



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

**NOTICE OF AWARD**

November 26, 2024

**Mr. Benedick John Lee**  
Sales Account Manager  
The Bayleaf Intramuros  
Muralla corner Victoria Streets, Intramuros  
Manila 1002, Philippines

Dear Mr. Lee:


We are pleased to inform you that the contract for the Project, "*Lease of Venue with Food for the Conduct of the Capacity Building for the DBM Information Officers from the Central and Regional Offices*," is hereby awarded to The Bayleaf Hotels, Intramuros in the amount of **one hundred fifty-two thousand pesos only (Php 152,000.00)**.

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 single calculated and most responsive quotation for the project.

Thank you and God Bless.

Very truly yours,

  
**AMENAH F. PANGANDAMAN**  
Secretary

Conformer   
Benedick John Lee

Date: December 6, 2024



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

**NOTICE TO PROCEED**

November 26, 2024

**Mr. Benedick John Lee**  
Sales Account Manager  
The Bayleaf Intramuros  
Muralla corner Victoria Streets, Intramuros  
Manila 1002, Philippines

Dear Mr. Lee:

This is to inform your company that the performance of the obligations specified in the attached Contract for the Project, "Lease of Venue with Food for the Conduct of the Capacity Building for the DBM Information Officers from the Central and Regional Offices," shall commence upon receipt of this Notice to Proceed.

Thank you and God Bless.

Very truly yours,

  
**AMENAH F. PANGANDAMAN**  
*Secretary*

Conforme:

  
Benedick John Lee

Name of Authorized Representative  
[Company Name]

Date: December 6, 2024

November 25, 2024

**MS. AMENAH F. PANGANDAMAN**  
Secretary  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
Boncodin Hall  
General Solano Street, San Miguel  
Manila  
Contact no.:  
Email Address: [ivillegas@dbm.gov.ph](mailto:ivillegas@dbm.gov.ph)

Subject: Event ~~Contract~~  
December ~~18~~<sup>01</sup>, 2024  
80 persons

Dear Secretary Pangandaman:

Warm greetings from **The Bayleaf Intramuros!**

Thank you for choosing us for your event on December ~~18~~<sup>01</sup>, 2024

**A. Room Accommodation (Optional)**

ROOM CATEGORY	Deluxe Twin <i>per room, per night</i>	Deluxe Queen <i>per room, per night</i>	Deluxe King <i>per room, per night</i>
<i>Sunday to Thursday</i>	Php4,400net	Php4,550net	Php4,700net
<i>Friday to Saturday</i>	Php4,650net	Php4,800net	Php4,950net

GROUP RATE <i>*minimum of 10 rooms per night</i>	
Deluxe Single or Twin Sharing	Php3,800net
Deluxe Room with Extra Bed	Php5,700net

**Inclusions:**

- The above rate is inclusive of service charge and applicable government taxes.
- Standard check in time is 2:00pm | Standard check out time is 12:00noon
- Request for early check in / late check-out is subject to availability on the day of the arrival
- Extra Bed rate is Php1,900.00net for weekdays and weekends, and Php2,500.00 net for holidays and Christmas Season. Rates are non-commissionable
- Room Rate is valid for acceptance until December 6, 2024 and rates are subject to change without prior notice.
- Room amenities include:  
Daily Breakfast

Bottled mineral water  
Coffee & tea making facilities  
Safety deposit box in the room  
One (1) Wifi access per room

### B. Banquet Package Rate

**Rate: Php1,900.00net per person**

*(Rate is inclusive of service charge and applicable gov't taxes)*

Minimum number of guaranteed persons: 80

**Inclusions:**

- One (1) AM Snack
- One (1) Buffet Lunch with One (1) Round of Iced Tea
- One (1) PM Snack

### C. Function Room Blocking

Date	Time	Event	Venue	No. of Gtd. Persons/ Set-Up	Status
December 18 <sup>th</sup> 2024	8:00AM – 5:00 PM	Meeting	Basil 1&2	80 / Classroom	tentative

In addition to this, we are pleased to provide you with the following concessions for the duration of your event:

- Use of the Function Room
- LCD Projector and Screen
- Basic Sound System with 2 microphones
- Basic Set up and Service
- Papers and Pencils
- Whiteboard with markers and eraser
- Flipchart
- Six (6) Complimentary Parking Passes *(Parking space on first come, first serve basis)*
- Eighty (80) Complimentary Wi-fi Access *(In excess is Php 150.00net per device)*
- Complimentary Free Flowing Coffee and Tea Amenities

### D. Estimated Total Charges

Banquet	Qty	Day/s	
Php1,900	80 pax	1	Php152,000

<b>Total Estimated Charge</b>	<b>Php152,000net</b>
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### E. Use of Venue

- In excess hour charge: Php6,500net/hr for Basil 1&2
- Ingress Time – One (1) hour before the event

#### F. Restrictions

The following items are not allowed inside the hotel:

- Smoke/Fog Machine
- Bubble Machine
- Chocolate Fountain
- Food Carts – upon approval
- Floating Balloons (Helium-filled)
- Maximum of 20 candles for blowing
- Only battery-operated candles are allowed on guest tables
- Drapes
- Any Styropor materials
- Full Band Set
- Pets or any kind of animal
- Party Poppers (maximum of 2)
- Firearms
- Other flammable material

#### G. Revision / Amendment

The hotel will provide an allowance for spillovers equivalent to 10% of the guaranteed minimum per meal period.

Increases over and above the additional 10% allowance made 24 hours prior and on the day itself will result in a surcharge of 10% of the meal rate. In addition, menu will be at Chef's discretion.

All charges will be based upon the final minimum guaranteed guest count or the actual number of guests on the day of the event, whichever is higher.

#### H. Cut-off Dates / Cancellations

1. December 6, 2024      The hotel should receive a copy of this contract duly signed by an authorized representative. Non-receipt by this date, the hotel will automatically release the function room reservation.
2. December 6, 2024      Cancellation made from this date onwards, less than the minimum persons guaranteed, will be subject to full charge based on the estimated total charges.

#### I. Billing Arrangement

1. We require a signed contract, LOG (Letter of Guarantee) or NTP (Notice to Proceed) and NOA (Notice of Award) must be issued based on total estimated charges.
2. Any additional charges incurred during the event shall be settled immediately right after the event through cash or credit card only.
3. Full settlement must be received 30 days after the receipt of the SOA (Statement of Account).



THE BAYLEAF  
INTRAMUROS

#### J. Late Charges

In the event that any payment due to The Bayleaf Intramuros under this contract is not received by the due date, the following provisions shall apply:

1. Interest at the rate of 3.5% per month (42% per annum) will be charged on all overdue amounts.
2. A grace period of 5 days from the due date if provided, for which no interest will be charged.
3. The Bayleaf Intramuros will notify the Client of the interest within 10 days after the payment due date.
4. The Bayleaf Intramuros reserves the right to pursue all legal remedies available, including but not limited to actions, for recovery of unpaid amounts.

#### K. Force Majeure

Provided that there is no gross negligence, bad faith or willful misconduct, neither party hereto shall be liable or responsible to the other for any loss or damage or for any delays or failure to perform due to causes beyond its reasonable control including, but not limited to, acts of God, strikes, epidemics, war, riots, flood, fire, sabotage, terrorist activity or threat, closure or congestion of airports, order or restriction by any governmental authority, or any other circumstances of like character outside the parties reasonable control that prevent the parties from performing its obligations. In case the event was cancelled due to force majeure, the Parties will work in good faith and have the event re-scheduled within 3 months from the original event date, without additional costs and subject to event space and room availability.

Secretary Pangandaman, we truly hope that these arrangements meet all your requirements and should you have other requirements or further queries, please do not hesitate to get in touch with the undersigned at the mobile number +63 917 879 5075 or send us a message at e-mail address [benedick.lee@thebayleaf.com.ph](mailto:benedick.lee@thebayleaf.com.ph)

Kindly revert the signed conforme on or before December 6, 2024.

Once again, thank you for this opportunity to do business with you and we look forward to the pleasure of welcoming your guests to The Bayleaf Intramuros.

Sincerely,

  
**BENEDICK JOHN LEE**  
Sales Account Manager

CONFORME: /

  
**MS. ARMENAH F. PANGANDAMAN**  
Secretary

December 6, 2024