



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

**NOTICE OF AWARD**

May 31, 2024

**Ms. KAREN MIRHAN**

Sales Manager  
Twin Lakes Hotel  
Tagaytay-Nasugbu Highway  
4108 Laurel Batangas, Philippines

Dear **Ms. Mirhan:**

We are pleased to inform you that the project, *"Training of Trainers for the Resource Speakers and Subject Matter Experts of the DBM ROs, Staff from the ACTS, LGRCB, and SPIB for the Rollout of the PFMCP and IAM for LGUs, 2023 Edition,"* is hereby awarded to Twin Lakes Hotel in the amount of one million four hundred fifty-five thousand five hundred pesos (Php 1,455,500.00).

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**

Director IV

Advocacy, Communications and Training Service

Conforme:



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Karen Mirhan

Twin Lakes Hotel

Date: May 31, 2024



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

**NOTICE TO PROCEED**

May 31, 2024

**Ms. KAREN MIRHAN**

Sales Manager

Twin Lakes Hotel

Tagaytay-Nasugbu Highway

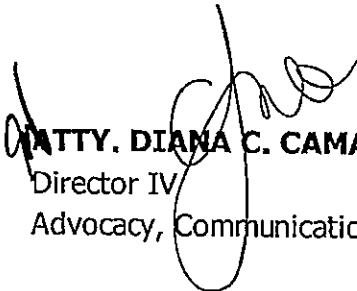
4108 Laurel Batangas, Philippines

Dear **Ms. Mirhan:**

This is to inform your company that performance of the obligations specified in the attached Contract for the Project, "*Training of Trainers for the Resource Speakers and Subject Matter Experts of the DBM ROs, Staff from the ACTS, LGRCB, and SPIB for the Rollout of the PFMCP and IAM for LGUs, 2023 Edition*," shall commence upon receipt of this Notice to Proceed.

Thank you and God bless.

Very truly yours,



**ATTY. DIANA C. CAMACHO-MERCADO**

Director IV

Advocacy, Communications and Training Service

Conforme:



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Karen Mirhan

Twin Lakes Hotel

Date: May 31, 2024



**TWIN LAKES  
HOTEL**

**ROOM & BANQUET RESERVATION CONTRACT**

This agreement entered into by and between

a business entity with principal office address at Tagaytay – Nasugbu Highway, Laurel  
Batangas represented by **MS. KAREN KAYE MIRHAN**, *Sales Manager*,  
Hereinafter referred to as the “HOTEL”

-And-

**DEPARTMENT OF BUDGET AND MANAGEMENT**

Represented by **ATTY. DIANA C. CAMACHO-MERCADO**, *Director*,  
With principal address at **General Solano St., San Miguel, Malacañang, Manila**  
Hereinafter referred to as the “CLIENT”

WITNESSETH:

WHEREAS, the CLIENT booked for an event on  
*June 4-6, 2024.*

WHEREAS, the HOTEL has the capability to provide **rooms & meals** on the  
Abovementioned dates;

HENCE, THEREFORE, both PARTIES hereunto have agreed  
As follows:

**1. ROOM REQUIREMENTS:**

Stay Dates 2024	Room Category	Room Rate / Night	No of Rooms	No. of Night/s	Charges
June 3-6	Superior Twin	Php 5,500	2	3	Php 33,000.00
	Superior Triple	Php 7,500	1	3	Php 22,500.00
June 4-6	Superior Triple	Php 7,500	40	2	Php 600,000.00
Total Estimated Room Cost			Php 655,500.00		

- Rates include breakfast.
- Additional reservation request will be subject to availability only. Should the group rates not be available, rooms will be confirmed at the prevailing rate of the day.
- Rates extended shall only be available and applicable for your group per your requirement.
- Check-in time starts at 3:00pm on the day of arrival. Check-out time is 12:00 noon.
- Early Check – In and Late Check – Out is subject to availability.
- 50% of the contracted room rate shall be charged for check-in between 7:00 AM and 12:00 noon.
- 50% of the contracted room rate shall be charged for late check-out up to 6:00 PM. The full contracted room rate will be charged after 6:00 PM.
- Rooming list is required prior to check – in.
- Changing of participants according to list should be coordinated to Front Desk/Sales Handler.



**TWIN LAKES  
HOTEL**

- Unused room/s by the group that are stated in the contract are not refundable neither be converted into other dates of usage.
- Date/s that were only stated in the contract were the only dates the room/s were allowed to use.

**Inclusions:**

- In-room Wi-Fi access
- Cabled TVs
- Air-Conditioned Rooms
- Complimentary bottled water
- Coffee and Tea Making Facility- In all rooms
- Complimentary Use of Swimming Pool
- Complimentary Parking

**2. EVENT PACKAGE:**

**Inclusions:**

- Complimentary use of the function room with free flowing of coffee and tea
- Basic Sound System with Two microphones
- Use of LCD Projector and White Screen
- Flipcharts with Markers
- Use of White Board with Markers & Eraser
- Pads & Pencils / Mints
- Rostrum

**3. FUNCTION ROOM ARRANGEMENT:**

<b>Date 2024</b>	<b>Time</b>	<b>Event Type</b>	<b>Function Room</b>	<b>Min Guarantee</b>
June 4-5	8:00AM-8:00PM	Meeting	Sherry	100
June 6	8:00AM-5:00PM	Meeting	Sherry	100

Function room assigned according to the guaranteed number of pax and set-up. The Hotel has the option to assign alternative venue should the expected guaranteed number of pax change, subject to availability and prior arrangement from the organizer.

Should you wish to use the function room beyond the stipulated time; **Php10,000.00nett hourly rental shall be applied.**



**TWIN LAKES  
HOTEL**

**4. FOOD & BEVERAGE ARRANGEMENT & SCHEDULE:**

Date	Meals	Charges
June 4-5	AM Snacks Lunch PM Snacks Dinner	Php 3,000 x 100 pax x 2 days = Php 600,000
June 6	AM Snacks Lunch PM Snack	Php 2,000 x 100 pax = Php 200,000
Total Estimated Meal Cost		Php 800,000.00

**5. OTHER APPLICABLE RATES IN EXCESS OF GUARANTEED NUMBER OF PAX (IF ANY):**

Corkage fee will be applied for the ff:

ITEMS	Prices
Foods	Php150.00nett/person
Beer in can/case	Php150.00per can/Php. 3,000.00 per case
Soda in can/ 1.5ltrs	Php150.00per can/Php. 250. Per bottle
Hard Liquor or Wine (per bottle)	Php1.00per ml
Lechon Baboy	Php 5 000.00/pc.
Lechon Baka	Php10,000.00nett/pc

**6. SUMMARY OF CHARGES**

Total Room Charges	Php 655,500.00
Total Meal Charges	Php 800,000.00
<b>GRAND TOTAL</b>	<b>Php 1,455,500.00</b>

**7. OFFICIAL SIGNATORY: ATTY. DIANA C. CAMACHO-MERCADO**

Please advise the authorized persons to sign for all arranged Room and F&B charges. Other charges will be on a personal account of the participants.

**8. REVISIONS/AMENDMENTS:**

- Additional meals required by the CLIENT may be allowed by the HOTEL provided that notification shall be advised at least one hundred twenty (120) hours (5 Days) prior the arrival date.
- Reduction on the guaranteed number of covers on the food and beverage arrangements will be charged based on the Hotel's existing cancellation policy.
- Any changes or additions to this Agreement shall not be binding until such changes or additions have been approved in writing by both parties thru the Hotel's Amendment Form.



TWIN LAKES  
HOTEL

**9. CANCELLATION POLICY:**

- a) Fifteen (15) day notice prior to arrival date, the CLIENT will be charged Fifty percent (50%) of the total guaranteed package.
- b) Ten (10) day notice prior to arrival date, the CLIENT will be charged the FULL AMOUNT of the total guaranteed package.

**10. CHANGE OF DATE:**

- The Group shall be entitled to move/change the date of the event provided that the group shall advise the property fifteen (15) days prior to the event and must've sign the prior contract. Provided that the group shall owe the following concerns to the hotel; (1) the increase, if any, in room rate; (2) the increase, if any, in function room space rental rates; (3) the increase, if any, in menu prices for comparable menus at contracted banquet food and beverage functions; and (4) the cost, if any, of reprinting collateral material. Still subject for the Management's approval.

**11. PAYMENT/S:**

- A signed copy of this letter and Certificate of Availability of Funds are required upon confirmation of your reservations. Full payment must be settled within 30 days upon receipt of the statement of account.
  - Payments may be made thru any BDO branch with the following details:  
**Account Name: TWIN LAKES HOTEL, INC.**  
**Account Number: 0075 2801 2561**  
**Bank: BDO (Savings Account)**  
**Branch Address: Mendez Crossing West, Tagaytay, Cavite**  
**Branch: Tagaytay Mendez Junction**  
**Swift Code: BNORPHMM**
  - All incidental charges must be settled right after the function in cash or credit card only.
12. A ten (10%) percent allowance from the minimum guaranteed number will be prepared by the hotel in cases of overflow or sudden increase in the number of participants. Beyond the ten (10%) percent, the HOTEL will still accommodate a reasonable increase in the number based on the agreed meal rates per person. However, food items to be served will strictly be at chef's discretion.
  13. Should there be any damage to our Hotel property during your event, the HOTEL shall not be held liable for any damages incurred within the public/pool area and inside the premises due to negligence. The Company shall be held accountable for any repair cost.
  14. Please do not leave your valuables such as cell phones, laptops and others unattended, you shall be solely responsible for all personal belongings, event materials and other items. The HOTEL shall, in no instance, be held liable for any loss of such items, whether in the Hotel's public areas or inside the rooms and function room.
  15. The Hotel shall not allow any leftover food items to be taken out or brought inside the room for sanitation and safety purposes.
  16. The Hotel shall not allow either bringing-in of food and drinks in the premises nor during functions for sanitation and safety purposes.





TWIN LAKES  
HOTEL

17. The Hotel strictly prohibits sticking and/or hammering any materials on the walls, ceilings, floor, and doors, inside the venue. In case of damages incurred by the client or any of its guests, the **CLIENT** will be charged accordingly for the total amount of damages.
18. The HOTEL reserves the right to issue further terms and conditions related to the use of facilities from time to time 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 original part of this Agreement.
19. Any disturbance or discontinuance of this agreement due to causes beyond the control of the HOTEL shall confer no right or cause of action against the HOTEL, nor shall the terms and conditions of such agreement be deemed effective and/or continued thereby.
20. **Force Majeure** - Both parties shall not be liable for failure to comply with this agreement due to force majeure including, but not limited to: labor disputes, natural disaster or other causes beyond the control of both parties.

The arrangement outlined in this Agreement will be held on a first option tentative basis until June 1, 2024. If a signed copy of this Agreement is not received by this date, the Hotel reserves the right to cancel all arrangements without notice or obligation to the Group.

IN WITNESS WHEREOFF, the parties hereto sign this document in Laurel, Batangas, Philippines on this 1<sup>st</sup> of June 2024

TWIN LAKES HOTEL INC.

DEPARTMENT OF BUDGET AND MANAGEMENT

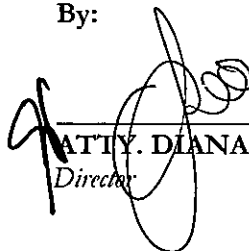
CONFORME:

By:



KAREN KAYE P. MIRHAN  
*Sales Manager*

By:



ATTY. DIANA C. CAMACHO-MERCADO  
*Director*

Noted By:



MS. ROWENA SAMONTE  
*General Manager*