



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

**NOTICE OF AWARD**

October 24, 2019

**MS. JAYNALEE A. VELASQUEZ**  
FONTANA LEISURE PARKS & CASINO  
Claro M Recto Hwy, Clark Freeport  
Angeles, Pampanga

Dear **Ms. Velasquez:**


We are pleased to inform you that the project "*Lease of Venue for the Planning, Review, Integration, Monitoring and Evaluation (P.R.I.M.E.) Officers and Executive Assistants Training-Workshop*" is hereby awarded to your company in the amount of Seven Hundred Twenty Thousand Pesos only (Php 720,000.00).

Based on evaluation of your submitted documents, the Administrative Service finds your submission as the lowest calculated and responsive quotation for the said project.

Thank you very much.

Very truly yours,

  
**THEA MARIE CORINNE F. PALARCA**  
*Director IV, Administrative Service*

  
Jaynalee A. Velasquez  
Fontana Development Corp.  
Oct. 25, 2019



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

**NOTICE TO PROCEED**

October 24, 2019

**MS. JAYNALEE A. VELASQUEZ**  
FONTANA LEISURE PARKS & CASINO  
Claro M Recto Hwy, Clark Freeport  
Angeles, Pampanga

Dear **Ms. Velasquez:**

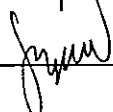
This is to inform your company that performance of the obligations specified in the attached Contract for the Project, "*Lease of Venue for the Planning, Review, Integration, Monitoring and Evaluation (P.R.I.M.E.) Officers and Executive Assistants Training-Workshop*" shall commence upon receipt of this Notice to Proceed.

Very truly yours,

  
**THEA MARIE CORINNE F. PALARCA**  
*Director IV, Administrative Service*

I acknowledge receipt and acceptance of this Notice on: Oct. 25, 2019

Name of Consultant and/or Representative: Jaynalee A. Velasquez

Authorized Signature: 



**FONTANA**

Issued date: October 25, 2019

**SALES CONTRACT –DBM-1028-30-19**

<b>NAME OF THE COMPANY:</b> DEPARTMENT OF BUDGET AND MANAGEMENT	<b>ORGANIZER:</b> MS. THEA MARIE CORINNE F. PALARCA Director
<b>SALES IN-CHARGE:</b> Jayne Velasquez	<b>CONTACT NO.</b> 0917.820.0930

**Total Package Cost:**

**PHP637,500.00 NET**

**ACCOMMODATION:**

Date	Rooms
Check In/Out: October 28-30, 2019	Thirteen (13) 3BR Standard Villa One (1) Standard Twin Hotel Room
Check In/Out: October 29-30, 2019	One (1) 3BR Standard Villa

From	To	Function Name	Function Room	Covers
Mon, October 28, 2019 8:00AM	Mon, October 28, 2019 9:00PM	AM Snacks	Paeonia	85
Mon, October 28, 2019 12:00NN	Mon, October 28, 2019 1:00PM	Managed Buffet Lunch	Paeonia	85
Mon, October 28, 2019 3:00PM	Mon, October 28, 2019 4:00PM	PM Snacks	Paeonia	85
Mon, October 28, 2019 7:00PM	Mon, October 28, 2019 8:00PM	Managed Buffet Dinner	Paeonia	85
Mon, October 28, 2019 8:00AM	Mon, October 28, 2019 9:00PM	Coffee & Tea	Paeonia	85
Tue, October 29, 2019 7:00AM	Tue, October 29, 2019 9:00AM	Managed Buffet Breakfast	Paeonia	85
Tue, October 29, 2019 10:00AM	Tue, October 29, 2019 11:00AM	AM Snacks	Paeonia	85
Tue, October 29, 2019 12:00NN	Tue, October 29, 2019 1:00PM	Managed Buffet Lunch	Paeonia	85
Tue, October 29, 2019 3:00PM	Tue, October 29, 2019 4:00PM	PM Snacks	Paeonia	85
Tue, October 29, 2019 7:00PM	Tue, October 29, 2019 9:00PM	Managed Buffet Dinner	Paeonia	85

Tue, October 29, 2019 8:00AM	Tue, October 29, 2019 9:00PM	Coffee & Tea ✓	Paeonia	85 ✓
Wed, October 30, 2019 7:00AM	Wed, October 30, 2019 9:00AM	Managed Buffet Breakfast ✓	Paeonia	85 ✓
Wed, October 30, 2019 10:00AM	Wed, October 30, 2019 11:00AM	AM Snacks ✓	Paeonia	85 ✓
Wed, October 30, 2019 12:00NN	Wed, October 30, 2019 1:00PM	Managed Buffet Lunch ✓	Paeonia	85 ✓
Wed, October 30, 2019 3:00PM	Wed, October 30, 2019 4:00PM	PM Snacks ✓	Paeonia	85 ✓
Wed, October 30, 2019 7:00AM	Wed, October 30, 2019 9:00AM	Coffee & Tea ✓	Paeonia	85 ✓

Inclusions:

1. Classroom Set up at Paeonia Function Hall.
2. Basic Sound System
3. LCD Projector
4. White Board with Marker
5. Inclusive of Service Charge, No Government Tax added; Non-Commisionable

● **SEND BILL ARRANGEMENT 7 WORKING DAYS** ✓

**Authorized Signatory: MS. THEA MARIE CORINNE F. PALARCA** ✓

Bank Name	: BDO SEZ Centennial Branch
Account Name	: Fontana Development Corporation ✓
Account Number	: 434-000-1700

- In excess of the guaranteed number of guests or usage of other facilities, the following rates shall be applied:

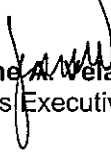
**IN EXCESS RATES:**

- Managed Buffet Breakfast - PHP450.00/head ✓
- AM & PM Snacks - PHP200.00/head ✓
- Managed Buffet Lunch & Dinner - PHP500.00/head ✓
- Accommodation – Corporate Rates 30% (weekdays) and 20% (weekends) shall apply ✓

- Check payments should be made payable to **FONTANA DEVELOPMENT CORPORATION**.
- For CASH Payment, deposits can also be made through any branch of Banco de oro, under the account of **Fontana Development Corporation** with account number # **434-000-1700**. Teller validated deposit slip must then be faxed back to us along with this Sales Contract.
- The resort reserves the right to transfer clients to an alternative meal venue and/or conference venue with the same initial arrangement and set up based on the guaranteed venue should the assigned venue become unavailable due to unavoidable circumstances.
- In case of overflow in the number of guests, the Resort will only allocate 10% excess of the guaranteed number of persons. Each person counted within the 10% excess shall be charged the same quoted rate.
- Should there be an increase of number of attendees, exceeding to 10% excess allowance, menu shall be subject to chef's discretion and shall be charged accordingly.
- CASH BAR – Other order of drinks to be charged to personal account and to be settled upon individual consumption in cash or credit card only. If chargeable to the company, all orders shall be signed by the authorized signatory and said charges shall be included in the master's folio as incidentals to be settled upon check-out.

- Total guaranteed package cost, incidentals and other charges are net of any applicable taxes, i.e. Expanded Withholding Tax, VAT, Percentage Tax and other taxes, that may be imposed upon the Hotel or client

Prepared by:

  
**Jayne A. Velasquez**  
 Sales Executive

Check by:

  
**Editha Pastoral**  
 Senior Sales Manager

Noted by:

  
**Ms. Vera Cheung**  
 ATCM

Reviewed by:

 10/26/2019  
 Financial Controller

**OTHER CONDITIONS**

- The minimum number of reservations and/or room nights made shall be charged accordingly whether the said party attained the said number of reservations or not.
- **TERMS OF PAYMENT.**
- **SEND BILL ARRANGEMENT 7 WORKING DAYS**

**Authorized Signatory: MS. THEA MARIE CORINNE F. PALARCA - Director**

- In case of no show, guaranteed room nights, function room charge and meal covers shall be charged to the contracting party.
- Incidental charges such as telephone bills, laundry, room service or anything not indicated in the contract shall be on individual account and CASH BASIS.
- Rooming list must be properly coordinated by the contracting party two weeks before the function date or else the hotel will not be held responsible should problems or complains arises.
- The hotel requires that a *waiver* be signed between the contracting party and the hotel concerning **PACKED MEALS**.
- **CHOSEN MENU** must be provided two weeks prior to actual date of the function, otherwise meals to be served shall be on *chef's discretion*.
- Last minute requirements shall not be entertained or shall be charged accordingly
- For proper coordination or to avoid confusions, only the official coordinator of the contracting party, **Ms. Thea Marie Corinne F. Palarca**, or any of the Organizing Committee shall be entertained by the Sales & Marketing Department with regards to instructions and requirements. No other personnel from the side of the contracting party can transact except the stipulated personnel.
- Please be informed that Fontana Development Corporation is a Clark Special Freeport Zone (CFZ) – registered enterprise and is governed by the Clark Development Corporation (CDC) rules and regulations under Republic Act RA No. 7227, otherwise known as the “Bases Conversion and Development Act (BCDA) of 1992”. As such, the Company was issued CDC Certificate of Registration and Tax Exemption and Bureau of Internal Revenue Ruling dated May 12, 2004 which provides, among others, that the company is exempted from all national and local taxes including, but not limited to, **Corporate Withholding Income Taxes and Value Added Taxes (VAT)**.

## GENERAL CONDITIONS OF THE HOTEL

1. The PATRON agrees to pay for number of covers, drinks, incidentals and other charges as stated hereof. PATRON agrees that the number of persons (PAX) shall be determined exclusively by the representatives of the RESORT and shall be the basis for final billing.
2. The PATRON also agrees to pay the guaranteed number of guests as indicated on this contract or the actual number of guests whichever is higher. The RESORT will set up facilities for the PATRON'S guaranteed number of guests.
3. The PATRON shall advise the RESORT in writing of the guaranteed number of guests at least seventy two (72) hours before the date and time of the booking. In case, no such notice is received by the RESORT it shall be understood and agreed that the guaranteed number of guests shall be that already indicated in this contract. The RESORT shall not be responsible for any delay in food replenishment should the actual number of guests exceed more than the 10% spill over allowance.
4. No decrease in the guaranteed minimum shall be accepted after the contract has been signed. Cancellation shall no longer be allowed. In case of cancellation, the PATRON agrees to pay a cancellation charge equivalent to the total guaranteed cost if less than 30 days prior to date of function.
5. For confirmation of the function, the PATRON agrees to pay 50 % of the estimated revenue not later than 15 Days before the function. With the exemption, of those with credit line, a Letter of Authorization (LOA)/ Certificate of Availability of Fund (CAF) is required. Should the total package exceed the approved credit line, the PATRON agrees to pay the corresponding excess amount not later than 15 days before the function.
6. Any loss, damage, or injury that the RESORT and/or other resort's guests may suffer attributed to acts or omission of the PATRON and/or his guests during the contracted function shall be for the account of and/or liability or responsibility of the PATRON.
7. PATRON agrees not to hold the RESORT liable for failure to comply with this agreement due to the following reasons: consequence of war, change of statutes of the Philippine Government, strikes, riots and other civil disturbances, force majeure, labor disputes, or other cause beyond its control.
8. The PATRON herein understands and agrees that the RESORT shall not, in any way whatsoever, be responsible or liable to the PATRON for any loss, damages or injuries cause to or sustained by the PATRON or his guests by reason of cause beyond the RESORT'S control, including but not limited to, robbery, theft, pilferage, fire, flood or any contingency of whatsoever kind of nature.
9. RESORT reserves the right to change the menu as indicated in this agreement at any time in the event of non-availability of raw materials and other justified reasons.
10. Any and all amenities offered by the RESORT as indicated in this contract shall be subject to availability of materials and/or facilities.
11. If the PATRON is a corporation, partnership or an organization, the person or persons signing for and in behalf of the corporation, partnership or organization shall be personally, jointly and severally liable to the RESORT for the payment of the obligation herein incurred for the FUNCTION and/ or any damages and/or losses incurred by the RESORT during or by reason of such FUNCTION caused by willful acts, omission or negligence of the client or its guests. The signing and execution of this agreement show conformity on his/her part to be jointly and severally liable personally together with the PATRON whom he/she represents.
12. In case of suit against the PATRON by the RESORT for the collection of unpaid accounts, attorney's fees, litigation cost, and other expenses shall be charged to the PATRON.
13. The court of the City of Manila and Clark shall have exclusive venue to try any dispute or difference or legal action, which may arise between the parties under this contract.
14. Form of payment: Payment maybe in cash, manager's or cashier's check. Personal checks are not acceptable.
15. The PATRON hereby authorizes the RESORT to check his/her credit references.

## CANCELLATION POLICY

Cancellation shall be treated as follows:

1. Full reimbursement of deposit posted for cancellation made at least three (3) months or 90 days prior to the date of the function

2. Upon signing of this agreement, the RESORT will block the facilities (room/s and function room/s) and services on the dates stipulated for the benefit of the CLIENT. Consequently, should the CLIENT cancel the function for whatever reason, the following penalty charges shall apply :

- Ninety (90) days and above before the actual date of function: No penalty charges
- Sixty (60) days and above before the actual date of function : 40% of total guaranteed cost
- Thirty (30) days and above before the actual date of function : 60% of total guaranteed cost
- Seven (7) days and above before the actual date of function : 100% of total guaranteed cost
- Actual date : 100% of total guaranteed cost

IN WITNESS WHEREOF, the parties have hereunto set their signature at Fontana Development Corporation, Clarkfield, Pampanga, Philippines this \_\_\_\_ day of \_\_\_\_\_ 2019.

  
MS. THEA MARIE CORINNE F. PALARCA,  
DBM - Director

  
MR. SIMON WU  
DGM

29 OCT 2019