



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

NOTICE OF AWARD

SEP 30 2024

MARRIANE SOLIDOR

Catering and Events Sales Manager
Ironwood Hotel
Brgy. 34 Burgos Street Corner, Juan Luna Street
Downtown, Tacloban City

Dear **Ms. Solidor**:

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 VIII," is hereby awarded to Ironwood Hotel in the amount of Six Hundred Three Thousand and Fifty Pesos (P603,050.00) only.

Based on the evaluation of your submitted documents, the Philippine Open Government Partnership Project Management Office¹ 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
Ironwood Hotel

Date: SEP 30, 2024

¹ Authorized under Department Order No. 26, s. 2023 dated October 23, 2023 - Guidelines on the Conduct of Procurement through Alternative Methods of Procurement in the DBM Central Office.



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

NOTICE TO PROCEED

SEP 30 2024

MARRIANE SOLIDOR

Catering and Events Sales Manager
Ironwood Hotel
Brgy. 34 Burgos St. cor.,
Juan Luna St., Downtown, Tacloban City

Dear **Ms. Solidor:**

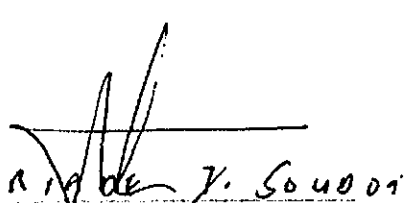
This is to inform your company that the performance of the obligations specified in the attached Contract for the Project, "Lease of Venue for the Philippine Open Government Partnership (PH-OGP) Institutionalization Activities in Region VIII," shall commence upon receipt of this Notice to Proceed.

Thank you and God Bless.

Very truly yours,


RYAN S. LITA
Director IV

Conforme: _____


Name of Authorized Representative
Ironwood Hotel

Date: SEP 30, 2024



MEALS, ACCOMMODATION AND VENUE PACKAGE AGREEMENT

This AGREEMENT is made and entered into this September 6, 2024 by and between **EARTHPRIME PROPERTIES, INCORPORATED** with business address at Corner Juan Luna and Burgos Streets, Tacloban City represented by its Sales Manager, **MARRIANE T. SOLIDOR**, hereinafter referred to as the **HOTEL** and **DEPARTMENT OF BUDGET AND MANAGEMENT - General Solano St. San Miguel Manila** hereinafter referred to as **CLIENT** for **LEASE OF VENUE WITH MEALS AND ACCOMMODATION** for the **PH-OGP Institutionalization Activities in Region VIII** hereinafter referred to as the **EVENT**

WHEREAS, the CLIENT desire to engage the services of the HOTEL for the purpose of hosting an EVENT with the HOTEL; NOW, THEREFORE, in consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows

1. MEALS, ROOMS AND VENUE EVENT PACKAGE

CLIENT shall avail of and HOTEL shall make ready the following Event Package. Due to postponement of this activity. Please see below new breakdown:

Description Item	Cost	Unit Cost	Inclusions
October 3, 2024		All in Package	Exclusive venue usage from 8AM to 5PM
1 meal and 1 snack for 300 pax	Php 1100/head x 300 pax = Php 330,000	Meals, Room Accommodation, and Venue	Managed Buffet Lunch, and AM Snacks
October 2 and 3, 2024			Drinks
Buffet Dinner	Php 700/head x 50 pax x 2 days = Php 70,000		Free-flowing Coffee and Water
October 1-4, 2024			LED WALL, Sounds and Lights
	Php 3,450/night x 5 rooms x 3 nights = Php 51,750		Standby Operator
October 2-4, 2024			Pais and Pens
	Php 3,782.50/night x 20 rooms x 2 nights = = Php 151,300		Unlimited Wi-Fi Internet Access for all guests
TOTAL ROOMS & BANQUET CHARGES			All meals will be served at function room
			Parking lots availability
			2-3 person per room with Complimentary Breakfast
			Complimentary Back drop frame
			Complimentary Airport Pick Up and Drop Off
			PHP 603,050.00

1. FUNCTION SPACE ALLOCATED FOR EVENT

CLIENT shall reserve and HOTEL shall make available for CLIENT the following Function Space for the purposes of EVENT

Date	Start Time	End Time	Function Space	Setup	Attendees
October 3, 2024	8am	5pm	People's Center	Classroom set up	300 pax

The CLIENT shall notify the HOTEL of any excess attendees at least [3] days prior to the EVENT

2. USE OF FUNCTION SPACE

To protect the safety and security of all Ironwood Hotel guests and property, CLIENT will obtain Ironwood Hotel's advance written approval before bringing in and/or using items in Venue that could create noise, nauseous odors or hazardous effects (e.g., loud music, smoke or fog machines, dry ice, confetti cannons, candles, or incense) and before engaging in any activities outside of the reserved function rooms (e.g., registration table). CLIENT will obtain any required Fire Marshall or other safety approvals and will pay any expenses incurred by Ironwood Hotel because of such activity, such as resetting smoke or fire alarms or unusual clean-up costs. Furthermore, the CLIENT is responsible for any damages caused by their attendees to Hotel property during the EVENT.

3. SURCHARGES

All functions are subject to the following surcharges for the following circumstances

VENUE	Hourly Extension Rental (PIIP)
People's Center	15,000/hour

4. CHECK-IN/CHECKOUT

Standard check-in time is at 2:00 PM while check-out time is 12:00 NN. All special requests for early or late checkout will be subject to availability and applicable surcharges as follows:

VENUE	Rate Charge
Any time earlier than 9:00 AM	Full Daily Room Rate
Any time later than 9:00 AM to 1:00 PM	Half Daily Room Rate
Between 1:00 PM - 5:30 PM	Half Daily Room Rate
Any time later than 6:00 PM	Full Daily Room Rate

5. EVENT RESPONSIBILITIES AND THIRD-PARTY CONTRACTORS

All set-ups shall be subject to prior approval of Ironwood Hotel for compliance with fire, life and safety regulations and function space upkeep and maintenance. The HOTEL strictly prohibits tacking, staking, and/or hammering any materials in the walls, ceilings, floor, doors, and fixtures of the venue and reserves the right to charge the CLIENT for any excessive cleaning or repairs required after the EVENT. Ironwood Hotel must be notified at least three (3) working days prior to the actual EVENT of any third-party contractors that have been contracted by CLIENT to provide ancillary services (e.g., AV, florists). Ironwood Hotel reserves the right to refuse or prohibit the use of such third-party contractors if, in Ironwood Hotel's sole and absolute discretion, the same shall cause disturbance to other functions within Ironwood Hotel or to other guests during set up, rehearsal, or on the day of the EVENT.

A venue walkthrough shall be conducted with the CLIENT / third-party contractor before commencement of set up (ingress) together with authorized Sales and Engineering representatives of Ironwood Hotel to establish the pre-existing condition of the venue and discuss acceptable and non-acceptable set-up practices. Upon completion of the egress, a second walkthrough shall be done with the CLIENT / third-party contractor and authorized Sales and Engineering representatives of Ironwood Hotel. Any associated damage caused during the setup or removal of such shall be accounted for with the liability coursed through the CLIENT and the third-party contractor.

6. FOOD AND BEVERAGE ARRANGEMENT

The HOTEL will provide catering services as per the agreed menu. All food and beverage items must be supplied and prepared by the HOTEL. CLIENT may not bring in food and beverage of any kind without prior approval of Ironwood Hotel, otherwise, additional corkage fees may be charged.

Final menu selections and dietary restrictions must be communicated to the HOTEL no later than (3) days before the EVENT. The CLIENT is requested to inform Ironwood Hotel of any attendees with allergies or dietary restrictions. The HOTEL will make reasonable efforts to accommodate these requirements with utmost care, ensuring a pleasant experience for all.

Any changes to the menu or guest count within (3) days of the EVENT may be subject to additional charges.

The HOTEL will be prepared to serve no more than 10% over the guaranteed number of guests. If the number of actual attendees exceeds the agreed-upon number, additional covers for meals will be subject to availability. The HOTEL will make reasonable efforts to accommodate additional covers, but availability is not guaranteed. Additional covers for meals will be charged at the same rate as specified in the original package. The CLIENT agrees to pay for any additional covers accordingly.

The HOTEL shall not allow any unconsumed Food and Beverages to be packaged for removal from the premises without a signed Food Waiver of Liability Form.

7. REVISIONS/AMENDMENTS

Any modification, alteration, change, revision, or amendment to this contract shall only be effective if it has been agreed to and signed by both parties in writing. Such modification, alteration, change, revision, or amendment may be subject to additional charges, as determined by HOTEL.

8. MASTER ACCOUNT

A Master Account will be established by the HOTEL in the CLIENT's name for billing purposes during the EVENT. Unless otherwise advised by the CLIENT, incidental charges incurred by individual guests will be billed to the Master Account.

The CLIENT is required to provide written notification to the HOTEL through a Master Account Charges Identification Form at least ten (10) business days before the EVENT starts, indicating the list of charges authorized to be billed to the Master Account and specifying the authorized signatories for approval of additional charges.

9. PAYMENT PROCEDURE

For Government Accounts with Send Bill Arrangements, a signed copy of the contract and a Purchase Request with an approved budget or a Purchase Order are needed at the time of contract signing or before the EVENT. The total contracted price will be detailed in the billing arrangement and must be fully paid within 30 days after receiving the Statement of Account (SOA).

If applicable, a Certificate of Creditable tax (or taxes withheld) shall be submitted by the CLIENT to the HOTEL upon settlement of the first billing. Otherwise, the HOTEL will require full payment of the total amount payable by the CLIENT.

The CLIENT shall withhold expanded withholding tax (EWT) of 2% of the bill exclusive or net of VAT pursuant to BIR Revenue Memorandum Cir. No. 72-2004 on the condition that the CLIENT falls under the category of taxpayers obliged to withhold from its supplier. A photocopy of the letter from BIR considering that the CLIENT belongs to the top 10,000 corporations of the Philippines must be submitted to support this agreement.

10. CONFIDENTIALITY

CLIENT shall not disclose or permit to be disclosed the provisions of this AGREEMENT or the substance thereof information relating to the rates or any other information relating to Ironwood Hotel, whether in written, oral, or any other form supplied by Ironwood Hotel to CLIENT, whether disclosed or acquired before or after the date of signing this contract, which is confidential.

11. SEVERABILITY

If any provision of this AGREEMENT is deemed unenforceable, it shall not affect the enforceability of the remaining provisions which shall continue to be binding on both parties.

12. FORCE MAJEURE

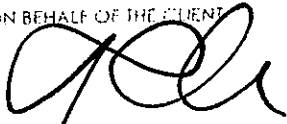
Any disturbance or discontinuance of this AGREEMENT due to causes beyond the control of the Hotel shall confer no right of action against the Hotel nor shall the terms and conditions of such agreement be deemed effective and/or continued thereby.

13. GENERAL TERMS AND CONDITIONS

The HOTEL reserves the right to issue further terms and conditions as, in the judgment of the HOTEL, may from time to time be necessary for the safety, protection, 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 the AGREEMENT.

IN WITNESS WHEREOF, the parties hereto have executed this EVENT AGREEMENT as of the date first above written.

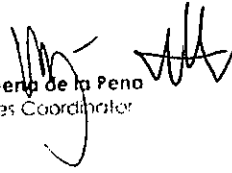
ON BEHALF OF THE CLIENT



Director Ryan S. Lita *Sept. 30, 2024*

DEPARTMENT OF BUDGET & MANAGEMENT

ON BEHALF OF THE HOTEL

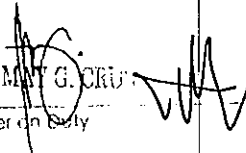


Sheena de la Pena
Sales Coordinator

Noted by



Marriana Ubaldo
Events & Catering Sales Manager



JANMY G. CRUZ
Manager on Duty