



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

**NOTICE OF AWARD**

**MAY 21 2024**

**MARIELLE M. CABALTERA**

Senior Sales Manager

Luxent Hotel

51 Timog Avenue, Quezon City

Dear **Ms. Cabaltera:**

We are pleased to inform you that the contract for the Project, Lease of Venue for the Philippine Open Government Partnership (PH-OGP) Open Gov Week 2024 is hereby awarded to Luxent Hotel in the amount of One Million Three Hundred Eleven Thousand Pesos (P1,311,000.00) only.

Based on the evaluation of your submitted documents, the Fiscal Planning and Reforms Bureau<sup>1</sup> finds your submission as the single calculated and most responsive quotation for the project.


Thank you.

Very truly yours,

  
**AMENAN F. PANGANDAMAN**

Secretary

Conforme:

  
MARIELLE M. CABALTERA  
Name of Authorized Representative

Luxent Hotel

Date: 21 MAY 24

<sup>1</sup> 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**

**MAY 21 2024**

**MARIELLE M. CABALTERA**  
Senior Sales Manager  
Luxent Hotel  
51 Timog Avenue, Quezon City


Dear **Ms. Cabaltera:**

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 Open Gov Week 2024," shall commence upon receipt of this Notice to Proceed.

Thank you.

Very truly yours,

  
**AMENAH F. PANGANDAMAN**  
Secretary

Conforme:   
MARIELLE M. CABALTERA  
Name of Authorized Representative

Date: 21MAY24

14 May 2024

SEC. AMENAH F. PANGANDAMAN

Secretary, DBM

DEPARTMENT OF BUDGET AND MANAGEMENT

A: General Santos St., San Miguel, Manila

CONTRACT No. 10359

RE: MEETING | 27 – 31 MAY 2024 | 30 - 150 persons

Dear Sec. Pangandaman,

Thank you for selecting Luxent Hotel as the venue for your forthcoming event scheduled on 27 – 31 May 2024. Following our recent discussions, we are delighted to provide the following details for your review and confirmation:

**CONFERENCE ARRANGEMENTS**

PACKAGE AND MEAL ARRANGEMENT	VENUE	DATE	TIME	GTD NO. OF PAX	RATE (In Php)
Half Day Meeting Package (AM Snack, Buffet Lunch)	Meridian	27 May 2024	9:00AM - 3:00PM	150	1,700
Lunch Meeting Package (Buffet Lunch)	Winter		9:00AM - 3:00PM	50	1,500
Snack Meeting Package (AM Snack)	Winter	28 May 2024	9:00AM - 12:00NN	70	1,100
Snack Meeting Package (AM Snack)	Spring		9:00AM - 12:00NN	70	1,100
Lunch Meeting Package (Buffet Lunch)	Conference A & B		9:00AM - 12:00NN	30	1,500
2 Snacks Meeting Package (AM and PM Snack)	Winter	29 May 2024	9:00AM - 4:00PM	70	1,400
2 Snacks Meeting Package (AM and PM Snack)	Spring		9:00AM - 4:00PM	70	1,400
Lunch Meeting Package (Buffet Lunch)	Conference A & B		9:00AM - 4:00PM	30	1,500
2 Snacks Meeting Package (AM and PM Snack)	Winter	30 May 2024	9:00AM - 4:00PM	70	1,400
2 Snacks Meeting Package (AM and PM Snack)	Spring		9:00AM - 4:00PM	70	1,400

Lunch Meeting Package (Buffet Lunch)	Conference A & B		9:00AM – 4:00PM	30	1,500
Whole Day Meeting Package (AM Snack, Buffet Lunch, PM Snack)	Meridian	31 May 2024	9:00AM – 4:00PM	100	2,200

**DETAILS OF THE EVENT**

Title of the Event : Philippine Open Gov Week 2024

Banquet Set – Up (\*\*Please take note that any changes made on table set-up within twenty-four (24) hours before the event shall be charged Php5,000.00nett\*\*)

Table Set-Up : ROUND TABLE / THEATER  
 Table Topper : BANQUET'S DISCRETION  
 Seat Cover : BANQUET'S DISCRETION  
 Table Napkin : BANQUET'S DISCRETION

**MEAL REQUIREMENTS**

27 May 2024

Meal Type	Serving Time	Menu	Venue
AM Snack for 150 persons	10:00AM	Menu to be advised on or before 17 May 2024	Meridian
Buffet Lunch for 50 persons	12:00NN	Menu to be advised on or before 17 May 2024	Winter

28 May 2024

Meal Type	Serving Time	Menu	Venue
AM Snack for 140 persons	10:00AM	Menu to be advised on or before 17 May 2024	Winter / Spring
Buffet Lunch for 30 persons	12:00NN	Menu to be advised on or before 17 May 2024	Conference A & B

29 May 2024

Meal Type	Serving Time	Menu	Venue
AM Snack for 140 persons	10:00AM	Menu to be advised on or before 17 May 2024	Winter / Spring
Buffet Lunch for 30 persons	12:00NN	Menu to be advised on or before 17 May 2024	Conference A & B
PM Snack for 140 persons	2:00PM	Menu to be advised on or before 17 May 2024	Winter / Spring

30 May 2024

Meal Type	Serving Time	Menu	Venue
AM Snack for 140 persons	10:00AM	Menu to be advised on or before 17 May 2024	Winter / Spring
Buffet Lunch for 30 persons	12:00NN	Menu to be advised on or before 17 May 2024	Conference A & B
PM Snack for 140 persons	2:00PM	Menu to be advised on or before 17 May 2024	Winter / Spring

31 May 2024

Meal Type	Serving Time	Menu	Venue
AM Snack	10:00AM	Menu to be advised on or before 17 May 2024	Meridian
Buffet Lunch	12:00NN	Menu to be advised on or before 17 May 2024	Meridian
PM Snack	2:00PM	Menu to be advised on or before 17 May 2024	Meridian

We would like to ensure that your guests will have an enjoyable meal and meeting experience. In line with this, we would like to request that you please advise us of any special meal instructions/dietary restrictions that your participants may need (i.e. vegetarian, no pork, and allergies).

Inclusions and amenities :

- Use of the venue for the number of hours stated above
- Basic sound system with microphones
- LCD projector and screen
- Pads, pencils and mint candies
- Whiteboard, flipcharts and markers
- Free flowing coffee and tea
- Complimentary car pass for 10% of the total guaranteed number of participants
- Complimentary Wi-Fi access

MEETINGS ARRANGEMENTS & MINIMUM GUARANTEE

1. LUXENT HOTEL will require the total number of persons availing of the meals to be provided at least seven (7) days prior to the service time. All meals should be guaranteed by DEPARTMENT OF BUDGET AND MANAGEMENT based on the minimum requirement for each function room. The guaranteed number of attendees indicated in this contract is not subject to reduction.
2. LUXENT HOTEL prepares an allowance of ten percent (10%) of the minimum guarantee. Any increase in the minimum guarantee will incur a 10% surcharge if the advice is given on the same day of the event.

3. LUXENT HOTEL reserves the right to provide meals with menus at the chef's discretion in the following events:
  - 3.1. If the guaranteed number of persons increases by more than 10%.
  - 3.2. If the confirmation for the event is given three (3) days prior to the scheduled function.
4. LUXENT HOTEL reserves the right to make appropriate changes to function room venues should there be amendment or if more suitable venues become available. New banquet meeting and meal arrangement schedules not covered in this agreement will be subject to availability at the time of reservation.
5. LUXENT HOTEL reserves the right to change the function room assignment to a more suitable space as needed, with prior notice.
6. All food and beverage arrangements must be exclusively provided by LUXENT HOTEL. DEPARTMENT OF BUDGET AND MANAGEMENT is prohibited from bringing in outside food and beverage items. If LUXENT HOTEL grants permission to DEPARTMENT OF BUDGET AND MANAGEMENT following conditions will apply:
  - 6.1. DEPARTMENT OF BUDGET AND MANAGEMENT will be responsible for the condition, quality, and sufficiency of the items.
  - 6.2. DEPARTMENT OF BUDGET AND MANAGEMENT will be responsible for the handling of the food and beverage items.
  - 6.3. Corresponding corkage fees will apply to all items.
  - 6.4. This contract serves as a waiver, releasing LUXENT HOTEL from any liabilities or accountability for all food and beverage items brought onto LUXENT HOTEL premises.
7. We strongly advise coordinating the use of special equipment for the function with LUXENT HOTEL's engineering department. Corkage fees, as per prevailing rates, will be applicable for approved special cases.
8. Usage of function rooms beyond the agreed schedule will incur extension charges determined by LUXENT HOTEL.

**TERMS AND CONDITIONS:**

**A. BILLING ARRANGEMENTS**

Date	Rooms / Banquets	Estimated Expenses	Total
27 May 2024	Half Day Meeting Package	P1,700nett/person x 150 persons	P255,000
	Lunch Meeting Package	P1,500nett/person x 50 persons	P75,000
	LED Wall for 8 hours	P36,000nett	P36,000
	Lights and Basic Sounds for 8 hours	P12,000nett	P12,000
28 May 2024	Snack Meeting Package	P1,100nett/person x 70 persons	P77,000
	Snack Meeting Package	P1,100nett/person x 70 persons	P77,000
	Lunch Meeting Package	P1,500nett/person x 30 persons	P45,000
29 May 2024	2 Snacks Meeting Package	P1,400nett/person x 70 persons	P98,000
	2 Snacks Meeting Package	P1,400nett/person x 70 persons	P98,000
	Lunch Meeting Package	P1,500nett/person x 30 persons	P45,000

30 May 2024	2 Snacks Meeting Package	P1,400nett/person x 70 persons	P98,000
	2 Snacks Meeting Package	P1,400nett/person x 70 persons	P98,000
	Lunch Meeting Package	P1,500nett/person x 30 persons	P45,000
	Whole Day Meeting Package	P2,200nett/person x 100 persons	P220,000
27 - 31 May 2024	2 Deluxe Rooms Twin Sharing	P4,000nett/room x 2 rooms x 4 night/s	P32,000
<b>GRAND TOTAL:</b>			<b>P1,311,000</b>

**B. PAYMENT TERMS**

B.1. All organized meals and meeting packages, including authorized expenses incurred during the event, will be charged to DEPARTMENT OF BUDGET AND MANAGEMENT. LUXENT HOTEL shall require signed contract, Notice of Award (NOA) / Notice to Proceed (NTP) / purchase order on or before 9 May 2024.

**B.2. Payment Scheme:**

Php 1,311,000.00nett (full-payment/non-refundable)      Send Bill Arrangement. Payment shall be settled 15 days upon receipt of the Statement of Account (SOA)

B.3. All deposits and payments paid to the account of Luxent Hotel will be deducted from the total contracted price.

B.4. All incidentals duly signed by the authorized signatory shall be settled immediately upon check out/ after the event through cash and/ or credit card only.

Authorized Signatory	Designation	Specimen Signature

B.5. For BDO cheque deposit payments, please tick on the dialog box "ON US" (upper right side of deposit slip) to forego the bank's standard 3-day clearing process.

B.6. Please arrange fund transfer to the following accounts in favor of bank details:

Account Name:                    BGISIS DEVELOPMENT CORPORATION  
 Bank:                                BANCO DE ORO  
 Bank Address:                    Timog Rotonda Branch, Quezon City  
 Php Current Account #:        162 013 0023

**C. POSTPONEMENT AND CANCELLATION**

C.1. Should DEPARTMENT OF BUDGET AND MANAGEMENT postpone the schedule of the room and banquet reservation to another date or time, DEPARTMENT OF BUDGET AND MANAGEMENT must notify the Sales and Marketing Department in writing at least two (2) weeks prior the event. Postponement will be subject to room availability on the alternative date and upon the approval of LUXENT HOTEL management in consideration of the turned down businesses due to prioritization made to accommodate the group. Should DEPARTMENT OF BUDGET AND MANAGEMENT opt to cancel, par. C.3 shall apply.

C.2. Should DEPARTMENT OF BUDGET AND MANAGEMENT notify LUXENT HOTEL of the postponement less than two (2) weeks to the check-in / event proper and there are no rooms or function rooms available on the alternative date, DEPARTMENT OF BUDGET AND MANAGEMENT has the option to proceed with the original schedule or cancel the event. Should DEPARTMENT OF BUDGET AND MANAGEMENT opt to cancel, par. C.4 shall apply.

C.3. Re-scheduling shall only be allowed ONCE should the reason will fall under force majeure circumstances. Event not rescheduled within one (1) month from the date of the event shall be considered cancelled and all monies paid shall be deemed forfeited.

C.4. Luxent Hotel has reserved your guest rooms, organized meals and function rooms. In the event these services and facilities are not to be used, LUXENT HOTEL will experience significant monetary loss which will be difficult to calculate due to uncertainty and cost of obtaining replacement business. Therefore, it is agreed that for no shows or any cancellations, the following shall apply:

% of the total contracted amount	Notice prior to the event
100% of the contracted amount	17 May 2024, Friday

D. DAMAGE

D.1. DEPARTMENT OF BUDGET AND MANAGEMENT is obliged to adhere to the General Rules and Regulations Guidelines of LUXENT HOTEL. Any damages incurred to LUXENT HOTEL property will be properly assessed and will be charged accordingly to DEPARTMENT OF BUDGET AND MANAGEMENT.

D.2. DEPARTMENT OF BUDGET AND MANAGEMENT shall be required to duly accomplish and submit the following documents at least one (1) week prior to the event which will form part of this contract: (1) Outside Contractors/Suppliers Agreement, and (2) Contractors/Suppliers Information Sheet. Should there be any damage to the property of our hotel during your event/function caused either by your staff/contractors/suppliers/guests, we will charge your company for any repair or replacement costs.

D.3. In consideration of the use of the premises, DEPARTMENT OF BUDGET AND MANAGEMENT agrees to provide a damage bond of Twenty Thousand Pesos (P20,000.00), to be held by LUXENT HOTEL throughout the term of the agreement. The damage bond will be returned to DEPARTMENT OF BUDGET AND MANAGEMENT within twenty-four hours if in cash and within five banking days if by check, upon the conclusion of the event, provided there are no damages or excessive cleaning required beyond normal wear and tear.

E. FORCE MAJEURE

It is hereby agreed that LUXENT HOTEL shall not be liable for its failure to comply with this agreement or any stipulation thereof, in case of force majeure, labor disputes, fortuitous events, or other causes beyond its control. Performance of this agreement is contingent upon the availability of LUXENT HOTEL to complete the same and is subject to labor disputes or strikes; accidents; government requisitions; restrictions on travel, transportation, food, beverages, or supplies; and other causes beyond LUXENT HOTEL's control that may prevent or interfere with its performance. In no event shall LUXENT HOTEL be liable for the loss of profit, or for other similar or dissimilar collateral or consequential damages, whether a breach of contract, warranty, or otherwise.





F. DATA PRIVACY & PROTECTION

By submitting the above personal data above, you confirm that you have expressly consented to the processing of your personal data in accordance with LUXENT HOTEL's Privacy Policy, ensuring the delivery of superior service quality. For a detailed description on how we process and safeguard your personal data, please refer to our Privacy Policy at: <https://luxenthotel.com/privacy-policy>.

G. OTHER CONDITIONS

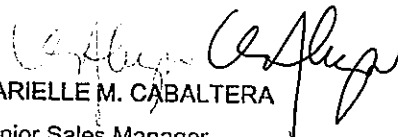
Both parties agree that this contract, including the indicated attachment/s, constitutes ALL arrangements agreed upon and that there are NO other terms or conditions, verbal or otherwise that exist. Only the services contained in this contract shall be provided by our Operations Group during the event.

We trust that you find everything in order. Kindly indicate your conformity below and send to us the duly signed contract on or before 17 May 2024. Non-receipt of a signed copy of this contract by the said date would mean automatic cancellation of your reservation.

THE PARTIES, through their duly authorized representatives, have hereto affixed their signature in Quezon City this 21, May, 2024  
(date)

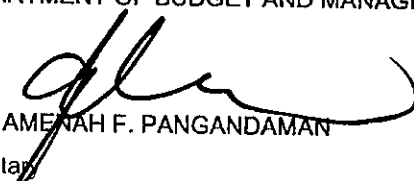
Conforme:

LUXENT HOTEL

  
MARIELLE M. CABALTERA  
Senior Sales Manager

Conforme:

DEPARTMENT OF BUDGET AND MANAGEMENT

  
SEC. AMENAH F. PANGANDAMAN  
Secretary

Noted by:

  
SHARON DEANNE GUERRERO  
Director of Sales and Marketing