreement to be effective and the booking related thereto, be considered confirmed, the signed acknowledgment copy of the Agreement must be received by the Hotel prior to any room reservation/booking.

6. FORCE MAJEURE

The Hotel shall not be responsible to the CLIENT and its guests for the failure of the CLIENT to abide by the terms of this Agreement, where such failure is due to fortuitous events beyond the control of and without the fault of the Hotel, such as typhoons, floods, earthquakes and other natural calamities or acts of God, labor disputes, strikes and other concerted labor actions, accident, illness, and the like, provided that the burden of proof shall at all times be on the CLIENT.

7. BRINGING IN OF GUESTS ITEMS

Client should submit a list of all items to be brought into the hotel (Equipment, food and drinks, etc...) for the approval of Hotel management, which approval shall nit be unreasonably withheld.

8. TERMINATION

The Hotel shall have the right to terminate or rescind this Agreement for any breach of contract or violation of any terms thereof. All rates are strictly confidential; divulging of rates to other companies shall mean automatic termination of this Agreement.

9. HOTEL LIABILITY

The liability of the Hotel arising out of any act carried out pursuant to this Agreement whether in contract, tort or otherwise, shall not in any case exceed the Total Package Cost in this agreement.

10. CHANGES, ADDITIONS, STIPULATIONS OR LINING OUT

Any changes, additions, stipulations, or deletions, including corrective lining out by either Hotel or **Client**, will not be considered agreed to or binding on the other unless such modifications were approved in writing by the other.



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IN WITNESS HEREOF, the parties through their duly authorized representatives, have hereunto entered into this Agreement and affixed their signatures at the place and on the date first above written.

ROYCE HOTEL AND CASINO



BENJAMIN YUZON
Finance Manager

DEPARTMENT OF BUDGET AND MANAGEMENT



MR. RYAN S. LITA
Director
07 NOV 2024

SIGNED IN THE PRESENCE OF:



HASSEY ALMINIANA
Sales Manager



IRIS S. SY
Assistant Director of Sales