



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

**NOTICE OF AWARD**

February 10, 2025

**MS. JEZIEL P. VIDAL**

Sales Account Manager  
Philippine Horizon Hotel, Incorporated (BAI Hotel Cebu)  
Ouano Avenue, corner C.D.Seno, Mandaue City  
6014 Cebu, Philippines

Dear **Ms. Jeziel P. Vidal:**

We are pleased to inform you that the contract for the project, "**Lease of Venue for the CY 2025 1<sup>st</sup> Quarter Regional Coordination Meeting,**" is hereby awarded to Philippine Horizon Hotel, Incorporated (BAI Hotel Cebu) in the amount of **Eight Hundred Eighteen Thousand Four Hundred Pesos (P818,400.00).**

Based on the evaluation of your submitted documents, the Local Government and Regional Coordination Bureau finds your submission as the lowest calculated and most responsive quotation for the said project.

Thank you and God Bless.

Very truly yours,

**RYAN S. LITA**  
Director IV

Conforme:

**MS. JEZIEL P. VIDAL**  
Philippine Horizon Hotel, Incorporated (BAI Hotel Cebu)  
Date: February 10, 2025



## CONTRACT OF AGREEMENT

February 10, 2025

Warm greetings from bai Hotel Cebu!

Company: DBM – Local Government and Regional Coordination Bureau	Account In-charge: Jeziel Vidal
Address: General Solano Street, San Miguel, Manila	L: 032 355 8888
Name: Atty. Ryan S. Lita Designation: Director IV	M: 0968 894 8442 E: jvidal@baihotel.com.ph
Contact Number: (02) 8657-3300 loc 1120 Email: fdaantos@dbm.gov.ph	

### I. GUEST ROOM BLOCK

For the use and purposes of the Event, the Organizer shall reserve, and the Hotel shall make available for the Organizer, a block of guest rooms ("Room Block"), as follows:

ROOM BLOCKINGS			
Date	Room Category	No. of Rooms	No. of Nights
February 25-28, 2025	Deluxe Room	30	3

#### Room Inclusions:

- Complimentary Buffet Breakfast
- Complimentary bottled water replenished daily.
- Complimentary Internet Access for Guestrooms and Public Areas
- Complimentary use of Pool and Fitness Center

**The above NETT rates are inclusive of 12% VAT & .75% local tax.**

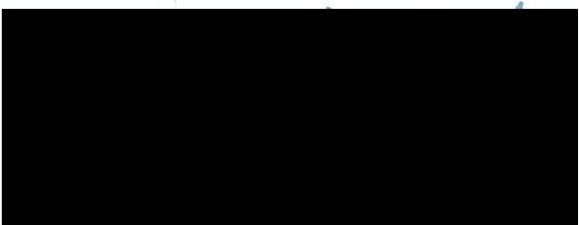
- Rates are quoted in Philippine Peso, per room per night.
- Please note that government taxes are subject to change without prior notice.
- Hotel reserves the right to amend the rates should the quantity decrease.
- Rates are applicable for the above-mentioned group/dates.
- Above rates are non-commissionable

#### CHECK-IN / CHECK-OUT TIME

- Check-in time is 1500H on the day of arrival.
- Check-out time is at 1100H on the day of departure.

Guests who wish to occupy their guest room before 1500H must notify at least a night prior to the arrival date and will be subject to availability. Guests who plan to check-out after 1100H shall be charged an additional night using the daily group rate.

1000 Avenue, corner Seno Boulevard, North Reclamation Area,  
Cebu City 6014 Cebu, Philippines  
032 342 8888 | +63 32 355 8888  
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**RESERVATION PROCEDURES**

The Organizer shall provide the Hotel with a rooming list no less than five (5) days before the event. Final rooming list must be submitted three (3) days before the event. Any additional Guest Room Reservations required by the Organizer after the date of submission of the Final Rooming List will be subject to availability.

Cancellation of any guest rooms or failure of guests to check-in to the Hotel based on the schedule provided in the rooming list shall be subject to Clause VIII, and will be charged accordingly, rooms not utilized will be returned to the general availability of the Hotel.

**II. FUNCTION SPACE BLOCKING**

The Organizer shall reserve, and the Hotel will make the following function spaces available for the organizer's event based on the following schedule and requirements:

Date	Start Time	End Time	Function Type	Venue	Set-up	GTD
February 26, 2025	8am	9pm	Plated AM Snacks, Buffet Lunch, Plated PM Snacks, Buffet Dinner	Café Corazon	U-shape	60pax
February 27, 2025	8am	9pm	Plated AM Snacks, Buffet Lunch, Plated PM Snacks, Buffet Dinner	Café Corazon	U-shape	60pax

The function spaces blocked for the Event is based on the expected or guaranteed number of guests attending. The Hotel reserves the right to re-assign alternative function spaces which it deems suitable for the Organizer's and Event's requirements. Any changes in the expected number of attendees will be accommodated by the Hotel once there is a written approval from the Organizer. **A 10% buffer is prepared for every function and is payable upon consumption should the total headcount exceeds. For more than 110% covers same rate will be applied and food to be served will be on Chef's Discretion already.**

**Note: The venue can accommodate up to 100 persons for a comfortable seating capacity. However, if the client opted to increase the number of participants, seating arrangements will be adjusted and other set up might not be possible.**

Package includes:

- Complimentary use of the event venue according to group size and time.
- **Meals as stated above with one round of drinks per meal (either iced tea or chilled juice)**
- Free flowing coffee and tea for the whole duration of the event
- Pads and pencils
- White board with marker and eraser
- Use of (4) wireless microphones and in-house PA system
- Complimentary use of LCD projector & screen
- AV Technician to assist during the set-up and on call during event proper.
- High-speed WIFI Internet Access

### III. CONFERENCE AND EVENTS

- The Organizer shall guarantee attendance of each function based on what has been confirmed in this Agreement.
- Bai Hotel Cebu must be notified of any alteration to the anticipated number of persons attending the function at least three (3) working days prior to the start of the event.
- Note that a minimum guarantee per day is required to prepare the right amount of food and beverage supply for your guests. The Chef will need to plan on the buffer as well for possible increases.
- **A 10% buffer will be prepared for possible increase in minimum guaranteed attendance.**
- In the event that the number of persons increase beyond the 10% buffer on the day of the event, the Hotel shall accommodate the meal requirements based on the Chef's discretion and food availability.
- Once the Organizer has guaranteed the attendees, the number of persons shall not be subject to reduction. The Hotel shall apply the total food and beverage charges according to the guaranteed number of persons or actual attendance, whichever is higher.
- In the event that a client will bring in food items into the hotel or bring out food items left-over from a function (provided it is allowed on the list of food items to be taken out), the client shall sign a waiver form and comply with all legal requirements relating to food safety as well as indemnify the Hotel from and against all claims and damages resulting to the consumption of the food. Hotel will charge the client for the packaging container depending on the size.

#### FOOD STRICTLY NOT ALLOWED TO BE TAKEN-OUT

1. Soup, Noodle, Pasta, Rice Dishes
  2. Dishes with creams or with coconut milk
  3. Potato dishes
  4. Mixed salads or appetizer
  5. Dishes with tomatoes
  6. Dessert that needs refrigeration
  7. Beverage
- Hotel reserves the right to transfer the client to another available venue should the original venue become unavailable due to any emergency, maintenance work and other related servicing work. The Hotel will give ample notice and must see to it that the Client is comfortably settled and approves the alternative venue.

**IV. PRICING SUMMARY**

Please find below the estimated expenses for the guest room and banquet arrangements:

ROOMS AND EVENTS SUMMARY			
Date	GTD	Details	Total (Php nett)
February 25-28, 2025	30rooms x 3nights	Room Accommodation	Php360,000.00
Feb 26-27, 2025	60pax	Venue and Meals	Php384,000.00
	1	10% Contingency	Php74,400.00
<b>Grand Total</b>			<b>Php818,400.00</b>

**PAYMENT AND CANCELLATION**

**V. PAYMENT**

For accounts with no credit line facility or no special billing arrangements with **bai Hotel Cebu**, pre-payment is required via cash or through bank deposit. A deposit slip must be sent to the Sales In-charge prior to the event. All guest rooms and incidental charges may be settled upon check-out in either cash or credit card.

Upon signing this Agreement, the Organizer shall settle payments based on the following schedule.

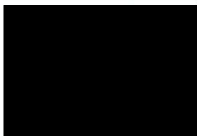
Payment Schedule	Payment Term
<b>Full payment shall be made within 30 days after receipt the correct billing statement.</b>	One hundred (100%) percent of the actual total expenses incurred inclusive of applicable taxes upon contract signing.

A Letter of Authorization and/or a Purchase Order reflecting all the arrangements in this Agreement signed by the Authorized Signatory of the company will be required to support the billing arrangements of the Event, to facilitate collection of payment. Required documents must be submitted before the event date.

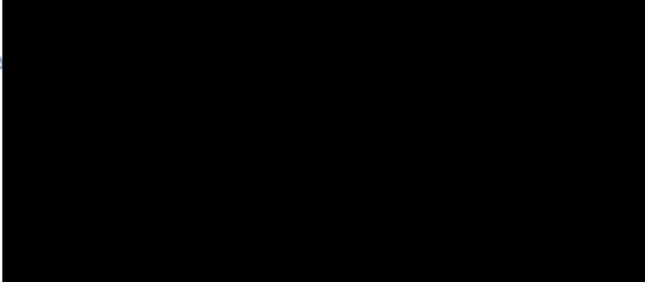
Should the number of rooms, guaranteed persons, or additional arrangements change during the event, the Organizer agrees to send a revised Letter of Authorization and/or Purchase Order indicating the changes within three (3) days after the event.

A Deposit slip must be forwarded through scanned, or fax copy to the Sales Department of the Hotel for all payments through bank deposit or bank transfer. All guest rooms and incidental charges may be settled upon check-out in either cash or credit card.

Acceptable Mode of Payments: cash, check, credit card or bank transfer and possible to settle 5 working days' advance for clearance purposes.



... Avenue corner Seno Boulevard, North Reclamation Area  
 ... City 6014 Cebu, Philippines  
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**VI. CANCELLATION CHARGES**

Cancellations made after signing the contract shall be subject to Clause VII of this contract. No-Shows or cancellations done on the day of the check-in shall be subject to full cancellation fee for the entire duration of the stay.

**VII. INCIDENTAL CHARGES**

Personal incidental bills (i.e., Restaurant, minibar, telephone calls, laundry, internet, etc.) will be charged to individual bills and settled in full through credit card, cash or other accepted payment methods upon check-out, unless Company will guarantee with authorization (credit card, LOA or Guarantee letter).

All losses in and damages in guestroom/s shall be shouldered by the guest/Company.

**BANK ACCOUNT INFORMATION**

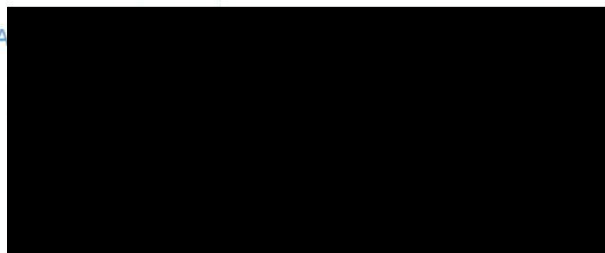
<b>Bank Name</b>	<b>Land Bank of the Philippines</b>
Account Name	Philippine Horizon Hotel, Inc.
Account Number	Peso Account 002932 - 1007 - 73
Branch	Mandaue City Hall Branch
Address	LBP Bldg., Catalino St., Centro, Mandaue City
Swift Code	

<b>Bank Name</b>	<b>Banco de Oro</b>
Account Name	Philippine Horizon Hotel, Inc.
Account Number	Peso Account 00-344-801-815-8
Branch	Cebu North Mandaue
Address	M.C. Briones St., National Highway, Mandaue City
Swift Code	BNORPHMM

<b>Bank Name</b>	<b>China Banking Corporation</b>
Account Name	Philippine Horizon Hotel, Inc.
Account Number	Peso Account 1592-00006-533
Branch	Cebu Mandaue - NRA Mandaue
Address	Ground Floor, bai Hotel Cebu, North Reclamation Area
Swift Code	CHBKPHMM

- Checks payable to **PHILIPPINE HORIZON HOTEL, INC.**
- A scanned copy of the transaction slip should be sent through email or fax (+63 32 4029986 or +63 32 4029999) so that the Hotel can check if the amount has been credited to its account. Note that it takes 7 working days for the amount to be credited when wired from an international source. Please ensure deposits and full payment made are within the allowable time frame prior the arrival or departure of the guests from the Hotel, whichever is applicable.


  
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- Bank charges incurred for deposits and payments to the Hotel's bank account shall be solely shouldered by the client and should not be charged to the Hotel nor deducted from the total amount due paid to the Hotel.
- 100% Cancellation fee will apply if cancelled within 7 days prior to the group's arrival.
- CURRENCY - If payment is made in any currency other than that used by the hotel, client is responsible for any fluctuation in the currency exchange. The hotel shall be paid in full amount in the currency as charged.

**VIII. REDUCTION**

**All banquet arrangements are reserved upon signing of this Agreement and guaranteed upon receiving the deposit.**

In the event the Organizer reduces or fails to utilize the contracted room block and function space, but does not cancel the entire event, the Organizer agrees to pay the Hotel a Cancellation Fee according to below schedule:

Reduction Schedule	Cancellation Policy
February 18, 2025	100% of the contract price will be charged as cancellation fee

**IX. AMENDMENTS**

Any changes, modification, adjustment, alteration, revision, or amendment to this Agreement shall only be effective if it is agreed and signed by both parties in writing.

**GENERAL TERMS & CONDITIONS**

**X. CONDUCT OF EVENTS**

- The client is requested to fill-up Ingress-Egress form for proper accountability of items or equipment to be brought-in the Hotel.
- The Organizer and his guests will conduct the event in an orderly manner without causing nuisance and in full compliance with the directives and requirements of the Hotel and is bound to obey the laws and regulations of the Government of Republic of the Philippines.
- The Organizer is not allowed to erect any exhibitions, stands, or displays within the hotel's premises.
- Decoration supplied by the Hotel must remain the exclusive property of the Hotel and must not be removed.
- The use of trademarks/logos in the Hotel is only permitted if the Hotel Management has given authorization for this.
- If the event continues beyond the time stipulated, the Client will be charged a fee for the use of the room according to the Hotel's valid price hire list.



- If the number of participants increases or decreases in relation to the original reservation, the Hotel reserves the right to transfer the event to a room which size accommodates the revised number of clients.
- For any banners or signboards, kindly submit a sample/artwork to the Hotel for reference. The Hotel can refuse any banner, backdrop or signage that are brought in without prior approval from the Hotel or that those items do not conform to regular standards of the Hotel.
- The Organizer shall be allowed to put up any display's notices or advertisements upon any part of the Hotel premises with the written permission of the Hotel.
- Should Organizer decide to utilize outside contractors or subcontractors on the Hotel premises during the event, including, but not limited to, a destination management company, audio/visual services, decorators, or others, Organizer must notify the Hotel of the intention to use such providers at least thirty (30) days in prior the event.
- All outside contractors must sign a hold harmless, indemnification and insurance agreement in the form currently in use at hotel for similar outside contractors and provide proof of insurance in amounts acceptable to hotel (amounts and types of insurance may be changed or increased in Hotel's sole discretion based on the type of services the outside contractor will be providing before they will be allowed to provide services on Hotel premises).

#### XI. LIABILITY

- The Client will pay the Hotel for every incidence of loss or damage which occurs in any part of the Hotel complex or of any property or equipment belonging to the hotel caused solely by the client or its authorized representatives. This includes and not limited to meeting folders, organizer's stationery kits, flipcharts, projectors, projection screens, hotel furniture and furnishings, etc. Losses or damage caused by the Hotel, or its employees or representatives shall be for the sole account of the Hotel.
- When equipment such as audio-visual equipment, p/a systems, computers, laptops, and projectors, etc., are brought in, the client is requested to register those items with the Hotel Security Department to verify their existence. It is recommended to arrange additional security services to ensure the protection.
- The Hotel does not take responsibility for any loss or damage to the property of the Client, or related persons, which has occurred on the premises of the Hotel, except if the loss or damage is caused by the negligence or willful act of the Hotel's employees or representatives. In case of loss or damage to property, the Hotel Management must be notified as soon as this fact is discovered.
- It shall always be the responsibility of the client to check and verify invitations and/or admission tickets in order to appropriately identify attendees if applicable.
- Any fire exit signs, fire exits, and firefighting facilities must be kept clear of obstacles at all times.
- No fireworks may be set off within the hotel premises.
- No unlawful activities may be conducted within the hotel premises.



**XII. FORCE MAJEURE**

Failure (in whole or in part) or delay on the part of **bai Hotel Cebu** or the client in the performance of any of the obligations imposed upon such parties hereunder shall be excused and such parties shall not be liable for damages or otherwise on account thereof, when such failure or delay is the direct or indirect result of any of the following causes affecting the hotel and which renders the reservation impossible to conduct in the reasonable business judgment of **bai Hotel Cebu** (each a Force Majeure Event): acts of God, such as hurricanes, earthquake, tornadoes, strong typhoon, fire or flood, malicious mischief, insurrection, riot, strikes, lockouts, boycotts, picketing, labor disturbance, public enemy, war (declared or undeclared), compliance with any governmental law, regulation, order, rule, recommendation, request or suggestion of government (foreign or domestic) acting under claim or color of authority.

**DATA PRIVACY ACT**

*Company obtains personal data from the Third Party*

*"The hotel will Process the Personal Data in accordance with applicable law and professional regulations including (without limitation) the Data Privacy Act of 2012. We will require any service provider that Processes Personal Data on our behalf to adhere to such requirements. The company warrant that you have the authority to provide the Personal Data to us in connection with the performance of the Services and that the Personal Data provided to us has been or can be processed in accordance with applicable law."*

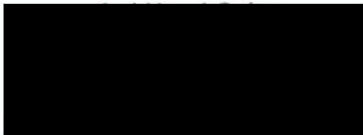
**CONFIRMATION**

Please indicate your acceptance by signing on all pages of this Agreement and return one set to the Hotel. The signed copy must be received on or before **February 19, 2025**. Should the Hotel not receive the signed copy of the Agreement on this date, the Hotel reserves the right to release all accommodation and Hotel space tentatively held. Any alterations to arrangements detailed in this contract must be agreed in writing by the Hotel.

The general terms and conditions for the events are considered part of this Agreement.

For and on behalf of:

Agreed on behalf of  
**DBM – Local Government and Regional Coordination**



Jeziel P. Vida  
Sales Account Manager



Atty. Ryan S. Lita  
Director IV

February 10, 2025

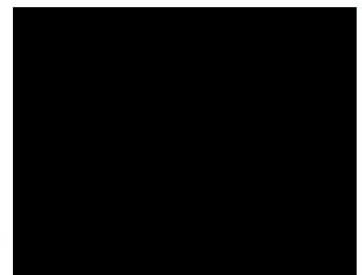
Noted by:

**Armie Soliano**  
Director of Sales and Marketing



ner Seno Boulevard, North Reclamation Area,  
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REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

**NOTICE TO PROCEED**

February 10, 2025

**MS. JEZIEL P. VIDAL**

Sales Account Manager  
Philippine Horizon Hotel, Incorporated (BAI Hotel Cebu)  
Ouano Avenue, corner C.D.Seno, Mandaue City  
6014 Cebu, Philippines

Dear **Ms. Jeziel P. Vidal:**

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 CY 2025 1<sup>st</sup> Quarter Regional Coordination Meeting,**" shall commence upon receipt of this Notice to Proceed.

Thank you and God Bless.

Very truly yours,

**RYAN S. LITA**

Director IV

Conforme:

**MS. JEZIEL P. VIDAL**

Philippine Horizon Hotel, Incorporated (BAI Hotel Cebu)  
Date: February 10, 2025