



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

NOTICE OF AWARD

27 January 2020

Santiago T. Escoto
Sales & Marketing Manager
Xenia Hotel
4030 C.M. Recto Highway, Clark Freeport Zone,
Angeles City, Pampanga, Philippines


Dear **Mr. Escoto**:

We are pleased to inform you that the contract for the lease of venue for the three-day CY 2020 Internal Quality Audit Team Planning and Workshop is hereby awarded to **Xenia Hotel** in the amount of **Two Hundred Eighty-Three Three Thousand Pesos (P 283,000.00)**.

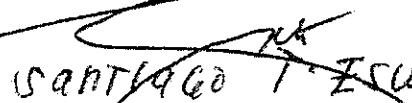
Please coordinate with the Corporate Planning and Management Service (CPMS) for the implementation/execution of this project.

Thank you very much.

Very truly yours,


ROWEL D. ESCALANTE
OIC Director IV, CPMS

Received by


SANTIAGO T. ESCOTO 01/28/2020
Sales & Mktg Manager
Xenia Hotel Corporation



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

NOTICE TO PROCEED

27 January 2020

Santiago T. Escoto
Sales & Marketing Manager
Xenia Hotel
4030 C.M. Recto Highway, Clark Freeport Zone,
Angeles City, Pampanga, Philippines

Dear **Mr. Escoto**:


The attached Contract having been approved, notice is hereby given to **Xenia Hotel** that your work for the Lease of Venue at **4030 C.M. Recto Highway, Clark Freeport Zone, Angeles City** for the three-day CY 2020 Internal Quality Audit Team Planning and Workshop shall commence as scheduled.

Thus, you shall be responsible for performing the services in coordination with the Corporate Planning and Management Service (CPMS), under the terms and conditions of the Contract.

Very truly yours,


ROWEL D. ESCALANTE
OIC Director IV, CPMS

Received by:


SANTIAGO T. ESCOTO 01/29/2020
(Signature over printed name and date of receipt)

Department of Budget and Management
RECEIVED
FEB 10 2020

B. FUNCTION ROOM
January 29, 2020 > 8:00 AM- 8:00 PM
January 30, 2020 > 8:00 AM-8:00 PM
January 31, 2020 > 8:00 AM-2:00 PM

FUNCTION ROOM FEATURES AND AMENITIES

- Banquet Set up / Classroom Set up
- Standard Sound System with 2 microphones
- Whiteboard and Marker
- Extension Cords
- Flowing Coffee
- Assorted Mints
- Pads and pencils
- LCD Projector with White Screen

Function room time usage extension -- Php 3,000. Per hour or fraction of an hour

TOTAL CONTRACT
Room Accommodation and Banquet Arrangement

TOTAL: Php. 283,000.00

Amount In words: Two Hundred Eighty Three Thousand Pesos Only

NOTE: The above rates quotes are not available for e-commerce or web site and should not be disclosed, directly or indirectly, unless explicit written approval is given. The rates quoted herein are subject to volume, occupancy and sales season. Rates may vary from time to time.
This quotation, in reference to the itemized prices and total contracted rate shall be subject to revision, in cases of reduction in the quantity of services, requirements, reset of requested dates, prior finalization of this agreement.

TERMS and CONDITIONS

GUARANTEE

Xenia Hotel will require a signed conforme on this proposal to signify acceptance of rates, terms, and conditions. No revision/cancellation. Additional number of participant(s) shall be subject to additional charge, availability and approval.. Certificate of Availability of Funds / Purchase Order is required to guarantee the reservation on or before January 24, 2020.

NON-COMPLIANCE

If the required guarantee is not received by the date which will be indicated upon conforme, we regret that the reservation may be subject to cancellation without prior notice. Reinstatement of the booking and reservations may be made subject to room availability and receipt of payment.

TAXES AND SERVICE CHARGE

The Special Rates herein offered to your company are inclusive of government taxes. The Hotel reserves the right to modify the rates stated herein without prior notice under circumstances of tax changes or alterations by the government and service charge amendments. Xenia Hotel is Business Tax Exempt (NON-VAT Registered and Percentage Tax Exempted).

PAYMENT

Send billing Arrangement for 30 days. Payment through cash or company cheque must be received in the Hotel only. Additional charges may be applied for pick up payments depends on the location. Please make checks payable to XENIA HOTEL CORPORATION Bank transfer and Bank Telegraphic Transfer arrangement may be accepted thru our account under:

Account Name : XENIA HOTEL CORPORATION
Address : CM. RECTO HWAY, CLARK FREEPORT ZONE
Account No. : 1581-0354-34
Bank Name : LAND BANK
Bank Address : LILY HILL PLAZA

Account Name : XENIA HOTEL CORPORATION
Address : CM. RECTO HWAY, CLARK FREEPORT ZONE
Account No : 005730389699
Bank Name : BANCO DE ORO (BDO)
Bank Address : CLARK SEZ-CENTENNIAL

Account Name : XENIA HOTEL CORPORATION
Address : CM. RECTO HWAY, CLARK FREEPORT ZONE
Account No : 0014-5002-986
Bank Name : MAYBANK
Bank Address : CLARKFIELD BRANCH

All incidentals must be settled in cash or credit card upon consumption

HOTEL ROOMS CHECK-IN/OUT REGULATION

- Standard policy check-in time is 2:00PM and check-out time is 12:00PM
- Early check-in 6:00AM – 11:59AM surcharge of 50% of the room rate.
- Earlier than 6:00AM shall be full room rate
- Late check-out 12:01PM-6:00PM surcharge of 50% of the room rate.
- Beyond 6:00PM shall be full room rate

Groups using function room with PM snacks/Dinner on the last day must check out before 12:00PM

CHILD POLICY

For this particular agreement, children are not allowed inside the rooms.

CANCELLATION / NO SHOW

Cancellations made on any guaranteed booking shall be charged equivalent to 100% of total contract.

BILLING DISPUTES

If any amount is disputed, only the disputed sum will be withheld and shall not affect immediate payment of other outstanding amount.

FOREIGN CURRENCY

We accept payment of charges in Philippine Peso only.

CANCELLATION OF CONTRACT

The Hotel reserves the right to cancel the contract if the Client-Company:

1. Commits breach in any form on the terms and conditions stated herein
2. Purport to assign the burden or benefit of this agreement without written consent from the Hotel
3. If the Hotel cannot operate in full or in part due to natural calamities, war, explosions, bombing, civil commotion, riot, any disturbance political or social unrest

FOOD POLICY

All food and beverage arrangement must be supplied exclusively by the HOTEL. The CLIENT cannot bring other food and beverage items into the HOTEL. In the event that the HOTEL allows the CLIENT to bring food and drinks items, the CLIENT shall be held liable for the condition, quality and sufficiency of the items and corresponding handling and corrage fees applies on all items. The CLIENT shall be required to sign a waiver form for all food and beverage items brought in the HOTEL premises.

LIABILITY

The HOTEL shall NOT be held liable for failure or delay in delivering its obligations if such failure or delay is caused by reasons beyond its control such as but not limited to war, threats of war, civil or political action or unrest, riot, natural calamities or disasters, fire, epidemic, extreme weather, terrorist activities or threats of terrorist activities, military, government or regulatory action, individual or industrial disputes, failure of power supply or machinery, failure or interruption of externally provided services and utilities.

The Hotel is NOT liable for any loss or damage to property/ properties owned by or in custody of its guests caused by reasons above cited or the negligence, direct or indirect or contributory, of the guest/s. Clients and guests are encouraged to secure their own insurance cover or use the safety and security facilities (safety deposit boxes and Security Visitor Viewer equipment) made available for guest use.

Under circumstances where the Hotel shall be found liable for any and all claims arising out of, in connection with, or a consequence of this agreement, the Hotel's total liability shall NOT in any case exceed the fee paid to the Hotel for the services rendered pursuant to the agreement or contract.

Subject to the foregoing, the Hotel shall in no event be liable for any loss or damage (direct, indirect, special, consequential or incidental) whether arising under contract, warranty, negligence, strict liability or any other theory of liability which may be suffered by guests or by any third party. Such damages include but are not limited to, loss of profits, loss of data, loss of contracts, economic or financial losses or anticipated savings, damage to property and other damages not stated herein.

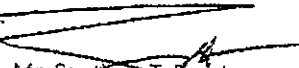
REVISION AND AMENDMENT

Other modification or additional requests shall be communicated through writing and shall be subject to approval by Xenia Hotel Management.

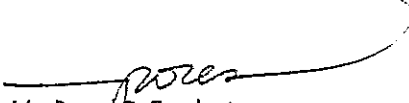
EFFECTIVITY

This quotation is for information of rates, terms & conditions only and does not commit any booking or reservation, unless duly accepted and signed as conforme, in which case the same shall be considered as a binding agreement between both parties.

FOR XENIA HOTEL CORPORATION:


Mr. Santiago T. Escoto
Sales & Marketing Manager

FOR DEPARTMENT OF BUDGET AND MANAGEMENT:


Mr. Rowel D. Escalante
Officer-in-Charge Director IV