

08 September 2015

Undersecretary Richard E. Moya  
 Undersecretary  
 DEPARTMENT OF BUDGET AND MANAGEMENT  
 General Solano St., San Miguel, Manila  
 Phone No: (632) 791-2000 (loc 2303)  
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Dear Undersecretary Moya,

*Warm Greetings from One Tagaytay Place Hotel Suites!*

We are pleased to offer you our special Room and Meal package rates made exclusively for your group.

Function Date	September 14-16, 2015		
Contract No:	Contract No: 2015-244		
Type of Function	MITHI Strategic Planning		
Number of persons	16 Persons		
<b>Service Details:</b>			
Deluxe Twin Sharing	Php 3,000.00net x 8 rooms x 2 nights		Php 48,000.00net
<b>Meals:</b>			
<b>(DAY)1 Monday, September 14, 2015</b>			
Breakfast	400.00 x	18 PERSONS	Php 7,200.00
Family Style Lunch	400.00 x	16 PERSONS	Php 6,400.00
PM Snack	150.00 x	16 PERSONS	Php 2,400.00
Family Style Dinner	400.00 x	16 PERSONS	Php 6,400.00
<b>(DAY)2 Tuesday, September 15, 2015</b>			
AM Snack	150.00 x	16 PERSONS	Php 2,400.00
Family Style Lunch	400.00 x	16 PERSONS	Php 6,400.00
PM Snack	150.00 x	16 PERSONS	Php 2,400.00
Family Style Dinner	400.00 x	16 PERSONS	Php 6,400.00
<b>(DAY)3 Wednesday, September 16, 2015</b>			
Breakfast	400.00 x	2 PERSONS	Php 800.00
AM Snack	150.00 x	16 PERSONS	Php 2,400.00
Family Style Lunch	400.00 x	18 PERSONS	Php 7,200.00
<b>TOTAL BANQUET CHARGE</b>			Php 50,400.00
<b>GRAND TOTAL</b>			PHP 98,400.00NET
<b>INCLUSIONS:</b>			
<b>Accommodation</b>			
<ul style="list-style-type: none"> <li>• Accommodation for 16 persons on September 14-16, 2015 on Deluxe Twin Sharing Room with free bottled water, coffee tea, and toiletries inside the rooms.</li> </ul>			
<b>Meals</b>			
<ul style="list-style-type: none"> <li>• (3) Buffet Breakfast, (2) Am Snack, (3) Managed Buffet Lunch, (2) PM Snacks, (2) Managed Buffet Dinner</li> <li>• Free flowing of coffee and tea in the function room</li> <li>• 1 Round of Drinks per meal</li> <li>• Complimentary use of function room for 12 hours with Flowing coffee, tea &amp; water dispenser</li> <li>• Complimentary Wi-Fi internet access in the Lobby, Restaurant, Function room and Guest Room.</li> <li>• Complimentary use of swimming Pool</li> <li>• Complimentary Welcome Banner and Backdrop</li> <li>• Complimentary parking</li> <li>• Complimentary use of Fitness Center</li> <li>• 10% Discount on Business Center services and all O'SPA services.</li> <li>• Philippine Flag</li> </ul>			

4. Any cancellation will be subject to a cancellation charge equivalent to a one night stay and the total food and beverage costs being released based on the number of days reserved.
5. Should the client opt to postpone the event for another date, the client should inform the hotel in writing fourteen (14) days prior to the group's original schedule. Failure to inform the hotel shall result to a cancellation charge equivalent to the total amount of rooms and food and beverage charges.
6. The Client agrees to settle additional charges incurred during their stay / event and should be settled in full upon check out thru Cash, Company Check or Credit Card only unless send bill arrangements have been pre approved.
7. The Hotel prepares an allowance of ten percent (10%) on meal requirements based on the minimum guaranteed. The Hotel shall not be held liable for the delay in service should the number of covers exceed the 10% allowance.
8. Billing will be based on the guaranteed number of attendees contracted for, or actual attendance whichever is higher. The authorized Hotel Representative will establish the actual number of covers served.
9. Please be advised that bringing in of food and beverage at One Tagaytay Place Hotel Suites is strictly prohibited. In the event that the Hotel allows the Client to bring in Food and Beverage, applicable corkage fees to apply. The Hotel shall not be held liable for the quality and condition of the food and beverage brought into the Hotel.
10. **DAMAGE BOND** -- A damage bond in the amount of (20% of total amount due) shall be required for special set ups and arrangement in the function room. Damage bond amount will be computed based on the type of possible damage that may arise from ingress until egress period. Damage bond is refundable in full, without interest, seven (7) business days after the event provided that no damage was incurred at the Hotel event venue. In the event that this is done without authorization and damage is incurred, the Hotel shall assess the damage and automatically bill the cost of repair and or replacement to the Client.
11. Deposits are refundable only in conjunction with cancellation in Force Majeure Circumstances as mentioned in Force Majeure clause
12. Failure to comply with the agreed terms of account settlement stated in this contract, the Hotel shall charge an additional ten percent (10%) to the outstanding balance of the Client.
13. Should the payment be enforced by court action, the Client shall pay an additional twenty five percent (25%) of the money judgment by way of attorney's fee.

#### **FORCE MAJEURE CLAUSE**

By signing of this contract, One Tagaytay Place Hotel Suites shall not be liable for failure to carry out such arrangements as mentioned which are caused by labor disputes, Acts of God or conditions beyond our control.


I hope you find everything in order. Should the terms and conditions of this conforme letter meet your approval, please sign on the space provided below.

We look forward to welcoming you and your guests at One Tagaytay Place Hotel Suites!

Sincerely,

  
**JUDY GRACE V. ANICETO**  
Sales Manager  
One Tagaytay Place Hotel Suites

Conforme:

  
**UNDERSECRETARY RICHARD E. MOYA**  
Undersecretary  
**DEPARTMENT OF BUDGET & MANAGEMENT**

Noted by:

  
**CARMELO DE GOROSTIZA**  
Director of Sales and Marketing  
One Tagaytay Place Hotel Suites



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT

**NOTICE OF AWARD**

September 10, 2015

**JUDY GRACE V. ANICETO**  
One Tagaytay Place  
Tagaytay City

Dear Ms. Aniceto:

We are pleased to inform you that the contract for the project "Lease of Venue for the 2015 MITHI Assessment Workshop" is hereby awarded to your company.

Please coordinate with the Office for Organization and Systems Improvement (OSI) for implementation/execution of the project.

Very truly yours,

**RICHARD E. MOYA**  
Undersecretary

Office for Organization and Systems Improvement  
Department of Budget and Management



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT

**NOTICE TO PROCEED**

September 10, 2015

**JUDY GRACE V. ANICETO**  
One Tagaytay Place  
Tagaytay City

Dear Ms. Aniceto:

This is to inform you that performance of the obligations specified in the attached Contract for the Project "Lease of Venue for the 2015 MITHI Assessment Workshop" shall commence as scheduled.

Very truly yours,

**RICHARD E. MOYA**

Undersecretary *CS*  
Office for Organization and Systems Improvement  
Department of Budget and Management