



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
MALACAÑANG, MANILA

**NOTICE OF AWARD**

August 13, 2013

**MS. MARIE TOLENTINO**

Sales Account Manager  
The Bayleaf Intramuros  
Muralla cor. Victoria Sts.  
Intramuros, Manila

Dear **Ms. Tolentino**:

We are pleased to inform you that the contract for the Lease of Venue for the Budget Operations Group Planning Tool Workshop is hereby awarded to your company in the amount of Seventy Two Thousand Three Hundred Pesos (P72,300.00).

Very truly yours,

A handwritten signature in black ink, appearing to read "Mario L. Relampagos". The signature is written in a cursive style with a large initial "M".

**MARIO L. RELAMPAGOS**  
*Undersecretary*



THE BAYLEAF  
INTRAMUROS

August 01, 2013

**USEC. MARIO L. RELAMPAGOS**  
**DEPARTMENT OF BUDGET & MANAGEMENT**  
2/F Boncodin Hall  
Malacañang Compound,  
Manila

**RE: Planning Tool Workshop (Afternoon Session)**  
**August 16, 2013 / 30 persons**

Dear Usec. Relampagos:

Warm greetings from **The Bayleaf**

Thank you for considering The Bayleaf for your workshop scheduled on August 16, 2013.

**A. Conference Room Package (Afternoon Session only)**

**Package Rate: Php1,000.00net per person** *(Rate is inclusive of 10% service charge and gov't taxes)*

**Inclusions:**

Day 1/August 16: One (1) PM Snack & One (1) Buffet Dinner with One (1) Round of Iced Tea

Minimum guaranteed number of person: 30

Maximum number of persons: 35

**Function Room Blocking**

Date	Time	Event	Venue	Set-up / No. of person Gtd.	Status
August 16, 2013	1:00pm to 8:00pm	Workshop	Basil 1 & 2 (3 <sup>rd</sup> Floor)	Classroom / 30	Confirmed

In addition to this, we are pleased to provide you with the following concessions for the duration of your event:

- One (1) LCD Projector with screen
- Complimentary Five (5) WIFI Connectivity
- Whiteboard with markers and eraser
- Papers and pencils
- Complimentary flowing coffee and tea
- Basic sound system with 3 microphones

Muralla corner Victoria Streets, Intramuros Manila 1002, Philippines

• Tel: +63 2 318 5000 • Fax: +63 2 318 5001 • [inquiry@thebayleaf.com.ph](mailto:inquiry@thebayleaf.com.ph) • [www.thebayleaf.com.ph](http://www.thebayleaf.com.ph)

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**B. Billing Arrangement**

1. CAF (Certificate of Availability of Funds) and LOA (Letter of Authorization) must be issued based on total estimated banquet charges on or before August 12, 2013.
2. Full settlement must be received 15 days after the receipt of the SOA (Statement of Account).

**C. Cut-off Dates / Cancellations**

a. August 12, 2013

The hotel should receive a copy of this contract duly signed by an authorized representative. Non-receipt by this date, the hotel will automatically release the function room blockings.

b. August 12, 2013

Cancellation made from this date onwards, no-shows, less than the minimum persons guaranteed, will be subject to full charge for the entire duration of the event.

Usec. Relampagos, we truly hope that these arrangements meet all your requirements and should you require any clarification, please do not hesitate to get in touch with the undersigned at telephone number 318 5000 ext. 7416 / 0917 8795081 or send us a message at e-mail address [marie.tolentino@thebayleaf.com.ph](mailto:marie.tolentino@thebayleaf.com.ph).

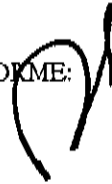
Once again, thank you for this opportunity to do business with you and we look forward to the pleasure of welcoming your guests to The Bayleaf Intramuros.

Sincerely,



**MARIE TOLENTINO**  
Sales Account Manager

CONFORME:



**USEC. MARIO L. RELAMPAGOS**

Noted by:

*(Original Copy Signed)*

**BETH DAR**  
Director of Sales & Marketing



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
MALACAÑANG, MANILA

**NOTICE TO PROCEED**

August 14, 2013

**MS. MARIE TOLENTINO**

Sales Account Manager  
The Bayleaf Intramuros  
Muralla cor. Victoria Sts.  
Intramuros, Manila

Dear **Ms. Tolentino**:

This is to inform you that performance of the obligations specified in the Contract for the Lease of Venue for the Greater Budget Operations Group Planning Tool Workshop shall commence as scheduled.

Very truly yours,

**MARIO L. RELAMPAGOS**

*Undersecretary*