

May 6, 2015

CONTRACT
for lease of Venue for the Training entitled "Strengthening
the Capacities of DBM Regional Information Officers,
Bottom-up Budgeting (BUB) Focal Persons, and CSO Desk Officers"

Date of Issue : 06 May 2015
Name of group : Department of Budget and Management
Contact Person : Asec. Maxine Tanya Hamada
Email Add : mthamada@dbm.gov.ph
Tel No. : 490-1000 loc 2603
Date of stay : May 7-8, 2015

Dear Ms. Hamada,

Warm Greetings from THE HERITAGE HOTEL!

We are indeed very fortunate that you have considered THE HERITAGE HOTEL MANILA as venue for your Seminar scheduled on May 7-8, 2015.

By way of confirmation, we have drafted the following arrangements for your group. Should there be changes, please let us know. We would appreciate your signing and returning this contract to us at your earliest convenience.

I. FUNCTION ROOMS, FOOD AND ROOM ACCOMMODATION

PARTICULAR	AMOUNT
Lease of Venue, inclusive of Food, accommodation and facilities	Php 189,800.00 (Vat-Inclusive)
51 Pax 16 Triple-Sharing Rooms And 2 Standard Rooms	P71,600.00 (VAT-Inclusive)
TOTAL	Php 261,400.00 (VAT-Inclusive) In Words: Two Hundred Sixty One Thousand Four Hundred

*Note: Billing shall be based on the actual expenses. Rates are inclusive of 10% service charge and taxes.



A. ROOM AMENITIES

- Overnight Room Accommodation
- Buffet breakfast at the Riviera Café
- Internet Access
- Complimentary scheduled shuttle service to/from **MALL OF ASIA**
- All live-in guests are to be extended the following amenities:
- Complimentary two (2) bottles of mineral water daily
- Complimentary use of gym, Jacuzzi and swimming pool
- Daily Local Newspaper
- Individual Safety Deposit Boxes in each guest room

B. BANQUET AMENITIES

- Round tables / Classroom / U-shape set up
- PA System with microphones
- CD Player
- 2 Projection Screen
- Pads, Pencils & Mint Candies
- Whiteboard with markers/s and erasers
- Flipchart/s with marker
- Placecards/namecards
- 10 Complimentary Parking Slips

CANCELLATION / NO SHOW

Under the terms of this agreement, we have already reserved all your guests and function rooms required. In the event of cancellation or postponement made after the confirmation of the booking will merit a surcharge equivalent to rates listed

Date of Cancellation	Cancellation Charge
From Confirmation date to 6 weeks prior the function	50% of the guaranteed revenue
30 days prior the function date	75% of guaranteed revenue
7 days prior the function date	100% of the guaranteed revenue
No Show Charge (Banquets)	Full amount of contract based on your minimum guaranteed guests

BILLING ARRANGEMENT

Food, venue and room accommodation will be charged to **Department of Budget and Management**.
Incidental charges will be under personal account of guests. Full payment must be made within **(30)**
days upon receipt of the Statement of Account.



CHANGES, ADDITIONS, STIPULATIONS OR LINING OUT

Any Department of Budget and Management will not be considered agreed to or binding on the other unless such modification have been initialed or otherwise approved in writing by the other.

EXCLUSION OF LIABILITY

THE HERITAGE HOTEL MANILA will not be held liable or responsible for failure to carry our obligations mentioned herein directly or indirectly brought about by consequences of war, riots or other Acts of God or any condition beyond the control of the hotel.


Ms. Hamada, we trust that you find the above arrangement favorable. We would like to reassert our desire to host your group and you can be assured that all efforts will be exerted to ensure the great success of your seminar.


This agreement will constitute a binding contract between The Heritage Hotel Manila and Department of Budget and Management. The individuals signing below represent that each is authorized to bind his or her party to this agreement. In the event a fully signed copy of this agreement is not received on the above date and deposit is not made on the agreed date all function spaces and guestrooms referred herein will be released and neither party will have any obligations under this agreement.

Thank you once again and we look forward to the pleasure of welcoming you and your guests at THE HERITAGE HOTEL MANILA.

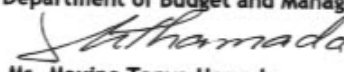
Yours sincerely,

For and on behalf of
The Heritage Hotel



Honeyleen Tan
Sales Manager - Rooms


Katrina Españó
Account Manager - Banquets

Accepted by:
Department of Budget and Management


Ms. Maxine Tanya Hamada
Assistant Secretary


Noted by:


Gigi Gaw
Director of Sales and Marketing


Heritage Hotel Manila

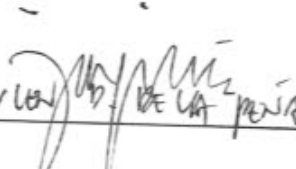

KATRINA ESPANO
Date: 5/6/15

Department of Budget and Management


ASEC. MAXINE TANYA HAMADA
Date: 5/6/15

SIGNED IN THE PRESENCE OF:


TAN GERARDO R. TAN JR.


JACKY LOY

ACKNOWLEDGEMENT


REPUBLIC OF THE PHILIPPINES
CITY OF MANILA

BEFORE ME, A Notary Public in the City of Manila, personally appeared the following:

Name	Valid ID and CTC No.	Date and Place of Issue
Asec. Maxine Tanya Hamada	Passport EB 3910470	DFA Manila / Oct. 20, 2011
Katrina Espano	driver's license NO 3-09-007168	Passay City / May 3, 2014

WITNESS MY HAND AND SEAL this day of May 6, 2015.

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Book No. I
Series 2015


GERARDO R. TAN JR.
Commission No. C 277
Notary Public
Until December 31, 2015
Roll No. 63830 May 08, 2014
IBP NO 991079, 2/10/15
PTR No. 6818440: 1/14/15 Caloocan City
19 Katarungan St. Bagong Barrio Caloocan City



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

NOTICE OF AWARD

May 5, 2015

MS. KATRINA ESPANO

Account Manager
The Heritage Hotel Manila
Roxas Boulevard corner EDSA Pasay, 1300

Dear **Ms. Espano**:

We are pleased to inform you that the contract for the project Lease of Venue for the training entitled "Strengthening the Capacities of DBM Regional Information Officers, Bottom-up Budgeting (BUB) Focal Persons, and CSO Desk Officers" is hereby awarded to your company in the amount of Php 261, 400.00.

Please coordinate with the Reforms and Innovations Unit (RIU) for the preparation of and signing of contract.

Very truly yours,

MAXINE TANYA HAMADA
Assistant Secretary



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

NOTICE TO PROCEED

May 6, 2015

MS. KATRINA ESPANO

Account Manager
The Heritage Hotel Manila
Roxas Boulevard corner EDSA Pasay, 1300

Dear **Ms. Espano**:

This is to inform you that performance of the obligations specified in the attached Contract for the Project "Lease of Venue for the training entitled "Strengthening the Capacities of DBM Regional Information Officers, Bottom-up Budgeting (BUB) Focal Persons, and CSO Desk Officers" shall commence as scheduled.

Very truly yours,

MAXINE TANYA HAMADA
Assistant Secretary