



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

NOTICE TO PROCEED

May 15, 2025

MARIELLE M. CABALTERA

Senior Sales Manager

Luxent Hotel

51 Timog Avenue, South Triangle Quezon City, Metro Manila

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 Annual Celebration of Philippine Open Government Week 2025," shall commence upon receipt of this Notice to Proceed.

Thank you and God Bless.

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Assistant Secretary and Acting Chief of Staff

Conforme:

MARIELLE M. CABALTERA
Name of Authorized Representative

Date: 15 MAY 2025

Date: May 15, 2025

ASSISTANT SECRETARY LEONIDO PULIDO III

Assistant Secretary

DEPARTMENT OF BUDGET AND MANAGEMENT

General Solano St., San Miguel, Manila

CONTRACT No. BB02050

RE: Live in Seminar |19-23 May 2025 | 500 persons

Dear ASEC. SECRETARY LEONIDO PULIDO III,

Thank you for selecting Luxent Hotel as the venue for your forthcoming event scheduled on 19-23 May 2025. Following our recent discussions, we are delighted to provide the following details for your review and confirmation:

CONFERENCE ARRANGEMENTS

EVENT	VENUE	DATE	TIME	PAX
Open Gov Week 2025	Celestial and Seasons Ballroom	19 – 23 May 2025	08:00AM-05:00PM	500

DETAILS OF THE EVENT

Title of the Event : Open Gov Week 2025

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 : TO BE ADVISED

Table Topper : TO BE ADVISED

Seat Cover : TO BE ADVISED

Table Napkin : TO BE ADVISED

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).

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:
 1. If the guaranteed number of persons increases by more than 10%.
 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:
 1. DEPARTMENT OF BUDGET AND MANAGEMENT will be responsible for the condition, quality, and sufficiency of the items.
 2. DEPARTMENT OF BUDGET AND MANAGEMENT will be responsible for the handling of the food and beverage items.
 3. Corresponding corkage fees will apply to all items.
 4. This contract serves as a waiver, releasing LUXENT HOTEL from any liabilities or accountability for all food and beverage items brought onto the 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

Banquet

ITEMS	VENUE	DATE	TIME	PAX / ROOMS	RATE	AMOUNT
Ballroom Am Snack Lunch Secretariat Room LED Wall, Lights and Sounds, Livestreaming	Celestial Ballroom Winter, Spring and Summer	19 May 2025	08:00AM-12:00NN	500 pax	3,600	P1,800,000
Meeting Room PM Snack	Autumn	19 May 2025	1:00PM – 5:00PM	60 pax	1,500	P90,000
Meeting Rooms AM Snack PM Snack Holding room Secretariat Room	Seasons Ballroom Conference Room	20 – 22 May 2025	8:00AM - 12:00NN 12:00NN – 5:00PM	500 pax	3,480	P1,740,000
Conference Room Dinner LED Wall Lights and Sounds Live Streaming Equipment	Conference Room	23 May 2025	5:00PM – 9:00PM	500 pax	4,404	P2,202,000
Room Accommodation	10 Deluxe Rooms (Twin Sharing)	19 – 23 May 2025		10 rooms	4,600 / night	P230,000
Total:						6,062,000.00

GRAND TOTAL:

Php 6,062,000.00

A. Payment Terms

1. All organized meals and meeting packages, including authorized expenses incurred during the event, will be charged to DEPARTMENT OF BUDGET AND MANAGEMENT. Signed contract, NOA and NTP shall be submitted on or before 16 May 2025.
2. Payment Scheme:
 - Php 6,062,000.00 (Full payment) 15 days upon receipt of the SOA
3. All deposits and payments paid to the account of Luxent Hotel will be deducted from the total contracted price.
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

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.

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

B. Postponement and Cancellation

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 to the event. Postponement will be subject to room availability on the alternative date and upon the approval of the 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.
2. Should DEPARTMENT OF BUDGET AND MANAGEMENT notify LUXENT HOTEL of the postponement at least 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.
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.
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, the 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	15 May 2025, Thursday

C. Damage

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.
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.
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 DEPARTMENT OF BUDGET AND MANAGEMENT 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.

D. Force Majeure

It is hereby agreed that the 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 the 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 breach of contract, warranty, or otherwise.

E. 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>.

F. 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 15 May 2025. 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 _____
(date)

Conforme:

LUXENT HOTEL

[Redacted Signature]

Senior Sales Manager

Noted by

[Redacted Signature]

SHARON DEANNE GUERRERO
Director of Sales and Marketing

Conforme:

DEPARTMENT OF BUDGET AND MANAGEMENT

[Redacted Signature]

ASSISTANT SECRETARY LEONIDO PULIDO
Assistant Secretary

15 MAY 2025



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

NOTICE OF AWARD

May 15, 2025

MARIELLE M. CABALTERA

Senior Sales Manager

Luxent Hotel

51 Timog Avenue, South Triangle Quezon City, Metro Manila

Dear **Ms. Cabaltera:**

We are pleased to inform you that the contract for the Project, Lease of Venue for the Annual Celebration of Philippine Open Government Week 2025", is hereby awarded to Luxent Hotel in the amount of **Six Million Sixty-Two Thousand Pesos (6,062,000.00)** only.

Based on the evaluation of your submitted documents, the Philippine Open Government Partnership Project Management Office finds your submission as the single calculated and most responsive quotation for the project.

Thank you and God Bless.

Very truly yours,

LEONIDO M. POLIDO III

Assistant Secretary and Acting Chief of Staff

Conforme:

MARIELLE M. CABALTERA
Name of Authorized Representative

Date: 15 MAY 2025