



September 16, 2013

MS. TESSIE C. GREGORIO

Assistant Director, CPRS

DEPARTMENT OF BUDGET & MANAGEMENT

Boncodin Hall,

General Solano Street, San Miguel

Manila

**RE: Executive Learning Session (Contract)
September 17, 2013 / 85 persons**

Dear Ms. Gregorio:

Warm greetings from **The Bayleaf!**

Thank you for considering The Bayleaf for your workshop scheduled on September 17, 2013.

A. Conference Room Package

1. **Package Rate Php700.00net per person** (*Rate is inclusive of 10% service charge and government tax*)

Inclusions:

Day 1 / Sept. 17: One (1) PM Snack with one (1) round of iced tea

Minimum guaranteed number of person: 85

Function Room Blocking

Date	Time	Event	Venue	Set-up / No. of persons Gtd.	Status
September 17, 2013	1:00pm to 6:00pm	Meeting	Muralla 1	Classroom / 85	Confirmed

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

- One (1) LCD Projector with screen
- Ten (10) Complimentary WIFI Connectivity
- One (1) Tarpaulin (6 x 8ft)
- Whiteboard with markers and eraser
- Papers and pencils
- Basic sound system with 4 microphones
- Complimentary coffee and tea



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B. Billing Arrangement

1. CAF (Certificate of Availability of Funds) and LOG (Letter of Guarantee) must be issued based on total estimated banquet charges on or before September 13, 2013.
2. Full settlement must be received 15 days after the receipt of the SOA (Statement of Account).

C. Cut-off Dates / Cancellations

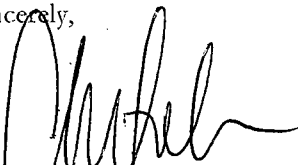
- a. September 13, 2013 The hotel should receive a copy of this contract duly signed by an authorized representative. Non-receipt by this date, the hotel will automatically release the function room blockings.

- b. September 13, 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.

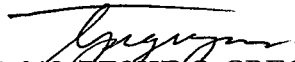
Ms. Gregorio, we truly hope that these arrangements meet all your requirements and should you require any clarification, please do not hesitate to get in touch with the undersigned at telephone number 318 5000 ext. 7416 / 0917 8795081 or send us a message at e-mail address marie.tolentino@thebayleaf.com.ph.

Once again, thank you and we look forward to the pleasure of welcoming you and your guests to The Bayleaf Intramuros.


Sincerely,


MARIE TOLENTINO
Sales Account Manager

CONFORME:


MS. TESSIE C. GREGORIO
Assistant Director, CPRS

Noted by


BETH DAR
Director of Sales & Marketing



Republic of the Philippines
DEPARTMENT OF BUDGET AND MANAGEMENT
Malacañang, Manila

NOTICE OF AWARD

September 13, 2013

Ms. MARIE TOLENTINO
Sales Account Manager
The Bayleaf
Muralla cor Victoria Streets
Intramuros, Manila

Dear Ms. Tolentino:

Please be informed that the Lease of Venue for the 5th Executive Learning Session with a contract price of Fifty-Nine Thousand Thousand Five Hundred Pesos (P59,500.00) is hereby awarded to you.

Please proceed to the Corporate Planning and Reforms Service (CPRS) for the signing of the contract within ten (10) days from receipt hereof.

Very truly yours,


VILMA P. GOROSPE
OIC Director IV 



Republic of the Philippines
DEPARTMENT OF BUDGET AND MANAGEMENT
Malacañang, Manila

NOTICE TO PROCEED

Ms. MARIE TOLENTINO
Sales Account Manager
The Bayleaf
Muralla cor Victoria Streets
Intramuros, Manila

Dear Ms. Tolentino:

Notice is hereby given to you for Lease of Venue for the 5th Executive Learning Session with a contract price of Fifty-Nine Thousand Five Hundred Pesos (P59,500.00).

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to the Department of Budget and Management.

Very truly yours,


VILMA P. GOROSPE
OIC Director IV 

I acknowledge receipt and acceptance of this Notice on: September 16, 2013

Name of Representative: Marie Tolentino

Authorized Signature: 