



January 10, 2022

HANS LEO J. CACDAC
Administrator
OVERSEAS WORKERS WELFARE ADMINISTRATION

Thru: GERALD "DINDI" M. TAN
Director IV
NRCO-OWWA
Mobile No.: 0917-850-7556, 0949-901-6896
Tel. No.: 8-833-0113 | Fax No.: 8-833-1010
Trunkline No.: 8-891-7601 to 24 local 5310
Email: procurement@owwa.gov.ph, ofwri2021@gmail.com

EVENT CONTRACT

A pleasant day from The Lake Hotel Tagaytay!

We are pleased to confirm your reservation on **JANUARY 12-14, 2022** at **50 PERSONS** for **SEMINAR**.
Based on our discussion, please find details as follows.

Function Name	: NRCO-OWWA SEMINAR
Type of Event	: SEMINAR
Date of Event	: JANUARY 12-14, 2022
Guaranteed No. of Pax	: 50 PERSONS
Venue	: UPPER GRAND BALLROOM

PACKAGE COST:

(12) STANDARD ROOMS-TWIN SHARING	(php 9,300 per hd x 24pax)	= PHP 223,200.00
(12) SUPERIOR ROOMS-TWIN SHARING	(php 9,800 per hd x 24pax)	= PHP 235,200.00
(2) DELUXE ROOMS-SINGLE OCC	(php 16,450 per hd x 2pax)	= PHP 32,900.00

TOTAL: = PHP 491,300.00



INCLUSIONS:

- **Hotel accommodation based on above categories and sharing**
- **Meal arrangement with one round of drinks**
 - Day 1 – AM Snack, Managed Buffet Lunch, PM Snack, Managed Buffet Dinner
 - Day 2 – Breakfast, AM Snack, Managed Buffet Lunch, PM Snack, Managed Buffet Dinner
 - Day 3 – Breakfast, AM Snack, Managed Buffet Lunch, PM Snack, Managed Buffet Dinner
- **Banquet Proper**
 - **Use of the upper Grand Ballroom for the event proper**, succeeding hour is subject to management approval at Php 5,000.00 per hour (8am to 8pm daily)
 - Tables and chairs set-up
 - Standard PA sound system with wired microphones
 - Continuous coffee, tea, and candies station
 - Use of conference support materials (whiteboard with marker, eraser, pads, and pencils)

PAYMENT DETAILS:

**OVERSEAS WORKERS WELFARE ADMINISTRATION
THE LAKE HOTEL TAGAYTAY, INC.**

Referred to as the **CLIENT**
Referred to as the **HOTEL**

Upon the signing of this contract, the CLIENT shall agree on the following terms and conditions:

Total package cost: **PHP 491,300.00**
Four Hundred Ninety One Thousand Three Hundred Pesos Only

- **Total package cost is sedbill to be settled not later than (15) working days after the event. Please submit your availability of fund, certificate of award to The Lake Hotel Tagaytay, and signed contract.**
- The **CLIENT** may submit 2307 form for expanded withholding tax (EWT) of 2% of the bill exclusive or net of VAT pursuant to BIR Revenue Memorandum Cir. No. 72-2004 since the **CLIENT** falls under the category of tax payers obliged to withhold from its supplier. However, a photocopy of the letter from BIR considering that the **CLIENT** belongs to the top 10,000 corporations of the Philippines must be submitted to support this arrangement.
- Only cash and Company cheques will be accepted as forms of payment. All direct payment should be transacted with our Cashier in the Hotel while bank to bank transaction should be paid through the following Bank account details:

ACCOUNT NAME : The Lake Hotel Tagaytay Inc.
BANK : Chinabank
ACCOUNT NUMBER : 2230513815
SWIFT CODE : CHBKPHMM
ADDRESS : No. 286 E. Rodriguez Sr. Blvd. Brgy. Damayang Lagi, Quzeon City

ACCOUNT NAME : The Lake Hotel Tagaytay Inc.
BANK : BDO
ACCOUNT NUMBER : 4610139777
SWIFT CODE : BNORPHMM
ADDRESS : G/F Ablaza Bldy. 117 E. Rodriguez Ave. Quezon City

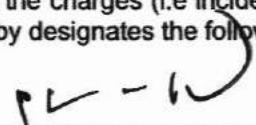
NOTES:


* A scanned copy of deposit slip must be sent to Hotel for confirmation.



TERMS & CONDITIONS:

- The Client agrees to abide by the House Rules and Regulations set forth by the Hotel which shall be made an integral part of this contract, a copy of which will be given to the Client;
- Usage of rooms before and after the event will be charge under **incidentals**. Same rate in the breakdown for rooms will apply if the CLIENT requested for additional rooms, early check-in before the event and late check-out after the event is **subject to change and depends on the room availability**.
- In excess of guaranteed number of person, the HOTEL will charge the CLIENT **based on the rate per head**.
- The hotel **does not allow** the CLIENT to bring home left over foods from functions. A signed waiver from the CLIENT must be secured for any food and beverage to be brought inside the hotel premises with thirty percent (30%) corkage fee based on the official receipt.
- The HOTEL does not give any assurance or guaranty with regards to the quality or freshness of the food served and were left over by the guests after the specified meal service period and/or after the end of the function. In this regard, the CLIENT knows fully well that the HOTEL **does not allow take out of leftover foods**.
- Bills and other expenses incurred during the function which are not part of the package shall be charged to the individual guest on his / her personal account and must be paid upon consumption or upon check-out. Unless otherwise the same has been acknowledged and signed by the designated official signatory, said charges shall be included in the CLIENT master folio for inclusion in the billing statement.
- For the purposes of signing the charges (i.e incidental F & B, rooms & other incurred charges in the hotel), the CLIENT hereby designates the following authorized signatories with their specimen signatures:



HANS LEO J. CACDAC 

- Any loss or damage to the hotel's property during the use thereof by the CLIENT or the guests of the CLIENT shall be charged to and paid by the CLIENT immediately or upon check-out or the same shall be included in the master folio of the CLIENT.
- The CLIENT may cancel the function but will be subjected to corresponding cancellation charges; basis of the computation of cancellation charges excludes the reservation fee of Php 20,000.00 since it is non-refundable. Please find below the schedule as basis for the computation of cancellation charges:

61 days to 120 days	50% cancellation charge based on the total guaranteed cost
31 days to 60 days	75% cancellation charge based on the total guaranteed cost
0 to 30 days	100% cancellation charge based on the total guaranteed cost

In the event that there is a cancellation by LAKE HOTEL due to a government mandated closure or lockdown by reason of the pandemic, or any other unforeseeable event that is beyond the control of LAKE HOTEL, LAKE HOTEL shall promptly notify the CLIENT and shall endeavor to work in good faith with the CLIENT in order to reschedule the event if necessary, or amend the reservation to reduce the guests, subject to the mutual agreement of the parties. In every case, however, any fees already paid to LAKE HOTEL shall be **NON-REFUNDABLE**. However, the CLIENT shall be given the option to rebook the event, subject only to the availability of the venue.



- In cases of unforeseen events or those that are beyond the control of the HOTEL, the HOTEL shall have the right to substitute, with or without notice, the function venue/space, guest rooms, menu and other amenities, as may be required under the circumstances.
- Rebooking of events is allowed only if HOTEL is notified at least thirty (30) days before the originally scheduled date. However, rebooking shall depend on the availability of the venue and shall be valid only for one (1) year from the first reservation made; otherwise, reservation fees and all other payments made shall be forfeited.
- In the event that the CLIENT is unable to pay any of the installment payments stated above within five (5) days from the stated deadline, HOTEL shall have the option to terminate this Agreement by sending a written notice to the CLIENT. In the event of termination under this paragraph, all previous payments made by the CLIENT shall be forfeited in favor of HOTEL.
- The CLIENT assumes full responsibility for any and all damages, which may be caused by his/her guests and other invitees whether within the function space, or in any part of the HOTEL, without prejudice to the right of the CLIENT to seek reimbursement from the erring guests/invitees.
- The Hotel strictly prohibits racking, sticking and/or hammering any material in the walls, ceilings, floor, doors, and fixture of the venue. In case of damages, the client agreed to be charged accordingly.
- The HOTEL shall not be liable for any losses in rooms and in public areas.
- The HOTEL shall not be liable for its inability to provide the facilities and services subject to this contract if such inability is due to fortuitous event of *force majeure* such as typhoon, flood, natural calamities, fire, war, workers' strikes or slowdowns, riots, civil disturbances, change of status of the Philippine government, and similar events which could not be foreseen. Any disturbance or discontinuance of this agreement due to causes beyond the control of the HOTEL shall confer no right or cause of actions against the HOTEL, nor shall the terms and conditions of such agreement be deemed effective and/or continued thereby.
- The HOTEL shall not be liable for damages resulting from physical injuries, death, loss or damage to guests or properties of the CLIENT while at the hotel caused directly or indirectly by the CLIENT's other guests, the materials or goods brought-in by the CLIENT or guests of the CLIENT, or by fortuitous event, force majeure or causes beyond the control of the HOTEL.
- CLIENT must direct special arrangements for parking with the parking attendant. The Hotel reserves the right to assign a parking space outside of the Hotel premises for the participants in case the Hotel parking space is full or reserved. The Hotel is not and shall not be liable under any circumstances for the loss of or damage to vehicles or contents thereof by fire, theft, or any other cause whatsoever not arising directly from the Hotel.
- The Hotel may charge for any electrical usage for any equipment that may be brought in by the Client. Charges will depend on the type of equipment/s to be used. The Hotel will determine the amount to be charged.



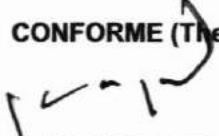
- The HOTEL shall generally accept an increase in the number of guest's equivalent to ten percent (10%) of the original guaranteed as indicated by the client, to be charged accordingly. In certain cases, although the HOTEL may accept an increase over the said 10%, the HOTEL in any case may not be compelled to accept and/or provide for the said increase and in cases of excess of more that 10%, menus to be served shall be on our CHEF'S DISCRETION.

SIGNED :


THE HOTEL,

GRACE A. JANAIRO
Marketing Manager
THE LAKE HOTEL TAGAYTAY INC.

CONFORME (The Client):



HANS LEO J. CAGDAC
Administrator
OVERSEAS WORKERS WELFARE
ADMINISTRATION





NOTICE OF AWARD

27 December 2021

Ms. GRACE A. JANAIRO
Marketing Manager
THE LAKE HOTEL TAGAYTAY
Km. 5B Aguinaldo Highway Barangay Maharlika
East, Tagaytay City

Dear **Ms. Janairo**,

Please be informed that your bid proposal dated 16 December 2021 for the **Proposal for Lease of Venue for the Conduct of the NRCO Year-End Performance Assessment and 2022 Planning Exercise** with the Total Contract Price of **Four Hundred Ninety-one Thousand Three Hundred Pesos (Php491,300.00)** 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, 3rd Floor, OWWA Center Building, 7th St., corner F.B. Harrison St., Pasay City

Thank you

Very truly yours,


HANS LEO J. CACDAC
Administrator

Conform:


Ms. GRACE A. JANAIRO
Marketing Manager/**THE LAKE HOTEL TAGAYTAY**
Date January 5, 2022



NOTICE TO PROCEED

Date JAN 05 2022

Ms. GRACE A. JANAIRO
Marketing Manager
THE LAKE HOTEL TAGAYTAY
Km. 58 Aguinaldo Highway Barangay Maharlika
East, Tagaytay City

Dear Ms. Janairo,

The attached Contract Agreement having been approved, notice is hereby given to **THE LAKE HOTEL TAGAYTAY** that service for the Proposal for Lease of Venue for the Conduct of the NRCO Year-End Performance Assessment and 2022 Planning Exercise may commence effective **immediately** after the receipt of this notice

Relative thereto, your company's performance is being evaluated by the End-User.

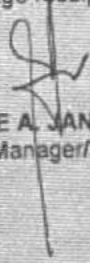
Please acknowledge receipt and acceptance of this Notice by signing the space provided below and submit a copy to the PPMO of the Overseas Workers Welfare Administration (OWWA) at Room 301, 3rd Floor, OWWA Center Building, 7th St. corner F.B. Harrison St., Pasay City.

Thank you.

Very truly yours,


HANS LEO J. CAGDAC
Administrator

I acknowledge receipt of this Notice on January 10, 2022


Ms. GRACE A. JANAIRO
Marketing Manager/**THE LAKE HOTEL TAGAYTAY**