

# ROOM AND BANQUET CONTRACT

Date of Issuance : October 23, 2023

Company Name : **OVERSEAS WORKERS WELFARE ADMINISTRATION-OVERSEAS OPERATION COORDINATION SERVICE**

Address : **OWWA Center Bldg. 7th St. Cor. FB Harrison St. Pasay City**

Duly Represented by : **EMMA V. SINCLAIR**

Designation : **Deputy Administrator / Officer-In-Charge**

Phone No. : **8891-6115**

Phone No. Accounting : **8551-6632**

Email : **area2\_oocs@owwa.gov.ph**

Event Title : **" 2023 WELFARE OFFICERS AND ADMINISTRATIVE STAFF PRE-DEPLOYMENT TRAINING PROGRAM (WOAS-PDTP)"**

SHMB-208-2023

## I. ROOM & BANQUET ARRANGMENT:

### LIVE IN - DAY 1-4

Event Date : October 22, 2023 – October 26, 2023 (Monday -Thursday)

No of Rooms : 3 rooms (Deluxe – One king size Bed)  
12 rooms – (Triple – Three Single Beds)

Time : 2PM -7PM –DAY 1  
7AM -7PM –DAY 2-4  
6AM -9AM –DAY 5

Venue : Mahogany B – (5<sup>th</sup> floor)

No. of persons : 38 persons

Rate per Person : Php 5,000.00 net/person/day- Deluxe Rate  
Php 2,700.00 net/person/day- Triple Rate

Inclusion : Room & Banquet – All meal is serve at venue

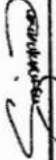
**OCTOBER 22, 2023 – DAY 1**  
Plated Pm snacks  
Assisted Buffet – Dinner

**OCTOBER 23-25, 2023 – DAY 2 -4**  
Assisted Buffet Breakfast  
Plated Am snacks  
Assisted Buffet – Lunch  
Plated Pm snacks  
Assisted Buffet – Dinner

**OCTOBER 26, 2023 – DAY 5**  
Assisted Buffet Breakfast  
Waiters and Food Attendant in Complete Uniform  
Customized Event Lobby Posting  
Basic Sounds with two (2) wireless microphones  
Two (2) Microphones stand  
Five (5) Extensions cord  
One (1) Wide Screen and one (1) LCD projectors  
Five (5) complimentary parking per day  
One (1) wireless Presentation Pointer clicker  
Table number and Secretariat table per function room  
Registration table and Acrylic signage per venue  
One (1) laptop Jack for Audio/Video Presentation  
Two (2) HDMI Chord  
Two (2) Flipchart  
Two (2) White Board with white board marker and eraser  
Pads & pencils (Replenished daily)

  
EMMA V. SINCLAIR  
Deputy Administrator / Officer In-Charge  
OWWA

  
GINETTE ENRIQUETA  
Director of Sales & Marketing

  
REY BATAANON  
Sales Executive

Philippines Flag with Stand  
 Free Flowing Coffee or Tea and water station  
 Estimated Amount : Php5, 000.00 x 3 persons x 4 days = Php 60,000.00  
 Php2, 700.00 x 36 persons x 4 days = Php 388,800.00  
 \*In excess person charge accordingly..  
**TOTAL AMOUNT : PHP 448, 800.00**

**SOCIAL & GATHERINGS**

Event Date : October 25, 2023 – (Wednesday)  
 Time : 7PM -10PM  
 Venue : Mahogany B – (5<sup>th</sup> floor)  
 No. of persons : 38 persons  
 Rate per Person : Php 1,200.00 net/person/day  
 Inclusion : Cocktails – 3 hours unlimited  
 Nuts and chips  
 Estimated Amount : Php1, 200.00 x 38 persons x 1 day  
 \*In excess person charge accordingly.  
**TOTAL AMOUNT : PHP 45, 600.00**

**GRAND TOTAL AMOUNT : PHP 494, 400.00**

**CHECK-IN AND CHECK-OUT TIME:** The standard check-in time is 2:00 P.M. and check-out is 12:00 noon. Cases of early check-in and check-out are subject to extra charges and discretion of the Front Office for the room availability. If the said room is available, we allowed us to early check in around 12noon.

**INCIDENTAL DEPOSIT:** INCIDENTAL DEPOSIT: Incidental deposit will be waived but all live-in guests are required to provide one (1) Government ID in exchange of keycards. Individual keycards must be surrendered at the Front Office upon check-out in exchange of the submitted Identification Cards.

**EXTENSION OF STAY:** If the guest wishes to extend his/her stay beyond the dates specified above and have requested during his/her stay, the Hotel shall consider and process the request as a new booking. Room rates are subject to change depending on the room availability.

**POSTPONEMENT:** Should the CLIENT wish to postpone the booking schedule, the CLIENT must notify the hotel in writing at least three (3) days prior to the original schedule.

**CANCELLATION:** It must be done strictly 72 hours before the arrival date, otherwise, a cancellation fee of one (1) room night shall be charged accordingly.

**II. BILLING ARRANGEMENT**

**ESTIMATED TOTAL CONTRACT PRICE**

Room Accommodation & Banquet				
Check in –Check out Date of Event	No. of days	No. of person	Package Rate	Total
October 22-26 ,2023	4	3	5,000	60, 000.00
October 22-26 ,2023	4	36	2,700	388,800.00
October 25 ,2023	1	38	1,200	45,600.00

**TOTAL CONTRACT PRICE: PHP 494,400.00**

**PAYMENT TERMS** To be settled within sixty (60) days upon receipt of the Statement of Account *Letter of Authorization* or *Certificate of Availability of Funds* must be forwarded upon signing of the contract.

**LAND BANK OF THE PHILIPPINES**

SEQUIOIAMANILA CORP  
 BANK ADDRESS - EAST AVENUE  
 Account No. 0571-1255-52  
 SSS LIVELIHOOD TRADE CENTER ,EAST AVENUE,CITY OF QUEZON, METRO MANILA PHILIPPINES

*[Signature]*  
 EMMA V. SINCLAIR  
 Deputy Administrator / Officer In-Charge  
 OWWA

*[Signature]*  
 GINETTE ENRIQUEZ  
 Director of Sales & Marketing

*[Signature]*  
 REY BATAANON  
 Sales Executive

**III. CANCELLATION POLICY**

Should the CLIENT wish to cancel this agreement, a written notice shall be served to the hotel before the scheduled event. Cancellations will be accepted only if advised at least fifteen (15) days prior to the supposed date of function. Should the CLIENT fail to give the required notice, 50% of the total contract price will be billed to the ENGAGER.

**IV. FORCE MAJEURE**

In the event of non-performance due to the following reasons: consequence of war, change statutes of the Philippine Government, strike, riots, and other civil disturbances, typhoons, floods, natural calamities and other Acts of Nature, fire or such other conditions and events beyond our control, the HOTEL shall not be responsible for failure to execute obligations specified herein directly and indirectly occasioned by or through as mentioned above. Thus, the Hotel will extend at least 6 months to consume your deposit.

The ENGAGER herein understands and agrees that the HOTEL shall not in any way whatsoever be responsible or liable to the ENGAGER for any loss, damages or injuries caused to or sustained by the ENGAGER or his/her guests by reason of causes beyond the HOTEL's control, including but not limited to robbery, theft, pilferage, fire, flood or any contingency of whatsoever kind of nature.

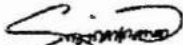
**V. ACCEPTANCE**

If the ENGAGER is a corporation, partnership or organization, the person or persons signing for and in behalf of the corporation, partnership or organization shall be personally, jointly and severally liable to the HOTEL for the payment of the obligation herein incurred for the FUNCTION and/or any damages and/or losses incurred by the HOTEL during or by reason of such FUNCTION caused by willful acts, omission or negligence of the client or its guest. The signing and execution of this agreement and conformity on his/her part to be jointly and severally liable personally together with the ENGAGER whom he/she represents.


SEQUOIA HOTEL MANILA BAY and MS. EMMA V. SINCLAIR OF OVERSEAS WORKERS WELFARE ADMINISTRATION-OVERSEAS OPERATION COORDINATION SERVICE have agreed to and have executed this AGREEMENT by their authorized representatives as of the dates indicated below:

**FOR AND ON BEHALF OF SEQUOIA HOTEL:**

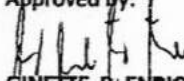
Handled by:

  
**REY B. BATAANON**  
 Sales Executive

Engager:

  
**EMMA V. SINCLAIR**  
 Deputy Administrator / Officer-In-Charge  
 Date: \_\_\_\_\_

Approved by:

  
**GINETTE P. ENRIQUEZ**  
 Director of Sales & Marketing



**NOTICE OF AWARD**

25 October 2023

**Mr. REY B. BATAANON**  
Sales Executive  
**SEQUOIAMANILA CORP**  
289 Ongpin St., cor. Quintin Paredes,  
Binondo, Manila

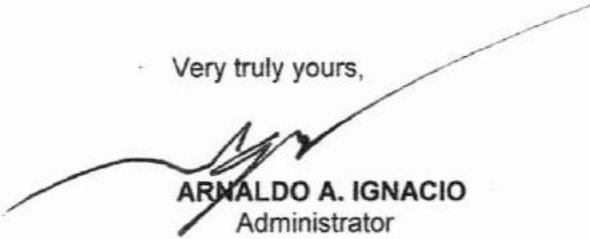
Dear **Mr. Bataanon**,

Please be informed that your bid proposal received 12 October 2023 for the **Proposal for One (1) Lot - Lease of Venue for 2023 Pre-Deployment Training Program for OWWA Officers** as the SCRQ for a contract price of **Four Hundred Ninety-four Thousand Four Hundred Pesos (Php494,400.00)** 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:

  
**Mr. REY B. BATAANON**  
Sales Executive  
**SEQUOIAMANILA CORP**  
Date: OCT 25 2023



Republic of the Philippines  
Department of Migrant Workers  
**OVERSEAS WORKERS WELFARE ADMINISTRATION**

**NOTICE TO PROCEED**

Date: NOV 07 2023

**Mr. REY B. BATAANON**  
Sales Executive  
**SEQUOIAMANILA CORP**  
289 Ongpin St., cor. Quintin Paredes,  
Binondo, Manila

Dear **Mr. Bataanon**,

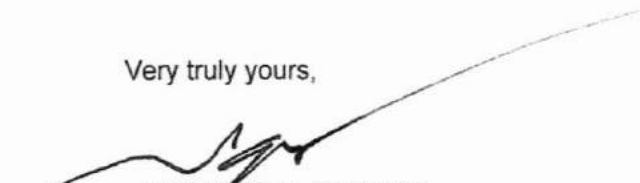
The attached Contract Agreement having been approved, notice is hereby given to **SEQUOIAMANILA CORP** that service for the Proposal for One (1) Lot - Lease of Venue for 2023 Pre-Deployment Training Program for OWWA Officers may commence effective **October 22-26, 2023** after the receipt of this notice.

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.

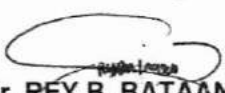
Thank you.

Very truly yours,



**ARNALDO A. IGNACIO**  
Administrator

I acknowledge receipt of this Notice on OCT 25 2023



**Mr. REY B. BATAANON**  
Sales Executive  
**SEQUOIAMANILA CORP**