



Kingsford Hotel  
MANILA

ALMAYON HOTEL & RESORTS

Live In Contract OWWA Dec 19-20,2022

Company Name : OWWA  
Contact Person : **Mr. Arnaldo A. Ignacio**  
Subject : Live- In Contract from December 19-20,2022

Dear Mr. Ignacio,

Thank you for your interest in Kingsford Hotel Manila, and for giving us the opportunity to offer a quotation for your event. Having reviewed your requirements, we are delighted to submit the attached proposal for your kind consideration.

This quotation is offered on an exclusive basis and is only valid for the specific dates requested. Presently, the meeting spaces are available for the requested period, however kindly note that the space is not currently blocked. This contract's cutoff date is on **December 14, 2022** at which point we reserve the right to submit a revised quotation.

If you would like to proceed with the proposal, please forward your written confirmation to secure the guest rooms and meeting space. The hotel will issue a Group Agreement to finalize the event details and once this is returned with a deposit, the booking will be confirmed.

We are excited at the prospect of presenting our hotel and are committed to making your event a success.

In the meantime, if you require any further information or assistance, please do not hesitate to contact us.



*Handwritten signature*



# Kingsford Hotel

MANILA

OF MEETINGS, ACTIVITIES & EVENTS

## Event Program

**Event Name:** Meals and Accommodation for

Date	Time	Set up	Menu	Number of Pax
Dec 19 ,2022	8:00 AM 9:00 PM	Rounds	AM Snacks Buffet Lunch PM Snacks Buffet Dinner	55 pax
Dec 20 ,2022	8:00 AM 9:00 PM	Rounds	AM Snacks Buffet Lunch PM Snacks Buffet Dinner	55 pax

**GRAND TOTAL**

**PHP 277 ,838.00**

- All Rates above mention is VAT Exempted of 12%
- All rates are non-commissionable

### Guaranteed Attendance:

*A final guaranteed must be specified 72 hours prior to the function date. The Hotel will prepare 10% more than the guaranteed number and will charge for either the actual number of guests attending or the guaranteed number whichever is greater.*

### MEETING INCLUSIVE OF:

- Whole day use of function room
- Free flowing coffee and tea
- Water Station/ Mineral Water with Dispenser
- Round set-up and Class room Set-Up
- Wireless Internet Connection
- Whole day use of basic sound system with wireless microphones
- Whole day use of AVP Equipment (projector and widescreen)
- Free use of flagpole, tarpaulin stand, and rostrum
- Meeting Amenities (Pads, Pencils, Flip charts and Mints)
- Printed and Digital Signages
- Parking passes up to 10% of the total attendees
- Dedicated event personnel to attend all function requirements



*Signature*



# Kingsford Hotel

MANILA

BY WIGWAGS HOTELS & RESORTS

Single = 4,000 net per night

Twin = 4,500 net per night

Check In Date	Check Out Date	Room Type	Number of Rooms	Number of Nights
Dec 19	Dec 20	Deluxe Room	3	1 night
Dec 19	Dec 20	Deluxe Room	29	1night
<b>TOTAL</b>				142,500.00

## GRAND TOTAL:

### ROOMS AND BANQUETS

PHP 420,338.00

### ROOM RATE INCLUSIONS:

- Above rates are inclusive of one (1) or two (2) buffet breakfast.
- In room internet and Wi-Fi access throughout the Hotel
- Local newspaper daily
- (2) bottles of mineral water, replenish daily
- Use of the Fitness Centre and swimming pool
- Complimentary (1) parking space per room; **subject to availability**

**Master Account:** The Hotel will set-up a "Master Account" for Group for payment of charges under this Agreement. Group must review all charges billed to the Master Account to ensure accurate billing.

**Payment Options:** Payment will be made as indicated below.

All expenses occurred during the event will be billed to company after event. Any additional charges incurred will also be the responsibility of the Client. Bills of exchange and foreign cheques are not accepted as means of payment.

When using credit cards for security deposits or other payments, a Hotel Credit Card Authorization form must be completed. In the event that a client nominates to settle an account in full by credit card, the Hotel reserves the right to execute pre-authorization on the nominated credit card for the value of the Estimated Function Charge forty-eight (48) hours prior to commencement of the event.



*Signature*



# Kingsford Hotel

MANILA

BY MCDONALD HOTELS & RESORTS

Master Account	
Details	<ul style="list-style-type: none"><li>• Package for all participants</li></ul>
Authorized Person	<ul style="list-style-type: none"><li>• <b>Mr. Arnaldo A. Ignacio</b></li></ul>
Payment	<ul style="list-style-type: none"><li>• Send Bill Arrangement</li></ul>
Bank Details	Bank name: Banco De Oro (BDO) Account name: Kingsford Hotel Manila, Inc Account number: 11478000377 Swift Code: BNORPHMMXXX Address: Hotel Pearl Wing, Okada Manila Atlantic Drive Asiaworld City, Boulevard 2000 Brgy. Tambo, Parañaque City

### Space availability\*\*

The above offers represent our rates and benefits available at **KINGSFORD HOTEL MANILA** for the period required of this group and **NO SPACE IS BLOCKED** until the written confirmation is received within **December 14, 2022**. Confirmation of space is subject to space availability on day of written request.

### Cancellation Policy:

When the cancellation request is received by the Hotel	Cancellation fees
Up to 60 Days before the event	No Fees
Between 59 to 30 days before the event	50% of contracted events charge for all guaranteed guests
Between 29 days and 14 days before the event	75% of contracted events charge for all guaranteed guests
Between 14 days and the event	100 % of contracted events charge for all guaranteed guests

### Damages:

The company accepts full responsibility for any and all damages that may occur to the hotel property during the time of set up and actual function, including reimbursing the hotel for such damages to property or persons. Furthermore, the company shall notify the hotel of any need for electrical usage, subject to further charge in the case that exceeds the limit the hotel has set for such





**Kingsford Hotel**  
M A N I L A

MEMORANDUM FOR THE HOTEL & RESORTS DIVISION

**Location:**

Kingsford Hotel Manila

Bagong Nayong Pilipino, Entertainment City, Tambo, Paranaque City

Tel: +63 2 8538 6388

Further hotel information, please visit us on email: [sales@kingsfordmanila.com](mailto:sales@kingsfordmanila.com)

Noted by:

*Jennifer Ann Esguerra*

Conforme:

*[Handwritten signature]*  
\_\_\_\_\_  
Mr. Arnaldo A. Ignacio  
OWWA Administrator *AAI*

\_\_\_\_\_  
**Ms. Jennifer Ann Esguerra**  
Assistant Director for Sales  
Kingsford Hotel Manila

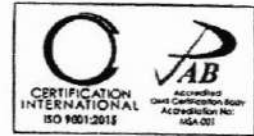
Approved by:



**Ms. Geraldine Gaw**  
Director for Sales and Marketing



Republic of the Philippines  
**OVERSEAS WORKERS WELFARE ADMINISTRATION**  
Department of Labor and Employment



**NOTICE OF AWARD**

14 December 2022

**Ms. JENNIFER ANN ESGUERRA**  
Assistant Director for Sales  
**KINGSFORD HOTEL MANILA**  
Bagong Nayon Pilipino,  
Entertainment City, Tambo,  
Parañaque City

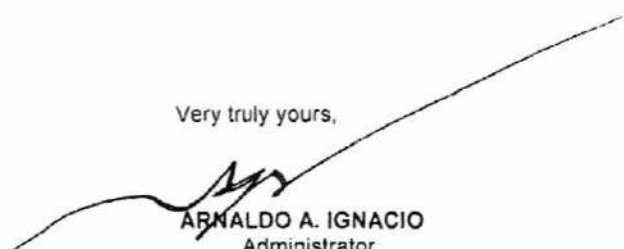
Dear **Ms. Esguerra**,

Please be informed that your bid proposal received 9 December 2022 for the **Proposal for One (1) Lot – Venue for the Conduct of 2022 WelOf Consultation Forum** with the Total Contract Price of **Four Hundred Twenty Thousand Three Hundred Thirty-eight Pesos (Php420,338.00)** only, is accepted.


Kindly acknowledge receipt and acceptance of this Notice by signing the space provided below and submit a copy to the Procurement and Property Management Division of the Overseas Workers Welfare Administration (OWWA) at Room 301, 3<sup>rd</sup> Floor, OWWA Center Building, 7<sup>th</sup> St., corner F.B. Harrison St., Pasay City.


Thank you

Very truly yours,

  
**ARNALDO A. IGNACIO**  
Administrator

Conforme:

  
**Ms. JENNIFER ANN ESGUERRA**  
Assistant Director for Sales / **KINGSFORD HOTEL MANILA**  
Date: December 14, 2022

  
Jennifer Ann B. Esguerra  
Associate Director for Sales

12-14-22



Republic of the Philippines  
**OVERSEAS WORKERS WELFARE ADMINISTRATION**  
Department of Labor and Employment



**NOTICE TO PROCEED**

Date: December 14, 2022

**Ms. JENNIFER ANN ESGUERRA**  
Assistant Director for Sales  
**KINGSFORD HOTEL MANILA**  
Bagong Nayon Pilipino,  
Entertainment City, Tambo,  
Parañaque City

Dear **Ms. Esguerra**,

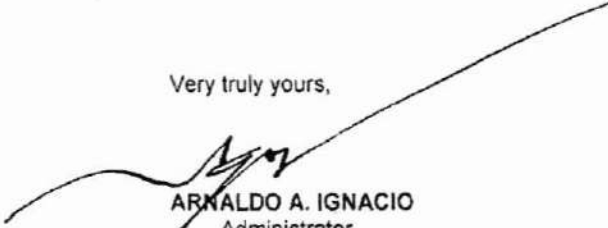
The attached Contract Agreement having been approved, notice is hereby given to **KINGSFORD HOTEL MANILA** that service for the Proposal for One (1) Lot - Venue for the Conduct of 2022 WelOf Consultation Forum may commence effective **December 19-20, 2022** after the receipt of this notice.

Relative thereto, your company's performance is being evaluated by the Procurement and Property Management Division (PPMD) and/or End-User.


Please acknowledge receipt and acceptance of this Notice by signing the space provided below and submit a copy to the PPMD of the Overseas Workers Welfare Administration (OWWA) at Room 301, 3<sup>rd</sup> Floor, OWWA Center Building, 7<sup>th</sup> St., corner F.B. Harrison St., Pasay City.


Thank you.

Very truly yours,

  
**ARNALDO A. IGNACIO**  
Administrator

I acknowledge receipt of this Notice on December 14, 2022

  
**Ms. JENNIFER ANN ESGUERRA**  
Assistant Director for Sales / **KINGSFORD HOTEL MANILA**

  
Jennifer Ann B. Esguerra  
Assistant Director for

12-14-22